



THE
CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING
ALLOWANCE

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GOVERNMENT OF INDIA
FINANCE DEPARTMENT

BOOK NO.

346

THE

CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING
ALLOWANCE



Fifth Edition, corrected up to 1st April 1910

CALCUTTA

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GENERAL ARRANGEMENT.

PRELIMINARY—

Part I.—PRELIMINARY.

GENERAL CONDITIONS—

Part II.—RULES REGARDING PAY AND ALLOWANCES.

Part III.—LEAVE RULES.

Part IV.—ORDINARY PENSIONS.

Part V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS

Part VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

Part VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS

PROCEDURE—

Part VIII.—RECORD OF SERVICE.

Part IX.—PROCEDURE RELATING TO LEAVE.

Part X.—PROCEDURE RELATING TO PENSIONS.

TRAVELLING ALLOWANCES—

Part XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

APPENDICES AND FORMS—

Part XII.—APPENDICES.

Part XIII.—FORMS.



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FINANCE DEPARTMENT.

Dated the 1st April 1910.

The Fifth Edition of the Civil Service Regulations now published supersedes the Fourth Edition which should no longer be quoted. The numbering of the Articles and of the Appendices has been maintained.

2. Certain Articles and entries in various Appendices which were clearly obsolete have been removed from the Edition now published; also some Articles and Appendices referring only to matters of interest to particular Provinces have been removed from the Civil Service Regulations and embodied in the manuals of Civil Account Officers of the Provinces concerned.

3. In the course of revision the following omissions, modifications and additions of general application have been made.

Articles which have been cancelled.—200; 524; 542; 914(b), Note; 1048; 1146; 1150—1157.

Articles which have been modified.—8 (iii); 33; 64; 83; 85; 199; 267, Rule 1; 314 (b); 442 (c); 466; 475; 510; 513; 514; 520; 521; 525; 643; 739; 740; Note under 753 A; 755; 757; 761; 787; 874; 938; 999; 1004; 1042(b); 1076, *Exceptions*; 1083; 1090; 1127; 1133; 1148; 1149.

New Articles.—29 A; 29 B; 78 A; 80, Note; 81, Note 2^a; 84 A; 348 A; 403, Note; 404, Note; 782 A; 782 B.

J. S. MESTON,

Secretary to the Government of India.

PART I.—PRELIMINARY.

GENERAL ARRANGEMENT.

		ARTICLES	PAGE.
CHAPTER I.—GENERAL SCOPE	1—4	1
CHAPTER II.—DEFINITIONS	5—48	2

TABLE OF CONTENTS.

	ARTICLES	PAGE
Part I.—PRELIMINARY—		
Chapter I.—General Scope	1— 4	1
Chapter II.—Definitions	5— 48	2
Part II.—RULES REGARDING PAY AND ALLOWANCES—		
Chapter III.—General Rules for regulating Allowances ..	49— 68	13
Chapter IV.—Additions to Salary and Deputations	69— 85	18
Chapter V.—Acting Allowances—General Rules	86—103	24
Chapter VI.—Acting Allowances—Rules for Calculation ..	04—148	27
Chapter VII.—Regulation of Progressive Salaries	149—160	37
Chapter VIII.—Combination of Appointments and Salaries ..	161—174	41
Chapter IX.—Joining Time	175—190	44
Chapter X.—Officers dismissed, suspended or imprisoned ..	191—195	47
Part III.—LEAVE RULES—		
Chapter XI.—General Conditions of Leave	196—240	51
Chapter XII.—Short Leave	241—296	62
Chapter XIII.—Long Leave—European Services	297—333	73
Chapter XIV.—Long Leave—Indian Services	334—348	86
Part IV.—ORDINARY PENSIONS—		
Chapter XV.—General Rules	349—357	93
Chapter XVI.—Conditions of Qualifying Service	358—402	96
Chapter XVII.—Rules for reckoning Service	403—423	104
Chapter XVIII.—Conditions of Grant of Pension	424—467	108
Chapter XIX.—Amount of Pensions	468—493	117
Chapter XX.—Special Rules for the Police	494—509	124
Chapter XXI.—Re-employment of Pensioners	510—531	129
Part V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS—		
Chapter XXII.—The Governor-General, Governors, Lieutenant-Governors, and Members of Council ..	532—542	137
Chapter XXIII.—Judges of the High Courts	543—545	140
Chapter XXIV.—Barrister Appointments	546—550	146
Chapter XXV.—Members of the Indian Civil Service ..	551—565	148
Chapter XXVI.—Statutory Civil Servants	566	151
Chapter XXVII.—Ecclesiastical Officers	567—603	154
Chapter XXVIII.—Military Officers	604—620	163
Chapter XXIX.—Civil Veterinary Department	621—626	166
Chapter XXX.—Civil Engineers and Telegraph Officers ..	627—650	167
Chapter XXXI.—Law Officers	651—658	173
Chapter XXXII.—State Railway Establishments	659—669	176
Chapter XXXIII.—The Bengal Covenanted Pilot Service ..	670—692	180

TABLE OF CONTENTS.

	ARTICLES	PAGE
Part V.—RULES APPLICABLE, ETC.—<i>contd.</i>		
Chapter XXXIV.—Port Blair Police	693—702	184
Chapter XXXV.—Assam and Dacca Military Police ..	703—712	185
Chapter XXXVI.—Calcutta and Suburban Police Forces ..	713	187
Chapter XXXVII.—Burma Military Police	714—727	188
Part VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS—		
Chapter XXXVIII.—Wound and other Extraordinary Pensions	728—749	195
Part VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS—		
Chapter XXXIX.—General Definitions and Conditions ..	750—752	205
Chapter XL.—Foreign Service of the first and second kinds ..	753—793	205
Chapter XLI.—Foreign Service of the Third kind	794—795	220
Chapter XLII.—Service under Local Funds	796—814	221
Part VIII.—RECORD OF SERVICE—		
Chapter XLIII.—Record of Service	815—824	229
Part IX.—PROCEDURE RELATING TO LEAVE—		
Chapter XLIV.—Applications for and Grant of Leave ..	825—861	235
Chapter XLV.—Payment of Leave Allowances	862—873	242
Chapter XLVI.—Last-pay Certificates and Warrants ..	874—904	244
Part X.—PROCEDURE RELATING TO PENSIONS—		
Chapter XLVII.—Applications for and Grant of Pensions ..	905—929	253
Chapter XLVIII.—Payment of Pensions	930—973	258
Chapter XLIX.—Members of the Indian Civil Service ..	974—987	267
Chapter L.—Chaplains	988—994	269
Part XI.—TRAVELLING ALLOWANCES—		
Chapter LI.—Definitions and General Rules	995—1010	273
Chapter LII.—Mileage Allowances	1011—1037	278
Chapter LIII.—Journeys on Tour	1038—1082	284
Chapter LIV.—Other Journeys	1083—1138	298
Chapter LV.—Special Rates for Special Localities	1139—1140	309
Chapter LVI.—Special Rules for High Officers	1141—1158	309
Chapter LVII.—Rules of Procedure	1159—1163	312
Reference Tables	315
INDEX	333
Part XII.—APPENDICES	Nos. 1—32	
Part XIII.—FORMS 1—30	

CIVIL SERVICE REGULATIONS.

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING ALLOWANCE.

PART I.—PRELIMINARY.

Chapter I.—General Scope.

Extent of Application.

1. (a) These Regulations are intended to define the conditions under which salaries, and leave and pension and other allowances, are earned by service in the Civil Departments, and in what manner they are calculated. They do not deal otherwise than indirectly and incidentally with matters relating to recruitment, promotion, official duties, discipline, or the like.

(b) Many orders applying to particular appointments or to particular individuals are not included in them ; but with this exception the Regulations have been framed so as to embody all orders still in force affecting the acting allowances, the leave and leave allowances, the pensions, and the travelling allowances of officers, the conditions of whose service in respect to these matters are not defined by the Army and Marine Regulations. The omission from the Regulations of any order on those matters which is believed to be still in force should be brought to the notice of the Government of India through the proper channel. Until so confirmed, it should be considered as not in force.

2. The rules which apply to the ordinary Civil establishments of the State apply also to officers employed under the Military and Marine Departments and under Local Governments whose service does not qualify under the Army or Marine Regulations. The rules in Part VII apply to all officers in the service of the British Government.

3. The Travelling Allowance Regulations in Part XI apply to Military officers in the Army Secretariat of the Government of India ; Chaplains of the Church of Scotland, except when on service with a regiment in the field ; and all officers in Civil employ, except those officers of the Royal Indian Marine to whom the Travelling Allowance rules in the Marine Regulations (see Section III, Volume I, Part II) apply.

Except in cases in which it is otherwise provided in the Military Regulations, or in which it may be otherwise specially sanctioned by the Government of India, the travelling allowance of clerks in all Military offices is governed by the Regulations in Part XI.

PART I.



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Right of Changing or Interpreting Rules.

4. The Government of India reserve to themselves the right of changing the rules in these Regulations regarding pay and acting allowance and leave and pension, from time to time at their discretion, and of interpreting their meaning in case of dispute.

An officer's claim to pay and allowances is 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 ; and to pension by the rules in force at the time when the officer resigns or is discharged from the service of Government.

NOTE 1.—[In all contracts for service in India to which the Secretary of State is a party provision is made for the exercise of these rights by the Government of India.]

NOTE 2.—[Extracts from a despatch from the Secretary of State and a Resolution by the Government of India relating to the rights reserved by Government in this Article :—

Despatch from Secretary of State, No. 10, dated 7^h October 1880.

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

“ I concur in the sentiment expressed by your Government in this matter. All administrative reforms would be rendered impossible if the Government were fettered by considerations such as those above referred to.”

Resolution No. 4863, dated 4th December 1891.

“ The Government of India have always been careful to exercise the right of altering rules with due consideration for the rights of their servants. The ordinary course adopted to prevent hardship arising from any change of rule found necessary has been either to defer the introduction of the change for some time after its publication, or to give the officers affected the right of choosing whether they shall come under the operation of the old or of the new rules. It has been decided that the right of altering rules must be maintained, that care should be taken, as in the past, to prevent the introduction of any new rules from operating harshly, but that the Local Governments and the Government of India should not consider themselves precluded from recommending an exception in any case of individual hardship which may arise in spite of the precautions taken. If any case of apparent hardship arise, the local authorities should understand that, when the officer applies to retire, they are not precluded from examining into its merits and ascertaining whether, in their opinion, he has substantially suffered from the introduction of a rule not in force at the time he entered the service. If, after comparing the advantages secured to the officer by the altered rules with any disadvantages incidentally involved, they find that he has on the whole substantially suffered, the point may be taken into consideration in determining whether some compensation ought not to be granted in the particular instance.”]

Chapter II.—Definitions.

5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in the Regulations in the sense here explained

6. Absentee means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appointment.

PART I.

ment, or on joining time during transfer to another appointment, or under suspension.

7. Accountant-General includes "Comptroller-General and "Comptroller."

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

- (i) Privilege leave and Subsidiary leave.
- (ii) Examination leave under Articles 279 and 280, provided that not more than twelve months of such leave can be so reckoned; and that leave under clauses (a) (i) and (b) of Article 280 is not reckoned as Active Service, unless the officer passes the examination for which the leave is granted. Leave under Article 281 also counts as Active Service, provided that the officer successfully passes the examination for which the leave is granted.
- (iii) Time spent on the voyage to India by an officer, who is recalled to duty before the expiry of any recognised leave out of India, provided his return to duty is compulsory (see Article 199).
- (iv) For purposes of pension, the period of absence from India of an officer deputed or detained out of India on duty.

9. In the case of a member of the Indian Civil Service, Active Service includes also—

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

NOTE.—[If an officer does not join his first appointment within the joining time allowed him the interval between the end of such joining time and the date on which he actually joins is not Active Service.]

- (ii) Time passed in India, out of employ on Subsistence allowances but not on Furlough. [But see Exception in Article 187.]
- (iii) For purposes of pension, the period not exceeding ten months spent in Russia in studying the Russian language.

10. In the case of a Military officer subject to the Civil Leave Rules, "Active Service," for the purpose of calculating the amount of leave admissible under Article 302, commences from the date of becoming subject to these rules; and additional leave in respect of previous service is credited under Article 303. An officer of the Staff Corps or of the Indian Medical Service, becomes subject to the Civil Leave Rules from the date of first substantive appointment in the Civil Department, or from the date of completion of three years' continuous officiating service in the Civil Department, whichever may be the earlier.

A continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules from the date of entry into permanent Civil employ if it is subsequent to the date of his election for continuous Indian Service, or from the date of such election if it is subsequent to the entry into permanent Civil employ. A non-continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules, if he elects these rules, from the date of entry into permanent

Civil employ if it is subsequent to the date on which he completes five years' Indian Service, or from the date of completion of five years' Indian Service if it is subsequent to the entry into permanent Civil employ.

NOTE.—[Article 9, clause (ii), applies to Military officers subject to the Civil Leave Rules.]

11. In the case of Engineers appointed from the Royal Indian Engineering College at Coopers Hill, who passed out of the College from the years 1878 to 1889, both inclusive, Active Service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they reached India on or before the 1st of December of the year in which they passed out of College.

12. In the case of officers of the Telegraph Department appointed from the Royal Indian Engineering College at Coopers Hill, from the years 1883 to 1891, both inclusive, Active Service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they reached India within the period named in their letter of appointment; otherwise from date of arrival in India.

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

14. Age.—When an officer 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 officer 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 officers, Civil, Military or Naval.

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

For service in an ordinary Civil establishment—the Accountant-General;

“ „ the Public Works Department—the Examiner of Public Works Accounts;

“ „ the Post Office Department—the Comptroller, or Deputy Comptroller, Post Office;

“ „ the Telegraph Department—the Examiner of Telegraph Accounts;

“ „ the Military and Marine Departments—the Controller of Military Accounts.

“ „ under the Railway Department—the Examiner of Accounts of the State Railway concerned.

16. **Average Salary** means the average of the salary which an officer has earned during so much of the three years preceding the day on which he gives up office as he has passed on duty or on privilege leave.

NOTE 1.—[In the calculation of "Average Salary", "Privilege leave in case of regular vacations" on half pay granted under Articles 271 to 276 is treated as if it were on full pay.]

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

NOTE 3.—[When Privilege leave is combined with other leave under Article 233, the calculation is made up to the day preceding the commencement of the Privilege leave.]

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

18. **Calendar Month**.—The following examples show how a period stated in calendar months should be calculated :—

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

19. **Camp Equipment or Equipage**.—"Camp equipment" includes tents and the requisites for pitching and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interests of the public service for an officer to carry with him into camp. "Camp equipage" means the apparatus for moving a camp.

20. **Chaplain** when used in Part XI, includes any Minister of religion whether in Government service or not, performing under proper authority the duties of a Chaplain.

21. **Consolidated pay** includes Military pay and allowances or Staff Corps pay which cannot be separately drawn.

22. **Continuous Service and Continuous Active Service** mean the Service and Active Service of an officer since his last return from Furlough or Extraordinary leave lasting in either case more than three months; or, if he have not had such leave, since the beginning of his Active Service. No leave may be included in Continuous Service, except Privilege leave and Special leave; and in the case of a Royal Engineer who has elected for Continuous Service in India, Furlough on urgent private affairs under Rule XI of the Rules of 1868. [See Article 231.]

1. Examination leave under Articles 279 and 280 may also be included, unless the officer have already had twelve months' such leave, or, in the case of leave granted under clauses (a) (ii) and (b) of Article 280, unless the officer have failed to pass the examination for which the leave was granted. Leave admissible under Article 281 may also be included, unless the officer fails to pass the examination for which the leave is granted.

23. **Day.**—When used in Part XI, the term “Day” means a calendar day beginning and ending at midnight. But an absence from head-quarters which does not exceed 24 hours is reckoned as one day, at whatever hours the period begins and ends.

24. **Extraordinary leave** means Special Furlough granted under Rule 8 of the Military Furlough Rules of 1875, leave without allowances granted under Article 339 of these Regulations, and leave of absence from duty granted (see Article 332) otherwise than under the Leave Rules.

Example.—Leave in extension of the three years admissible under Article 312.

25. **Family.**—When used in Part XI, “Family” includes the officer’s wife, his legitimate children and step-children residing with and wholly dependent on him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

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

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

28. **General Revenues** for the purposes of pension includes Provincial Revenues and the Revenues of Mysore so far as regards service rendered in Mysore before the 1st October 1882, by Civil and Military officers who either had a status in the service of the British Government apart from their particular employment in Mysore, or having no such status were employed in Mysore when under British administration, and transferred to British service proper before that date.

NOTE.—[The service in Mysore of Civil and Military officers as above described, became Foreign Service” on the 1st October 1882.]

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

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

29A. **Heads of Departments.**—The term includes—

(a) The officers specified in Part I of Appendix 1A.

(b) Those specified in Part II of the same Appendix and any others to whom the Local Government concerned may delegate the powers of a Head of a Department under the Resolution by the Government of India in the Finance Department No. 5525-Ex., dated the 19th November 1909.

PART I.

29B. Imperial Branch or Service.—The term applies—

- (1) to those services or branches of services, which are composed of gazetted officers recruited in England, *e.g.*, the Indian Civil Service, Military officers filling gazetted Civil appointments; and the “Imperial” as distinguished from the “Provincial” gazetted ranks of the Public Works Department, Forest, Indian Educational Service, Police, Agricultural, Civil Veterinary Departments;
- (2) to such appointments as are specially declared by the Government of India to be “Imperial” appointments.

30. Indian Civil Service means the service formerly known as the Covenanted Civil Service.

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

32. (a) Local Allowance is an allowance not specially declared to be “Pay” or “Salary” given in addition to pay or salary either for duties which do not properly belong to an officer’s office, or in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty, or the specially arduous nature of the work.

(b) Subject to the provisions of Articles 62 and 267 to 270, a Local allowance is paid in full to the officer actually present on duty, and is not taken into account in calculating leave allowances or pension.

33. Local Fund.—The expression “Local Fund” denotes:—

- (1) Revenue administered by bodies which by law or rule having force of law come under the control of Government whether in regard to the proceedings generally, or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular appointments, the enactment of leave, pension or similar rules;
- (2) the revenues of any body which may be specially notified by the Government of India as such.

34. Local Government.—The Governments and Administrations, Departments and officers who, under these regulations, exercise, in full and in part, the powers of a Local Government are specified in Appendix I.

35. (a) Military Officers.—“A Military officer subject to the Civil Leave Rules” means a Military Commissioned Officer in Permanent Civil employ who is not subject to the Military Furlough Rules of 1868, nor to the British Army Leave Rules.

(b) All Military officers in permanent Civil employ, who entered the Staff Corps or the Indian Medical Service after the 31st December 1875, or were

subject, previous to their entering Civil employ, to the Leave Rules promulgated by the Army Circular, dated 30th April 1886, and continuous service Royal Engineer Officers in permanent Civil employ, or, non-continuous service Royal Engineer Officers in permanent Civil employ, who after completing five years' Indian Service do not elect the British Army Leave Rules, are "subject to the Civil Leave Rules."

(c) "A Military officer subject to the Military Leave Rules" means a Military Commissioned Officer in permanent Civil employ who is subject to the Military Furlough Rules of 1868 or the British Army Leave Rules, a Departmental Commissioned Officer, a Commissioned Officer of the Indian Subordinate Medical Department, or a Warrant Officer. Such an officer is not included in the term "an officer" used in the Leave Rules.

NOTE.—[The term "Military Commissioned Officer," when used in these Regulations, does not include a Departmental Commissioned Officer, or a Commissioned Officer of the Indian Subordinate Medical Department, or a Warrant Officer.]

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

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

1. A Military officer in the Army Secretariat of the Government of India, and a Military officer appointed from Military employment to be Private Secretary to a Lieutenant-Governor are not in Civil employ.

2. A Military officer who has officiated in the Civil Department continuously for not less than three years is considered to be in permanent Civil employ. The period of Foreign employ of an officer transferred direct from officiating Civil employ to Foreign service is included in this officiating service, but not furlough or leave (other than Privilege leave), which, unless it is granted on medical certificate, operates as a break cancelling past officiating service for the purposes of this rule.

3. A Military officer does not come under the Civil Leave Rules by reason of his being transferred to an appointment in the Civil Department of which the tenure is limited to a definite period. Such officers remain subject to the Military Leave Rules, except as regards Privilege leave (see Article 241).

4. When a Military officer subject to the Civil Leave Rules is temporarily deputed to the Military Department, but retains a lien on his appointment in the Civil Department, the period of his deputation qualifies for leave under the Civil Leave Rules.

5. An officer of the Indian Medical Service who is subject to the Civil Leave Rules becomes subject to the Military Leave Rules on promotion to the rank of Colonel or Surgeon General.

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

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

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

38. Pay and salary.—

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

(b) For the purposes of the Leave Rules in Chapter XIII, "Pay" includes also the Subsistence allowance of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules who has an officiating but not a substantive appointment. [*But see Rule 2 under Article 35 (e)*]

(c) "Salary" means the sum of pay and acting allowance, or charge allowance under Article 94 or Chapter VIII.

1. Personal allowance is treated, for the purposes of calculating leave allowances and pensions, as part of an officer's substantive pay, but not for purposes of travelling allowance, unless it has been granted to protect from loss an officer, the pay of whose appointment has been changed.

2. The allowances of an officer holding conjointly with another office a Professorship or Lecturership in any Government institution, are part of his salary.

3. "Salary" does not include a local allowance, house-rent, tentage, or travelling allowance, whether daily, monthly or yearly.

4. The charge allowance admissible to Inspectors for line maintenance in the Persian Section, Indo-European Telegraph Department, are included in pay for the purpose of calculating the leave allowances of such officers.

5. The good-conduct allowance of policemen is treated as salary for the purpose of calculating leave allowances, but not pension.

NOTE.—[These definitions do not necessarily apply to the Statutory Rules under Articles 543, 567, etc.]

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

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

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

3. In the case of an appointment reserved for officers of a Graded service, the pay of which varies according to the grade of the incumbent for the time being, the pay of an office of the current duties of which an officer is appointed to be in charge under the provisions of Articles 161 and 162, and the pay of any additional appointments which an officer is appointed temporarily to hold or officiate in under the provisions of Article 168, is, for the purpose of calculating the incumbent's salary, the pay of the appointment left vacant in the lowest grade or class from which the office or additional appointment is usually filled.

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

Military pay and allowances and Staff Salary.

Staff Corps pay and Staff Salary.

Substantive pay.

Consolidated pay.

(b) In the case of an officer without a substantive appointment,—his monthly Subsistence allowance (if a member of the Indian Civil Service, a Statutory Civil Servant, or a Military officer subject to the Civil Leave Rules); and his Military pay and allowances or Staff Corps pay (if a Military officer subject to the Military Leave Rules).

41. Pension.—Except when the term "Pension" is used in contradistinction to Gratuity "Pension" includes Gratuity.

42. **Port Officers.**—The Port Officers of Calcutta, Madras, Bombay, Rangoon, Karachi, Aden, Akyab, Moulmein and Chittagong, and the Assistant Port Officers at Madras and Bombay, are “Senior Port Officers.” All other Port Officers are included in the term “Junior Port Officers.”

43. **Progressive Appointment** means an appointment the pay of which is progressive, that is, pay which, subject to the good behaviour of an officer, rises, by periodical increments, from a minimum to a maximum.

NOTE.—[For brevity's sake, a Progressive pay is described by three groups of figures, namely, the minimum, the increment, and the maximum, thus Rs. 100—20—200 means a pay rising from Rs. 100 by a yearly increment of Rs. 20 to Rs. 200.]

44. **Public Conveyance** means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers: the term includes such conveyances as the “express” tongas plying between Simla and Kalka, and palanquins plying in connection with the Pathankot-Dalhousie Dhuli dāk.

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

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

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

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

48. **Warrant Officer.**—A Departmental officer with honorary rank or Warrant Officer includes all Departmental officers with honorary rank and Warrant Officers of all Indian Army Departments to whichever Military furlough rules they may be subject. These officers are:—

(a) Departmental officer with honorary rank—

- (i) Deputy Commissary.
- (ii) Assistant Commissary.
- (iii) Deputy Assistant Commissary.
- (iv) Senior Assistant Surgeon.

Warrant Officer—

- (i) Conductor.
- (ii) Sub-Conductor.
- (iii) Assistant Surgeon of the 1st, 2nd, 3rd or 4th class.

PART I.

PART II.—RULES REGARDING PAY AND ALLOWANCES.

GENERAL ARRANGEMENT.

	ARTICLES	PAGE
CHAPTER III.—GENERAL RULES FOR REGULATING ALLOWANCES ..	49—68	13
CHAPTER IV.—ADDITIONS TO SALARY AND DEPUTATIONS ..	69—85	18
CHAPTER V.—ACTING ALLOWANCES: GENERAL RULES—		
I.—DEFINITIONS AND LIMITATIONS	86—95	24
II.—MAXIMUM AND MINIMUM SALARIES	96—97	26
III.—PRIVILEGE LEAVE VACANCIES	98—103	26
CHAPTER VI.—ACTING ALLOWANCES: RULES FOR CALCULATION:—		
I.—INDIAN CIVIL SERVICE AND OTHER SPECIAL SERVICES.	104—108	27
II.—MILITARY OFFICERS	109—116	28
III.—PUBLIC WORKS, RAILWAY AND INDIAN AND INDO-EUROPEAN TELEGRAPH DEPARTMENTS.	117—126	30
IV.—SURVEY OF INDIA	127—132	32
V.—GEOLOGICAL SURVEY	133	33
VI.—FOREST DEPARTMENT	134—137	33
VII.—OTHER OFFICERS	138—148	33
CHAPTER VII.—REGULATION OF PROGRESSIVE SALARIES ..	149—160B	37
CHAPTER VIII.—COMBINATION OF APPOINTMENTS AND SALARIES	161—174	41
CHAPTER IX.—JOINING TIME	175—190	44
CHAPTER X.—OFFICERS DISMISSED, SUSPENDED, OR IMPRISONED.	191—195	47

PART II.—RULES REGARDING PAY AND ALLOWANCES.

Chapter III.—General Rules for regulating Allowances.

Conditions of Age and Health.

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

I do hereby certify that I have examined *A B*, a candidate for employment in the Department, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except I do not consider this a disqualification for employment in the office of *A B*'s age is according to his own statement (*x*) years, and, by appearance, about (*y*) years.

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

50. The Local Government may, in any individual case, on public grounds, dispense with the production of the certificate required by Article 49 and may make any rules it considers necessary for prescribing the particular Medical Officer (or officers) whose certificate is required for appointments to any office or department. In the case of an officer who is appointed on pay not exceeding fifty rupees, the Local Government may accept a certificate in such form as it considers sufficient from any other officer who need not even be a medical man, and it may delegate its power in this matter to the officer having authority to make the appointment.

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

51. A person whose age exceeds twenty-five years may not ordinarily be admitted into the service of the State in Superior service without the sanction of the Head of the Department or a Commissioner of a Division (see orders printed as Appendix 2). The ordinary limit is extended to—

(a) thirty-five years in the case of—

(i) a person appointed to a judicial office in the Provincial service in Madras directly from the Bar.

(b) thirty years in the case of—

- (i) a person appointed to a Judicial office ;
- (ii) Civil Assistant Surgeons in Burma who held Burma medical scholarships at the Calcutta Medical College ;
- (iii) Candidates for admission to the Subordinate Civil Service in Burma by competitive examination.

(c) twenty-eight years in the case of—

- (i) Civil Assistant Surgeons in the Bengal Presidency and in Burma, who had taken a University Degree, or had passed the First Arts Examination before commencing the study of Medicine ;
- (ii) Civil Assistant Surgeons in the Bombay Presidency who had passed the previous Examination in Arts before taking the Medical Degree ;
- (iii) Civil Assistant Surgeons in the Madras Presidency who had passed the First Arts Examination before entering on the course for the Degree of Licentiate in Medicine and Surgery, and those who had gone through the course for the Degree of Bachelor of Medicine before entering the service.

NOTE.— [This Article does not apply to the employment in civil capacities of reservists and pensioners of the Native Army.]

Date of reckoning Allowances.

52. (a) Unless it be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned. If the charge is transferred after noon, the transfer does not affect allowances until the next day.

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

1. Pupils of the Civil Hospital Assistant class in Medical Colleges appointed to be Hospital Assistants are (subject to the proviso below) allowed to draw pay as lowest grade Hospital Assistants from the date they pass their final qualifying examination.

They may, however, be granted leave for a period not exceeding 30 days after they pass their final examination; and subject to the following conditions the leave may count from a date later than that on which the final examination is passed:—

(a) That the leave shall in no case extend beyond five weeks from the date of passing the final examination.

(b) That the newly-appointed Hospital Assistant will begin to draw pay and to count service with effect from the date on which the leave begins.

In the case of pupils who are non-Burman holders of Burma Civil Hospital Assistant Scholarships leave may be granted for a period not exceeding a month and a half from the date of passing their final examination, and, if counted from a later date as above, not extending beyond seven weeks from the date on which the final examination is passed.

2. Stipendiary students of the Imperial Forest School, Dehra Dun, are allowed to draw from the date they pass their final qualifying examination at that institution, the pay of the grade to which on so passing they are appointed in the Forest Department.

PART II.

Charge of Office.

53. 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 head-quarters, both the relieving and the relieved officers being present.

1. Sanction to the delivery of charge away from head-quarters, but within the jurisdiction of the officer relieved, may be accorded by Agents to the Governor-General and Residents in respect of Political and Medical officers serving under them who are transferred under competent authority, and by all Heads of Departments (Imperial or Provincial) and Commissioners of Divisions. In special cases where the Head of the Department, etc., desires, for particular reasons connected with the public service, to confer at his own head-quarters with the relieving officer before the latter enters upon his local duties he may permit the transfer to be made at his own head-quarters.

2. The condition imposed by this rule that both the relieving and the relieved officer must be present is not enforced in the case of officers who are permitted to combine vacation with long leave under Article 277, or in the case of District and Sessions or Divisional Judges who come within the provisions of Article 278, 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 officer will report, before leaving head-quarters, that he makes over charge with effect from the end of the vacation. The relieving officer will then take over charge at the end of the vacation in the ordinary way.

When vacation is affixed to leave the officer to be relieved will make over charge in the ordinary way before the vacation, the incoming officer 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 officers visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave.

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

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

Leaving Jurisdiction.

56. No officer (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.

57. A Local Government may authorise any of its officers to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Foreign State or Settlement adjoining its jurisdiction, provided either that the pay and allowances of the officer deputed are chargeable wholly or partially to Provincial Revenues or that the officer belongs to a Department or establishment which, though paid from Imperial Revenues, is under the administrative control of the Local Government.

16 GENERAL RULES FOR REGULATING ALLOWANCES. [CHAP. III.]

1. An officer permitted under this Article 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.

2. An officer may under this Article be authorised to proceed to a school, college or other institution for a course of training; and the Local Government may at its discretion decide what pay should be allowed during the period of such deputation up to the limit of the substantive pay of the officer. In the case of a student who is not in Government service the Local Government may allow such pay, not exceeding Rs. 50 a month, as it considers suitable.

58. A Controlling Officer (see Article 1159) may allow any officer 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.

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

Promotion during Leave.

60. An officer on Long Leave has no claim to substantive promotions. Such promotion may, however, be given, but, except in the case provided for in the Note under Article 585 (a), the promotion has effect only from the date on which the officer returns to duty.

If an officer, while absent on Short Leave during which the amount of his leave allowances depends upon the substantive or officiating appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of pay or acting allowance which involves no change in, or addition to, his duties or responsibilities, the promotion or increase has effect at once.

Personal and Local Allowances.

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

62. So much of a local allowance as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month. If the absence exceeds a month, an officer is not entitled to draw his local allowance for any part of the absence. This rule applies also to an officer in receipt of presidency allowance at a Presidency town who is absent from the Presidency town on duty connected with his office; but an officer in receipt of house-rent at a Presidency town may, during absence from the Presidency town, whether on other duty or on duty connected with his office, continue to draw his house-rent, provided the term of his absence does not exceed two months, exclusive of the months of

departure and return; if the absence exceeds this term, the house-rent is not admissible for any part of the absence. A claim to house-rent under this Article must be supported by a certificate by the officer that his previous rate of expenditure for a house at the Presidency town continued during his absence.

NOTE.—[This rule applies also to officers in receipt of house-rent allowances at Shillong.]

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

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

3. The rule in this Article does not apply to the Presidency allowances drawn by officers and Accountants of the Accounts Branch of the Public Works Department when absent from the Presidency town on inspection duty. In their case Presidency allowance may be drawn irrespective of whether the period of absence is under or over a month.

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

Salaries of Natives of India.

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

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

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

NOTE 2.—[Any local allowance attached to an appointment of the class referred to in this Article should also be reduced to two-thirds when the appointment is held by a Native of India.]

Advances and their Recovery.

64. (a) An advance may be made to any public officer in the Civil Department—

(i) on arrival in India on first appointment, of an amount not exceeding two months' pay less the amount of any advance made in England;

(ii) on return from long leave or special duty out of India, not exceeding two months' pay or Rs. 1,000 whichever is less, in addition to any advance made by the Secretary of State in England.

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

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

NOTE.—[Clause (c) does not apply in the case of a Military officer in Civil employ subject to the Military Leave Rules granted an advance under those rules; nor does it apply to Covenanted Engine-drivers, Mechanics, Boiler-makers, etc., recoveries from whom are regulated by Article 667.]

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

66. An advance of pay made in England to enable an officer to return to duty in India, or to one appointed in England proceeding to India to join his appointment, is recovered at the rate of exchange fixed for the adjustment of financial transactions between the Imperial and Indian Governments for the year in which the advance was made.

Transfer on Duty.

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

(b) The rules regarding the issue of last-pay certificates in connection with "transfer on duty" are laid down in Appendix 3.

68. A salary or establishment bill on account of an officer, of whatever rank, required to accompany the head-quarters of a Government to a hill station, signed or countersigned by a gazetted officer, is exempted from the operation of the preceding Article.

Chapter IV.—Additions to Salary and Deputations.

69. The maximum Civil salary, except of appointments of which the salary is fixed by Statute, is Rs. 50,000 a year. But sumptuary allowances, travelling allowances and the like may be granted in addition to this maximum.

70. The sanction of the Secretary of State is required to any increase which would have the effect of—

- (1) raising the pay of an appointment which would ordinarily be held by a gazetted Civil officer recruited in England;

NOTE.—The word "pay" in this clause has the meaning assigned to it in Chapter II of the Civil Service Regulations. The Government of India are empowered to grant local or other special allowances to an officer of the above class, provided that his salary is not thereby raised to an amount in excess of Rs. 750 a month.

- (2) raising the salary of an officer or of a sanctioned appointment, not of the class specified in (1), to an amount in excess of Rs. 750 a month, or increasing a salary which is already in excess of that amount.

NOTE 1.—In the case of incremental pay, the test for the application of this rule is the maximum pay attainable.

NOTE 2.—The term " salary " used in this Article includes not only salary as defined in Article 38 (c), but all payments to officers from General Revenues, or from Local Funds whether in the nature of fixed allowances, or of fees, rewards (except language rewards other than those which take the form of monthly allowances) or honoraria. It does not, however, include the following :—

- (a) Exchange compensation allowance.
- (b) Travelling or conveyance allowances.
- (c) House-rent allowance or grant of free quarters.
- (d) Allowances to Civil Surgeons for charge of Railway employés.
- (e) Office allowances, and
- (f) Simla and other Hill allowances.

NOTE 3.—In the case of single fees, rewards or honoraria, the sanction of the Secretary of State is required only to payments in excess of Rs. 1,000 (*vide* Article 72).

Additions to Salary.

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

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

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

72. (a) An honorarium may be granted to an officer from General Revenues, or from Local Funds when the head of his department certifies that the

work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties.

(b) The powers of sanction of the several authorities in such cases are as follows:—

Up to Rs. 100, by the Head of the Department.

„ „ 500, by the Local Government.

„ „ 1,000, by the Government of India.

Above „ 1,000, the sanction of the Secretary of State is required :

Provided that the limit of sanction when the charge falls on Imperial Funds in the case of a Local Government, shall be Rs. 200 in each case.

NOTE.—[This rule applies to single payment only ; a recurring honorarium or reward or fee requires the same sanction as an increase of salary. The fee paid to an educational officer selected as an examiner on purely personal grounds, irrespective of his position under Government, though these grounds may bring about his appointment in successive years, is not a recurring fee within the meaning of this rule.]

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

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

NOTE.—[A Military officer in Civil employ, or a Civil officer, who may be appointed President of a Committee for the examination of Military officers in Hindustani or Persian shall be entitled to the same fees as are admissible under the Army Regulations to Military officers for the performance of similar duties.]

73. Any servant of Government is eligible to receive without special permission (a) the premium awarded for an essay or plan in public competition, or (b) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice ; and also any reward payable in accordance with the provisions of any Act or Regulation or rules framed under such enactments.

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

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

- (2) that the Head of the Department certifies that it can be carried out without detriment to his official duties; and
- (3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (c) power to sanction its acceptance.

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

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

Up to Rs. 100, the Head of the Department.

„ Rs. 500, the Local Government.

Above Rs. 500, in the case of fees for conducting University examinations, the Local Government and in other cases, the Government of India in the Administrative Department concerned.

NOTE.—[This rule applies to educational officers who are allowed to accept fees for private tuition work. The amounts specified above are the limits up to which fees may in such cases be allowed, for a scholastic term or for a long vacation, by the sanctioning authorities concerned.]

(d) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance, subject only to the orders contained in the Resolution of the Government of India in the Home Department, No. 813, dated 18th December 1888.

(e) The Government of Bengal, for reasons which must be recorded, may sanction the acceptance by a pilot or leadsman apprentice of a reward, not exceeding Rs. 500, where special and exceptional services are rendered, whether to the ship of which he is in charge, or to another vessel. But this rule does not authorize a pilot or leadsman apprentice to enter into a bargain or arrangement, stipulating that he shall receive an extra fee in consideration of rendering extra services.

Permanent Appointments.

75. The previous sanction of the Secretary of State is required—

- (1) to the creation of any new permanent appointment which would ordinarily be held by a gazetted Civil officer recruited in England; and
- (2) to the creation of a permanent appointment, not of the class specified in (1), of which the salary (as defined in Article 70) exceeds Rs. 500 a month.

If an emergency should arise demanding the immediate creation of such an appointment, it may be made provisionally; but in such case it must be reported to the Secretary of State, no expectation being held out to the individual appointed to it which would warrant a claim for compensation in the event of the appointment not being finally sanctioned.

76. As regards Provincial charges, the limits of authority of Local Governments in respect to permanent appointments are as follows:—

Without the authority of the Government of India—

- (i) no appointment may be created with a pay of more than Rs. 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed, or would, after the addition, exceed, Rs. 250 a month;
- (ii) no appointment, of which the pay and allowances are more than Rs. 250 a month, may be abolished; and the pay and allowances of no such appointment may be reduced;
- (iii) no class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced;
- (iv) no addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province whose pay and allowances are not charged under one of the transferred heads of service. The Government of India reserves the right to forbid alterations in rate of pay and allowances which, in its opinion, would produce inconvenience in other provinces.

Temporary Appointments and Deputations.

77. An officer is said to be on deputation when he is detached on special temporary duty for the performance of which there is no permanently or temporarily sanctioned appointment. A temporary appointment is an appointment carrying a definite rate of pay sanctioned for a limited time.

77A. Temporary appointments and deputations may be made under the following rules which are subject to the general condition that any temporary appointment or deputation on a salary exceeding Rs. 50,000 a year requires the previous sanction of the Secretary of State, unless the officer to be appointed or deputed has a lien on an appointment carrying a salary of equal or higher value, fixed by Statute.

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

- (a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs. 250 a month.
- (b) for not more than six months, if the salary or salary and deputation allowance exceed Rs. 250 a month;

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

78A. When a temporary appointment is filled by an officer in the service of Government, its pay should be fixed—

- (i) if it is of like character to an existing permanent appointment, at an amount equal to the salary which the officer would draw

if he were acting in the corresponding permanent appointment or, if the appointment is a temporary addition to a graded scale, the salary which he would draw if acting in the lowest grade of such scale.

- (ii) if it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81.

In the case of temporary appointments on pay not exceeding Rs. 250 a month, these restrictions may be dispensed with at the discretion of the Local Government, provided that no special orders of the Government of India which may be applicable to the case are thereby infringed.

79. Temporary appointments may be sanctioned by the Government of India—

- (a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs. 500 a month; and
 (b) for not more than two years, if the salary or salary and deputation allowance exceed Rs. 500 a month.

80. The sanction of the Secretary of State, though not necessarily the previous sanction, is required to any temporary appointment or deputation in which the salary or salary and deputation allowance exceed Rs. 500 a month, and which is expected to last or does last for more than two years.

NOTE.—[In the case of temporary appointments or deputations connected with plague the limit of salary (including deputation allowance) in this Article is Rs. 1,000 a month. Half-yearly statements of any temporary appointments or deputations which, but for this limit, could not have been sanctioned by the Government of India are sent to the Secretary of State for information.]

81. An officer deputed on special duty may be allowed to draw the pay or salary which he is drawing at the time of his deputation, or which he would have drawn from time to time if he had not been so deputed; provided that an officer who while on deputation, is nominated to an appointment outside the regular line, shall not be admitted to the pay or salary of that appointment until he joins it. If the special duty involves a decided increase of work or responsibility in comparison with the duties of his regular appointment, or requires a change of station, the officer may, in addition, be allowed to draw a deputation allowance which may not, except in special cases and with the special sanction of the Government of India, exceed one-fifth of salary, or Rs. 10 a day, whichever is less.

NOTE 1.—[The following are instances of appointments considered to be outside the regular line for the purposes of this rule:—

- Members of the Boards of Revenue and Financial Commissioners.
- Judges of High Courts and Chief Courts and Judicial Commissioners.
- Heads of Departments including Chief Conservators of Forests, Chief Engineers and the Accountant General, Public Works Department.
- Secretariat appointments.
- Agents to the Governor-General and Residents of the first class.]

NOTE 2.—[Rules governing the appointment and allowances of Settlement Officers and Assistant Settlement Officers are contained in Appendix 4 A.]

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

Private Secretary to a Lieutenant-Governor.

83. Only an officer already in the service of Government can be appointed to be a Private Secretary to a Lieutenant-Governor. The pay and staff pay of a Military officer appointed from Military employ are laid down in the Army Regulations. A Military officer in Civil employ, a member of the Indian Civil Service or other officer appointed to be Private Secretary from Civil employ is, while so employed, entitled to a local allowance of Rs. 350 a month in addition to the salary to which he would, but for his appointment as Private Secretary, be entitled—provided that (1) the officer's total emoluments (including the allowance of Rs. 350) shall in no case exceed Rs. 1,250 a month *plus* exchange compensation allowance; (2) no extra expenditure shall be caused to Government beyond the local allowance of Rs. 350 per mensem and the grade place, substantive or officiating, held by the officer on the establishment to which he is attached shall not be filled up, and (3) no Military officer in Civil employ, or member of the Indian Civil Service may be employed as Private Secretary whose substantive appointment in the regular line is above the grade of a Joint Magistrate or Assistant Commissioner.

Famine Duty.

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

	Rs.	
(i) To a Sub-Engineer in the P. W. Dept.	75	} Besides the usual sub-divisional allowances permitted by the rules, and cost of one servant's journey to and from the famine districts.
To a Supervisor or an Overseer " " "	60	
To a Sub-Overseer " " "	25	
(ii) To a Military officer transferred from Regimental or purely Military duty to Famine work whether in or out of his own Presidency or Province—		} The travelling allowances of a Military officer are the same as those admissible to a member of the Indian Civil Service.
1. If the officer's service is more than five years	300	
2. If the officer's service is not more than five years	200	
(iii) To every other officer	Rs. 5 a day.	} Besides the cost of the journeys to and from the famine districts of his servants, and (if tents and horses are carried) the carriage of his tents and horses.

Deputation outside India.

84A. Ordinarily the sanction of the Secretary of State is required to any deputation to, or detention on duty in a country outside India. In the case, however, of a deputation to, or detention in, Ceylon or other British Possessions in Asia for a period not exceeding six months, the sanction of the Government of India is sufficient.

NOTE 1.—[The period of the special duty runs from the date on which the officer makes over charge of his office in India to the date on which he resumes it, when the officer is deputed outside India and for the time occupied by the duty when the officer is detained outside India.]

NOTE 2.—[Time spent on duty 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.]

PART II.

85. An officer of Government, whether paid from General Revenues, a Local Fund, or in Foreign service who, is deputed to, or detained in Europe on special duty is entitled to not more than two-thirds of the salary which he would draw were he on duty in India.

NOTE 3.—[When privilege leave is interrupted by a period of deputation in Europe, the allowance admissible under this Article will be issued by the Home treasury of the Government of India for a period equal to that of the deputation but commencing on the day following the termination of the original period of privilege leave; but in any case in which this rule would prevent the officer from drawing his deputation allowance before his return to India, it will be issued to him before his embarkation for India.]

NOTE 4.—[Notwithstanding Article 81A, in cases in which the cost is met from Provincial Revenues, a Local Government may depute a subordinate police officer to Europe or the Colonies to accompany or take charge of criminals or lunatics, or on other similar business; and may grant the officer so deputed:—

(a) full pay, for the entire period of absence from India; with

(b) actual travelling expenses, and a subsistence allowance on the following scale, while in Europe or the Colonies:—

	<i>s.</i>	<i>d.</i>
For an officer of the Inspector class	10	6 a day.
" " Sergeant "	8	6 " "

Chapter V.—Acting Allowances—General Rules.

Section I.—Definitions and Limitations.

86. "Acting Allowance" is the allowance given, in addition to substantive pay (if any), to an officer who is appointed to officiate in an appointment of which either there is no holder or of which the holder is an absentee.

87. In certain cases, as defined in Articles 89 to 93, it is permissible to appoint an officer "provisionally" or "substantively *pro tempore*" instead of appointing him to officiate.

88. It is also permissible, instead of appointing an officer to officiate, to appoint him to be in charge of the current duties of the vacant appointment. In such cases a "charge allowance" is given as explained in Articles 94, 95, and 161 to 166.

Provisional Appointments.

89. If an officer is transferred to duty which is such that he retains no connection with his own appointment and which there is reason to believe will not terminate within three years, the Local Government may, if it thinks fit, suspend his lien upon his own appointment altogether, and fill up that appointment substantively reserving only the right to reverse the arrangements thus made in case the absent officer at any time reverts to his original appointment.

Substantive *pro tempore* Appointments.

90. An officer may be appointed substantively *pro tempore* on full pay without prejudice to the lien of the absentee in place of—

- (1) an absentee who draws no part of the pay of his appointment;
- (2) an officer holding a temporary appointment or on deputation within the meaning of Article 77 if the temporary appointment or deputation is for six months or more.

The full pay of an officer thus appointed substantively for a time may, in like manner and upon the same condition, be given to a substitute similarly appointed. The status of an officer appointed substantively *pro tempore* under this Article is that of an acting officer, and if he is appointed to officiate in a higher appointment, his salary is reckoned upon his substantive pay proper and not upon the pay of the appointment he held substantively *pro tempore*.

NOTE 1.—[This rule is subject to the proviso that the salary of an officer who is substantive *pro tempore* in one appointment and who is appointed to officiate in a higher appointment shall not be less than that which he drew while holding the substantive *pro tempore* appointment. While appointed to officiate in a higher appointment or in a higher class the officer does not cease to hold the former appointment substantively *pro tempore* unless expressly reverted; and unless the officiating appointment is expected to last for at least three months the authority appointing him may not revert him to his substantive appointment merely for the purpose of appointing another officer to the substantive *pro tempore* appointment.]

NOTE 2.—[Full pay is not to be drawn under Articles 89 and 90 as a matter of course, or unless the officer claiming it has been formerly appointed "provisionally" or "substantively *pro tempore*" by competent authority.]

91. An officer appointed to act in another office is not an absentee within the meaning of Article 90 unless the full pay of that office is available and he is appointed to it substantively *pro tempore*.

NOTE.—[Substantive *pro tempore* promotions may, at the discretion of the Local Government, be made in the following special cases:—

In the United Provinces in place of a Tahsildar deputed on Settlement duty or to officiate as a Deputy Collector for a period likely to be not less than one year; in Bengal in vacancies caused by the appointment of Sub-Deputy Collectors or other officers to act as Deputy Magistrates and Deputy Collectors; and in the Punjab in vacancies caused by the appointment of Tahsildars or other officers to act as Extra Assistant Commissioners.

92. An absentee who receives absentee allowances draws, within the meaning of Article 90, "part of the pay of his appointment;" and that Article is not to be construed as conflicting with Article 214.

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

93. A substantive *pro tempore* appointment may be made under Article 90 in the place of a Military officer subject to the Military Leave Rules whose appointment would be forfeited under Military Furlough Rules but for the operation of Rule II of the Military Furlough Regulations of 1868.

Charge Allowances.

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

NOTE.—[The rules laid down in Articles 164 and 166 apply here also.]

95. The Local Government may, if it thinks fit, assign to the officer a charge allowance of less than the amount thus admissible, and, on the other hand, if it thinks this amount too small, may grant him, for special recorded reasons, the full acting allowance, excepting that clauses (i) and (ii) of Article 105 shall not apply to such an officer. Charge allowance under this

Article must never exceed what an officer would draw as acting allowance if appointed to officiate in the appointment.

NOTE.—[The rules laid down in Articles 164 and 166 apply here also.]

1. The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

Section II.—Maximum and Minimum Salaries.

96. The maximum salary of an officiating officer is the pay of the appointment, and the minimum salary half the pay of the appointment.

97. Officers appointed, officiating or substantively, to the appointments specified in Appendix 4 are entitled to special minimum salaries as shown therein.

Section III.—Privilege Leave Vacancies.

98. As a general rule, the duties of an officer absent on Privilege leave taken separately and not combined with other leave under Article 233 shall be discharged by another officer in the same station or district. Only in exceptional cases where there is absolutely no officer available on the spot, can the transfer of an officer from another station or district to act in consequence of the absence of an officer on Privilege leave be allowed. In the case of appointments held by members of the Indian Civil Service or a Commission, if a member of that Service or Commission is not available on the spot, a Provincial Service officer should be placed in charge of the vacant appointment.

99—103.—*Cancelled.*

Chapter VI.—Acting Allowances—Rules for Calculation.

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

104. The rules in this Section apply to the following Services:—

- (1) The Indian Civil Service.
- (2) Officers in the Indian Educational Service and other Educational officers appointed in England on conditions similar to those on which officers are recruited for that Service. Also officers of the Education Department who, when the Department was re-organised in 1896, elected to continue on the graded list.

- (3) Police officers of, and above, the rank of Assistant Superintendent.
- (4) An officer who, having a substantive appointment, is appointed to officiate in an appointment which is open to, and may in practice be held by, a member of the Indian Civil Service or a Military officer.

Examples of the appointments referred to.—The appointments of Postmasters General and Judges of Small Cause Courts of the First Class in Bengal.

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

2. Clause (4) does not apply to the Enrolled List of the Financial Department or the Imperial Customs Department.

Officer with a Substantive Appointment.

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

- (i) Two-thirds of the difference between the pay of the appointment or grade and the pay of the officiating officer.
- (ii) Or, subject to the limit of maximum salary (Article 96), Rs. 200.

1. An officer of the Indian Subordinate Medical Department, appointed under proper authority to officiate as Civil Surgeon or in an appointment reserved for Commissioned Medical Officers, is subject to this Article.

2. The rule in Article 105 (i) applies to officers in the Military Account Department. An officer of that Department acting for an absentee in a higher grade is entitled to the consolidated pay of his own grade plus two-thirds of the difference between the pay of that grade and the pay of the grade in which he acts.

3. The acting allowances of an officer of the Provincial Civil Service who officiates in a "listed" appointment or of an officer holding such an appointment substantively who officiates in a higher grade, are regulated by this article.

Grades of a Class.

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

Example.—*A* is Magistrate, in the first grade, of Nuddea; *B* is Magistrate of Midnapore, the senior in that Department; *C* is a Joint-Magistrate. If *A* takes leave, then, in ordinary course of promotion, *B* would officiate in the first grade without leaving Midnapore, and *C*, acting as Magistrate of Nuddea, would officiate in the second grade.

Officer without a Substantive Appointment.

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

Subsistence Allowance.

108. (a) The subsistence allowance of a member of the Indian Civil Service and of a Military officer subject to the Civil Leave Rules, is as follows:—

		Rs.
For an officer of not more than eight years' actual residence in	}	250 a month.
For an officer of more than eight, but not less than twelve years' actual residence in		320 "
For an officer of twelve or more years' actual residence in		400 "
		India

PART II.

(b) And of a Military officer subject to the Military Leave Rules, as follows :—

	Rs.
For an officer of the rank of Captain or Subaltern	250 a month.
“ “ “ of Major	320 “
“ “ higher rank than Major	400 “

Section II.—Military Officers.

109. The rules in this Section apply to Military officers serving in Civil Departments except those—

- (i) In the Public Works, Railway and Telegraph Departments (see Section III).
- (ii) In the Survey of India (see Section IV).

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

110. A Military officer employed in the Army Secretariat of the Government of India, though drawing pay in the Civil Department, is not subject to these Regulations.

Appointments on Consolidated Pay.

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

- Case 1.*—An officer without a substantive appointment.
- Case 2.*—An officer having a substantive appointment the pay of which is consolidated.
- Case 3.*—An officer having a substantive appointment the pay of which includes a Staff Salary.

An appointment of which the pay is fixed upon the assumption that it will be held by a Civil officer is treated, for the purposes of this Article, as if the pay of it were consolidated.

112. In *Case 1* the officer is entitled to his pay. If his pay is less than his subsistence allowance [see Article 108 (b)] added to half the pay of the appointment, then the officer is entitled, besides his pay, to such acting allowance as will make the total equal to the sum of the subsistence allowance added to half the pay of the appointment.

113. In *Cases 2* and *3* the acting allowance is regulated by Articles 105 and 106. For the purposes of this Article, the pay of the officer is taken at the full Staff Salary *plus* his Military pay and allowance or Staff Corps pay, though for the purposes of the Military Rules he may be considered to take with him to his officiating appointment only half the Staff Salary.

Appointments on Staff Salary.

114. An officer officiating in an appointment of which the pay includes a Staff Salary may be—

Case 1.—An officer without a substantive appointment.

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

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

115. In all cases the salaries are calculated as follows, any excess of the consolidated pay of the substantive appointment in *Case 2*, in Article 114, over the Military pay and allowances or the Staff Corps pay of the officer being treated as a Staff Salary:—

(a) For an officer officiating for an absentee who is subject to the Rules of 1868, the Staff Corps Leave Rules, or the Civil Leave Rules—

An officiating officer will draw half the Staff Salary of the appointment and half the Staff Salary of his substantive appointment (Civil or Military) if he have one in addition to the Staff Corps pay or Military pay of rank: Provided that the whole Staff Salary thus drawn shall not be less than Rs. 100 a month, unless the full Staff Salary of the post in which he is officiating is less than that sum. If the full Staff Salary is available, he may draw the whole of it, but in such case he can draw no portion of the Staff Salary of his substantive appointment.

NOTE.—[The proviso that the whole Staff Salary shall not be less than Rs. 100 is limited by the rule that this minimum is allowed only to an officer acting in the actual appointment held by the absentee. But this limitation does not apply to Medical officers officiating as Civil Surgeons.]

(b) For an officer officiating for an absentee who is subject to the rule of 1875—

The rules are those which apply to an officer officiating for an absentee under other Leave Rules, except that, as the Furlough allowance of an officer subject to the Rules of 1875 varies in the case of his transfer from one appointment to another during Furlough, the salary of the acting officer would likewise vary, while the Furlough allowance of an officer subject to other Leave Rules is unaffected by such transfer.

Medical Appointments.

116. As an exception to Articles 112 and 113 the allowances of a Commissioned Medical Officer, whether he is under Civil or Military Leave Rules, officiating in an appointment reserved exclusively for officers of that class, shall be regulated by Articles 114 and 115, on the assumption that the pay of the appointment includes a Staff Salary equal to the difference between the officiating officer's grade pay and the consolidated pay he would receive if he held the appointment substantively.

PART II.

Section III.—Public Works, Railway and Indian and Indo-European Telegraph Departments.

117. The rules in this Section apply to the Engineer establishment; Superior Railway Revenue establishments; superior officers of the Accounts Branch; and superior officers of the Indian and Indo-European Telegraph Departments.

They do not apply to cases of temporary promotion, which is given when officers obtain Furlough, Leave on Medical Certificate, or Special leave with allowances. In such cases the officer temporarily promoted is entitled to the pay of the appointment.

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

118. The acting allowances of all other officers of the Public Works, Railway and Indian and Indo-European Telegraph Departments are regulated by the rules in Section VII.

General Rules.

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

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

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

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

121. A Civil officer or a Military officer subject to the Civil Leave Rules without a substantive appointment is entitled to an acting allowance of half the Civil pay of the class or appointment in which he officiates. A Military officer subject to the Military Leave Rules, without an appointment, is entitled to his pay and to such acting allowance as will make the total equal to the sum of subsistence allowance [see Article 108 (b)], added to half the Civil pay of the class or appointment in which he officiates.

122. The net Military pay which an officer of the Royal Engineers serving in the Public Works or Railway Department on consolidated departmental pay receives in addition thereto, is not taken into account in calculating acting allowances. His Civil salary is fixed independently of his net Military pay, to which he is separately entitled over and above his Civil salary.

NOTE.—[When a Royal Engineer officer whose substantive appointment carries net Military pay plus consolidated pay, acts in an appointment carrying consolidated pay only without net Military pay, then in determining his salary the net Military pay of his substantive appointment is added to the salary calculated under the rules on the consolidated pay of the two appointments.]

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

Special Allowances.

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

NOTE.—[The term Local Government as used here includes only the Governments of Madras, Bombay, Bengal, the United Provinces, the Punjab and Burma.]

(a) To a subordinate officiating as an Executive Engineer—Rs. 100, provided that his salary must not exceed the pay of an Executive Engineer of the 3rd grade.

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

NOTE.—[A certain number of Upper Subordinates in the Buildings and Roads and Irrigation Branches, respectively, of the Punjab and the United Provinces, according to a scale sanctioned from time to time by the Government of India in the Public Works Department, when placed in charge of districts or sub-divisions, draw a local allowance of Rs. 50. Lower Subordinates of the United Provinces, Buildings and Roads Branch, when similarly placed in charge of districts or sub-divisions, within the scale referred to above, also draw the same allowance.]

2. A similar local allowance of Rs. 50 may be drawn by certain Upper Subordinates placed habitually in charge of sub-divisions on the North-Western Railway, according to a scale sanctioned from time to time by the Government of India in the Public Works Department.]

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

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

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

PART II.

125.—*Cancelled.*

126. Signalling clerks and others acting for Inspectors of line maintenance of the Persian Section of the Indo-European Telegraph Department draw the full charge allowance of Rs. 60 a month admissible to the permanent incumbents notwithstanding that the allowance is drawn in full by the absentee. The charge allowance must not in the case of these acting officers be included in salary for the purpose of calculating either leave or exchange compensation allowances.

Section IV.—The Survey of India.

127. The rules in this Section apply only to officers not below the rank of Assistant Superintendent of the Survey of India Department.

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

129. An officer officiating in the grade immediately above his own is entitled to the pay of that grade: Provided that the salary of an officer officiating in any grade shall not be greater than that which would be admissible under Article 130 if he officiated in the next higher grade.

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

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

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

Section V.—Geological Survey.

133. (a) A graded officer of the Geological Survey Department who joined the Department on or before the 31st December 1893, counts all service on the maximum pay of a grade towards increments in the pay or salary of the next higher grade. When promoted substantively, he may draw the pay of the higher grade with increments earned by service on the maximum pay of the lower grade; and when promoted temporarily, he may similarly draw a salary equal to the pay he would have received if his promotion were substantive.

(b) The pay on permanent promotion and the salary on temporary promotion from grade to grade of a graded officer of the Geological Survey Department who joined the Department after the 31st December 1893, are regulated by the ordinary rules in these Regulations.

PART II.

Section VI.—The Forest Department.

134—*Cancelled.*

135. A Deputy Conservator officiating as a Conservator is entitled to a salary equal to the pay of the lowest grade of Conservator.

136. A Conservator officiating in the grade immediately above his own is entitled to the pay of that grade; and a Conservator officiating as Chief Conservator, or a Conservator or Chief Conservator officiating as Inspector General is entitled to the pay of the appointment.

137. An officiating officer in any case not provided for by the preceding Articles is entitled to an acting allowance of one-fifth of the pay of the grade in which he officiates.

Section VII.—Other Officers.

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

- (1) Lieutenant-Governors and Members of Council (see Chapter XXII).
- (2) Judges of the High Courts (see Chapter XXIII).
- (3) Ecclesiastical Officers (see Chapter XXVII).
- (4) Law Officers (see Chapter XXXI).

139. An officer of the Provincial or Subordinate Educational Service appointed by the Local Government to officiate in a temporary vacancy in a post specifically reserved for, or usually filled by, officers of the Indian or Provincial Educational Service receives an allowance as follows:—

An officer of the Provincial Service acting in an appointment in the Indian Service, Rs. 100 a month.

An officer of the Subordinate Service acting in an appointment in the Indian Service, Rs. 75 a month.

An officer of the Subordinate Service acting in an appointment in the Provincial Service, Rs. 50 a month.

Provided that the salary of the officiating officer shall not exceed the pay of the officer for whom he acts, and shall not be less than his own pay. When the office is substantively vacant, the officiating officer may be granted the allowance in full.

139A. A member of the lower Subordinate Educational Service or an officer on salary, outside the grades, when officiating in temporary vacancies in the Subordinate Educational Service, is entitled to an acting allowance at the rate of one-fifth of the average pay of the grades of the latter service subject to the limit of the maximum salary laid down in Article 141.

PART II.

Officers having a Substantive Appointment.

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

Examples of the appointments referred to.—Extra Assistant Commissionerships, Judgeships of Small Cause Courts in Bengal, not mentioned in the example under Clause (4), Article 104, and the Subordinate Judgeships with which they are classed.

1. In the Public Works or Railway Department no increased allowances can be claimed by a Lower Subordinate solely on the ground that he is performing duties previously entrusted to an Upper Subordinate.

2. In Madras the different grades of Munsiffs, Tahsildars, Deputy Tahsildars—Sub-Magistrates and Stationary Sub-Magistrates are treated as distinct classes.

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

141. For the purposes of this Section, the pay of an appointment which belongs to a graded class and is not such as is described in clause (4) of Article 104, is the average pay of the grades, calculated without reference to the number of appointments in each grade; but the officiating officer's salary shall not exceed the pay of the lowest grade, unless he belongs to another department, and is specially appointed to officiate in a grade other than the lowest.

The provisions of this Article are not to be applied in the case of temporary acting appointments not lasting longer than three months so as to give the officiating officer a lower salary than his salary in the appointment he would have continued to hold but for the acting appointment.

Exception.—The salary of an officiating Deputy Magistrate and Deputy Collector in Bengal, whether holding a substantive appointment under Government or only temporarily employed, is Rs. 200.

NOTE.—[This Article does not apply to appointments in the Post Office Department; or in the Bombay Presidency to jailors, to clerks in the office of the Inspector-General of Registration and Stamps, Inspectors and their clerks, Registrars' clerks or karkuns and clerks in the office of the Sub-Registrar of Bombay appointed to act in graded Sub-Registrarships; or to Forest Rangers, Foresters, and Forest Guards in the Forest Department; or to an officer of the Provincial or Subordinate Educational Service appointed to officiate in a temporary vacancy in a post specifically reserved for, or which is usually filled by, officers of the Indian or Provincial Educational Service; or to Resident Excise officers and Excise Inspectors in Burma.]

Medical Appointments.

142. A Civil Assistant Surgeon while officiating in charge of a Civil station is entitled:

- (a) In Madras to a local allowance in addition to pay, as follows, or to any smaller allowance which, by any general or special order, the Local Government may fix:—
 - (i) If he be in the first or second grade—Rs. 150.
 - (ii) If he be in the third grade—Rs. 100.

(b) In any other Province, to draw acting allowance on the minimum pay (Rs. 350) fixed for an officer of his class holding permanent charge. The period of such temporary service does not, however, count for increment and initial pay under Articles 155 and 156 respectively.

NOTE.—[In Bengal, the Punjab, the Central Provinces, and Eastern Bengal and Assam the undermentioned allowances may be granted under the orders of the Local Government to a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department performing the duties of the Civil Surgeon at head-quarters, while the latter is absent for more than seven days on duty:—

(a) To a Civil Assistant Surgeon in Bengal, Eastern Bengal and Assam, and the Punjab, a local allowance not exceeding the acting allowance which would be admissible to him under clause (a) of this Article if he were appointed to officiate.

(b) To an officer of the Indian Subordinate Medical Department in Bengal and the Punjab, and a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department in the Central Provinces—

(i) If the substantive holder of the charge is a Commissioned Medical Officer—	Rs.
To a Civil Assistant Surgeon, first or second grade, a Senior Military Assistant Surgeon, or Military Assistant Surgeon, first class, a local allowance of	75
To a Civil Assistant Surgeon, third grade, or a Military Assistant Surgeon, second class, a local allowance of	50
(ii) If the substantive holder of the charge is a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department—	Rs.
In all cases, a local allowance of	50

143. Officers of the Indian Subordinate Medical Department above the grade of Military Assistant Surgeon, third class, when in independent medical charge of Civil stations, receive pay at the following monthly rates:—

	Rs.
Under five years in charge	350 a month.
From five and under ten years	450 "
From ten and under fifteen years	550 "
Over fifteen years	700 "

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

Military Assistant Surgeons, third or fourth class, in independent medical charge of Civil stations, receive pay at the rate of Rs. 250 a month. When holding such charges in Burma, they receive in addition a special local allowance of Rs. 50 a month.

The service of a Military Assistant Surgeon, third or fourth class, in permanent independent Civil medical charge, does not count towards the quinquennial increments until the date on which he is promoted to be a Military Assistant Surgeon, second class.

NOTE.—[For the rule regarding an officer of the Indian Subordinate Medical Department acting as "Civil Surgeon," etc., see Rule 1 under Article 105.]

1 A Military Assistant Surgeon in medical charge of a Civil station, who is required, in consequence of field operations, to revert temporarily to Military duty, counts the period of such duty as service towards the increments admissible under this Article.

Officers without a Substantive Appointment.

144. An officer without a substantive appointment on a permanent establishment, officiating in an appointment the pay of which is not less than Rs. 100, is entitled to an acting allowance of half the pay, or, if the pay of

the appointment is progressive, half the minimum pay of the appointment, but in special cases the allowance may, with the previous sanction of the Local Government, be increased to an amount not exceeding the full pay of the appointment.

NOTE 1.—A report of the circumstances of each case in which sanction is accorded by the Local Government under this article should be forwarded at the beginning of each year through the Audit Officer to the Government of India in an amalgamated schedule.

NOTE 2.—This Article does not apply to the cases for which provision is made by Rule 1 under Article 546 and by Article 657.

145—146—*Cancelled.*

Appointments on less than Rs. 100.

147. The salary of an officer officiating in an appointment of which the pay is less than Rs. 100 should, as far as practicable, be regulated by Articles 140 and 144. The following conditions must be observed:—

- (i) If the officiating officer has a substantive appointment, his salary must not exceed what it would be if Article 140 were applied.
- (ii) If he has no substantive appointment, the officer who appoints him may grant him such allowance, not exceeding the pay, or if the appointment is progressive, the minimum pay of the appointment, as he considers necessary.
- (iii) If the vacancy is caused by the absence on leave of an officer whose pay is less than Rs. 100, the absentee allowance of such officer must not exceed the difference between his pay and the sum of the acting allowances paid in consequence of his absence, 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 Office and Departments.

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

- (i) Officers in Superior service on privilege leave.
- (ii) Officers on hospital leave under Chapter XII, Articles 287 to 294.
- (iii) Naib Tahsildars in the United Provinces—see Rule 3 under Article 335.
- (iv) Female warders or matrons employed in Jails.

Chapter VII.—Regulation of Progressive Salaries.

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

PART II.

Calculation of Value.

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

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

Accrual of Increment.

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

Exception (1).—An officer appointed to the service from and after the 1st January 1909, in whose case an increment accrues from the day following that on which it is earned.

Exception (2).—An officer appointed in England by the Secretary of State for service in India receives the increment in his pay in accordance with the terms of his engagement.

152. A periodical increment should not be granted to an officer serving on Progressive pay as a matter of course, or unless his conduct has been good. When an increment is withheld, the period for which it is withheld is at the discretion of the authority having power to withhold, who will also decide whether the postponement is or is not to have the effect of similarly postponing future increments. The authority having power to withhold is, in the case of ministerial and menial officers, the head of the office, and in the case of other officers, the Local Government, which may delegate the power to heads of departments or other supervising officers.

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

(b) If the value of the appointment calculated under Article 150 is such that the addition of a premature increment would raise it above Rs. 9,000 a year, such premature increment cannot be granted without the sanction of the Secretary of State.

154. An officer reduced to a lower grade or appointment on account of misconduct or inefficiency cannot without the sanction of the authority by whom he is reinstated or promoted, count for increments previous service in the grade or appointment from which he was reduced.

Acting Allowances.

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

(a) An officer whose substantive pay is progressive, and who acts in an office of which the pay is fixed. In this case the officer's acting allowance

is calculated as if his substantive pay were a fixed one, equal to the amount at which from time to time it stands.

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

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

- (i) His substantive pay, with the increments thereof as they fall due.
- (ii) The acting allowance which he would have drawn if the substantive and officiating appointments were both on fixed pay equal to the minimum: Provided that the maximum limit of salary is not the said minimum pay of the officiating appointment, but the pay to which the officer would have risen if his officiating tenure had been substantive.

NOTE.—[When calculating the salary of an officer who acts in an appointment, the whole of the acting tenure, whether continuous or not, should be taken into account.]

Example (a).—An officer who is substantively in the Rs. 170 stage of an appointment of Rs. 150—10—200 is appointed to act in an office of which the pay is Rs. 200—8—240. His salary is thus fixed—

Pay	Rs. 170	}	But this is limited for the first year to Rs. 200.
Acting allowance (one-fifth of Rs. 200)	40		
Total	210		

Next year he gets pay Rs. 180 + acting allowance Rs. 40 = total Rs. 220. But this is limited for a year to Rs. 208.

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

Pay	Rs. 1,200	}	Limited for the first year to Rs. 1,500.
Acting allowance ($\frac{1}{3}$ Rs. 1,500—1,000)	333 $\frac{1}{3}$		
Total	1,533 $\frac{1}{3}$		

In future years he receives—

Second year—	Rs.	}	Limited to Rs. 1,550.
Pay	1,250		
Acting allowance	333 $\frac{1}{3}$		
Total	1,583 $\frac{1}{3}$		

Hereafter he gets Rs. 1,583 $\frac{1}{3}$, which is the limit of salary in this case.

Initial Pay.

156. An officer who is appointed substantively to an appointment on progressive pay begins with the minimum pay of the appointment:—

- (a) if prior to his appointment he holds no substantive appointment under Government, or
- (b) if he is transferred thereto from an appointment in which he is drawing pay not in excess of the minimum pay of the new appointment, and if he has not already officiated in the latter.

157. If the officer is transferred to the new appointment from an appointment in which he was drawing pay not in excess of the minimum of the new appointment, but has officiated already therein, his pay is fixed as follows :—

- (a) If the salary which he drew when last officiating is equal to one of the stages of the pay of the appointment, his pay shall be fixed at that stage, and he shall count in that stage the time during which he has been drawing the said salary.
- (o) If the salary which he drew when last officiating is intermediate between two stages, his pay shall be fixed at that amount for half the period during which an increment is earned, and on the first day of the month thereafter succeeding he shall be eligible for the next higher stage of the progressive pay.

Example.—An officer is on 20th June substantively appointed to an appointment of which the pay is Rs. 200—10—250, and in which he is already officiating—

(a) If his salary at the time of his appointment and from 1st March last has been Rs. 220, he continues to draw Rs. 220 and on 1st March next rises to Rs. 230.

(b) If his salary at the time of appointment is Rs. 225, he will draw Rs. 225, till 1st January, and then rise to Rs. 230.

NOTE.—[Any period for which an officer has held the progressive appointment as substantive *pro tempore* may be counted as officiating service for the purposes of this Article.]

157A. If the officer is transferred to the new appointment from an appointment in which he was drawing pay in excess of the minimum, then whether he has officiated in the appointment already or not, his pay is fixed as follows :—

- (a) If his pay immediately prior to the transfer is equal to any stage of the new appointment, he shall draw the pay of that stage ; and after the expiry of the period during which an increment is earned he shall draw the pay of the next higher stage, and so on.
- (b) If his pay immediately prior to the transfer is intermediate between any two stages of the new appointment, he shall draw the pay of the next lower stage, *plus* a personal allowance equal to the difference between the pay of that stage and his former pay ; and after the expiry of the period in which an increment is earned he shall draw the pay of the next higher stage (losing the personal allowance) and so on.

157B. (a) When, however, the conditions of an officer's service are such that he is liable to be transferred in the same Department between appointments of which the pay and increments are identical, his service will, in the case of such a transfer, count for increments as if he had not been transferred.

(b) The authority which orders the transfer of an officer, as a penalty, from a higher to a lower appointment, may allow him to draw any salary, not exceeding the maximum of the lower appointment, as it may think proper.

158. The incumbent of an appointment the pay of which is changed shall be treated as if he were transferred to a new appointment on the new pay : Provided that, if he prefers to retain his old pay, the Local Government or, in the case of a ministerial or menial officer, the Head of the Office

may allow him to do so, postponing the change of the pay of the appointment till he vacates office.

Time spent on Leave and under Suspension.

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

NOTE.—[The last sentence of Article 31 must not be held to conflict with this Article. Subject always to the provisions of Article 60, the phrase "the appointment on which he has a lien" means the appointment which the officer relinquished when he proceeded on leave, and does not refer to an appointment to which an officer has been nominated during his absence on leave.]

160. Time passed under suspension does not count towards increments if the suspension is a penalty for misconduct; but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count.

Officers under Training.

160A. A Local Government may at its discretion decide, in the case of an officer who is selected to undergo a course of training in a school, college, or other institution, whether the time spent in training shall count as service qualifying for increments of pay.

Officers on a Time-scale of Pay.

160B. (a) Leave without allowances taken by an officer prior to his admission to a time-scale of pay, and overstayals of privilege leave to the extent of one week in similar circumstances, count for increments under the time-scale.

(b) Leave without allowances taken by an officer while he is on a time-scale of pay, or overstayals of privilege leave do not count towards increments; but Local Governments and Departments of the Government of India which have the powers of Local Governments, may exempt an officer from the operation of the rule, on proof being furnished to them that the leave was taken on account of illness or other cause beyond the officer's control.

Chapter VIII.—Combination of Appointments and Salaries.

Charge of Current Duties.

161. An officer appointed to be in charge of the current duties of an office in addition to his own duties, may, if the charge, in the opinion of the Local Government, entails a substantial increase of responsibility and some additional work, be granted a charge allowance, to be fixed by the Local Government, not exceeding one-tenth of the pay of the office. If the office is open to, and may in practice be held by, a member of the Indian Civil Service or a Military officer, the allowance shall not be less than Rs. 100.

162. The salary of an officer appointed to be in charge of the current duties of an additional office shall never exceed the salary which he would receive for officiating in the office: one effect of this rule is that, unless the Local Government makes the declaration indicated in Rule 1 under Article 168, an officer is not entitled to any allowance for taking charge of an office the pay of which is not more than that of his own substantive office.

163. The amount of "charge allowance" has been fixed in the cases shown in Appendix 6.

164. (a) No allowance is admissible under Article 161 unless the incumbent has actually given over charge of the office under the orders of competent authority, and is absent on leave or deputation or is under suspension. For instance, no allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour.

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

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

1st Class Jail	Rs. 150	a month.
2nd "	"	"	" 100	"
3rd "	"	"	" 75	"
4th "	"	"	" 50	"

166. An officer placed in charge of the current duties of an office is not entitled to any Local Allowances attached to the office, except under the special orders of the Local Government. (See also Article 1010.)

NOTE.—[The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.]

Permanent Arrangements.

167. A Local Government may appoint an officer to hold permanently two or more appointments at the same time if their aggregate pay does not exceed Rs. 250 a month. The salary of an officer appointed to officiate in two or more appointments, which under due sanction have been combined as a single charge, is calculated upon the pay fixed for the combined appointment, Article 168 being inoperative in such a case.

Temporary Arrangements.

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

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

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

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

1. The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

2. The proviso in clause (iii) of this Article may be dispensed with if the Local Government declares that, for special reasons (which shall be recorded), it is necessary, on public grounds, to entrust to the one officer the duties of the several offices at once, and that the salary to which he would be limited by this proviso is not enough.

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

	Rs.
If he held A only, he would draw	1,000
If he officiated in B only, he would draw pay Rs. 1,000 and acting allowance Rs. 400	1,400
If he officiated in C only, he would draw pay Rs. 1,000 and acting allowance Rs. 800	1,800
He will therefore draw for C (which carries the highest salary)	1,800
And, but for proviso (iii), he would be entitled for B and A to such allowances as the Local Government may fix, not exceeding Rs. $\frac{1,400}{2}$ 700 for B, and $\frac{1,000}{2}$ 500 for A.	

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

NOTE.—[This Article does not affect Local Allowances given for the performance of separate duties. Nor does it apply to a Government officer appointed to be a Professor or Lecturer in any Government institution, to the duties of which offices an officer is not required to devote his whole time.]

Appointments on the same Establishment.

169. Article 168 does not apply to the case of an officer discharging the duties of more than one appointment in the same office, or on the same establishment. An officer so employed is entitled to the highest salary to which he would be entitled if he held or officiated in any of the appointments alone, and to nothing more.

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

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

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

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

A subordinate doing the duties of another subordinate in the same office.

Civil Surgeoncy.

170. A Regimental Medical officer appointed to act as Civil Surgeon without relinquishing his Regimental duties is entitled to an allowance of Rs. 100 a month. With this exception, the allowances for the additional charge of an appointment of the kind described in Article 116.

whether the charge is held by a Regimental Medical officer or a Commissioned Medical officer already employed in the Civil Department, are regulated by Military Rules, the pay of the appointment being calculated on the principle indicated in that Article.

1. In the case of a Commissioned Medical Officer holding more than one acting appointment, the acting allowance of each appointment is fixed by Military Rules of calculation, but the terms of the combination of the appointments are those laid down in Article 168 and the second sentence of the Note under it.

171. An officer in medical charge of a Civil station is entitled to an allowance of Rs. 100 a month for holding visiting charge of a second station.

NOTE.—[In Bengal the allowance may be Rs. 50 or Rs. 100 as the Local Government may fix.]

Medical Charge of Jails.

172. An officer appointed to the medical charge of a Central Jail when the administrative and medical charges are not united, is entitled to a local allowance of Rs. 100, or, in special cases at the discretion of the Local Government, Rs. 150:

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

Cantonment Magistrate.

173. A Civil or Military officer placed in charge of a full-time Cantonment, or Assistant Cantonment Magistracy, in addition to his own duties, is entitled to an allowance of Rs. 100 a month.

Military Officer.

174. The allowances for his Civil duties of a Military officer appointed to officiate in a Civil office other than a Cantonment Magistracy without being relieved of his Military duty, are regulated in accordance with Article 168 and Rule 2 under it, and are drawn in the Civil Department. If he has no substantive appointment in the Military Department, the pay of his rank is held to be his substantive pay for the purposes of Article 168.

Chapter IX.—Joining Time.

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

176. Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another.

NOTE.—[Sundays are included in the calculation of the joining time of one day admissible under this Article. An officer who gives over charge on Saturday forenoon must, therefore, take charge on Saturday afternoon, and an officer who gives over charge on Saturday afternoon must take charge on Monday forenoon.]

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

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

for the portion of the journey which the officer travels or might travel—	{	a day for each.	
By railway		250 miles	{ or any longer time actually occupied in the journey.
By ocean steamer		200 "	
By river steamers		80 "	
By mail cart or other public stage conveyance drawn by horses		80 "	
In any other way		15 "	

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

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

NOTE 1.—[A journey by road of five miles or under to or from a railway station from or to the point which may be prescribed under Article 998 does not count for joining time.]

NOTE 2.—[An officer, whose salary does not exceed Rs. 100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses.]

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

179. If an officer is authorised under Article 53 to make over charge of an office elsewhere than at its head-quarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

Extensions.

180. (a) The Local Government may in any case extend the joining time admissible by rule provided the general spirit of the rules is observed.

(b) Within the maximum of thirty days, Heads of Departments and Commissioners of Divisions, in the case of officers of Provincial Services and non-gazetted subordinates under their control, may extend the joining time admissible by rule—

- (i) if the officer has been unable to avail himself of the usual mode of travelling, or if, notwithstanding due diligence on his part, the journey has occupied more time than is allowed by the rules—to the extent of the time actually taken:
- (ii) if such extension is considered necessary for the public convenience or for the saving of public expense, as, for example, to prevent unnecessary and merely formal transfers—to the extent necessary:
- (iii) if the rules have in any particular case operated hardly, as, for example, if an officer has through no fault on his part missed

a steamer or fallen sick on the journey—to the extent necessary, on such conditions as to allowances or otherwise as the sanctioning authority may think fit.

181. The Audit Officer shall move the Local Government to report to the Government of India any concession made under the preceding Article, which appears to him contrary to the spirit of the rules. The Local Government may not, finally, overrule the Audit Officer without a reference to the Governor General in Council.

When Leave intervenes.

182. When an officer, after giving over charge of his office at one station on transfer, or reversion to another office, takes Privilege or Examination leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on Privilege or Examination leave, is transferred to a station other than that from which he took leave, he is entitled to Joining Time in addition to his Privilege or Examination leave. The Joining Time of an officer transferred during Privilege or Examination leave will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Joining Time.

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

Appointment Changed.

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

Allowances.

185. Except in the case mentioned in Article 188, an officer draws, during Joining Time, the pay or salary which he drew in his old appointment or that which he will draw on joining his new appointment, whichever is less: Provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during Joining Time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. If the officer is entitled to tentage in his old appointment and tentage is also attached to his new appointment, he may draw tentage during Joining Time at the lower of the two rates. If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living or unhealthiness of climate, in any district, province or locality, and the transfer is to another appointment within the same district, province or locality, he may draw the local allowance during joining time. Provided that, if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

186. When, under Article 182, an officer combines Privilege or Examination leave and Joining Time, his allowances during Joining Time,—that is to say, for the period, not exceeding the Joining Time admissible by rule, in excess of his Privilege or Examination leave, during which he is absent from duty,—must be calculated at the rate at which his Joining Time allowance would have been calculated if he had joined the office to which he is transferred directly.

187. If a member of the Indian Civil Service, on first arrival in India is unable, from illness, to proceed to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct, the Local Government in whose jurisdiction he is, may, on medical certificate, grant him a subsistence allowance of Rs. 250 a month for not more than two months. Time thus spent is not Active Service.

188. An officer who is not in the Indian Civil Service or in the Army, and who has no substantive appointment, is not entitled to any allowance during Joining Time; but if such an officer officiating in an office is transferred to another office under the same Local Government, the officer who orders the transfer may allow him to draw, during his transit, the allowance to which he would be entitled under the first sentence of Article 185.

Exceeding Joining Time.

189. An officer who does not join his new appointment within his Joining Time is entitled to no allowances after the end of his Joining Time, and after a week ceases to have a lien on any appointment. But if the authority making the appointment considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment.

NOTE.—The expression “allowances” in this Article does not include travelling allowance.

Ministerial Officers.

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

Chapter X.—Officers Dismissed, Suspended, or Imprisoned.

Members of the Indian Civil Service and Military Officers.

191. A member of the Indian Civil Service is entitled when under suspension to the subsistence allowance of his rank, and a Military officer in Civil employ to the pay and allowances of his rank.

Other Officers.

192. Saving as provided in Article 193 (b), an officer under suspension is entitled to no salary while he is absent from duty, and the salary of an officer who is dismissed ceases absolutely from the date of his dismissal; no allowances may be granted for any period occupied in the prosecution of appeals against the order of dismissal.

PART II.

193. Subject to the proviso that, without the permission of the Local Government, no extra expense may be imposed on the State—

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

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

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

- (i) if the officer is honourably acquitted, an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed
- (ii) otherwise, an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient.

NOTE.—[In cases where the extra cost involved does not exceed Rs. 500 and the period during which an officer has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the authority who ordered the suspension.]

Committals to Prison.

194. 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 officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control.

Leave while under Suspension.

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

PART II.

PART III.—LEAVE RULES.

GENERAL ARRANGEMENT.

	ARTICLES.	PAGE
CHAPTER XI.—GENERAL CONDITIONS OF LEAVE :—		
II.—General Rules	196—200	51
II.—Service qualifying for Leave	201—209	53
III.—Retention of Appointment	210—219	56
IV.—Commencement and end of Leave	220—222	57
V.—Return to Duty	223—231	58
VI.—Combination, Extension and Commutation of Leave	232—240	60
CHAPTER XII.—SHORT LEAVE :—		
I.—Extent of Application	241—245	62
II.—Privilege Leave—Ordinary Rules	246—270	63
III.—Privilege Leave in cases of regular vacations	271—278	67
IV.—Examination Leave	279—286	68
V.—Hospital Leave	287—294	70
VI.—Leave during Recess	295—296	72
CHAPTER XIII.—LONG LEAVE—EUROPEAN SERVICES :—		
I.—Extent of Application	297—298	73
II.—Furlough	299—315	75
III.—Special Leave	316—319	81
IV.—Minimum Leave Allowances	320	81
V.—Subsidiary Leave	321—331	82
VI.—Extraordinary Leave	332—333	84
CHAPTER XIV.—LONG LEAVE—INDIAN SERVICES :—		
I.—Extent of Application	334—335	86
II.—Long Leave	336—345	86
III.—Subsidiary Leave	346—348	89

PART III.—LEAVE RULES.

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 (see Chapter XXII).
- (b) Judges of the High Courts (see Chapter XXIII).
- (c) Barristers and Pleaders holding the appointments specified in Article 547 (see Chapter XXIV).
- (d) Statutory Civil Servants (see Chapter XXVI).
- (e) Ecclesiastical Officers (see Chapter XXVII).
- (f) Officers subject to the Military Leave Rules (see Chapter XXVIII).
- (g) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX).
- (h) Law Officers (see Chapter XXXI).
- (i) State Railway Establishments (see Chapter XXXII).
- (j) Bengal Covenanted Pilot Service (see Chapter XXXIII).
- (k) Port Blair Police (see Chapter XXXIV).
- (l) Assam and Dacca Military Police (see Chapter XXXV).
- (m) Calcutta and Suburban Police Forces (see Chapter XXXVI).
- (n) Burma Military Police (see Chapter XXXVII).
- (o) Officers serving under Special Contracts (their contract).

1. Save in the cases governed by Rule 1 to clause (a) of Article 202, an officer under contract is not entitled to leave 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 allowances 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.

(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 matter might be brought by circular to the notice of Local Governments and heads of departments. It is pointed out that to grant leave on urgent private affairs in consideration of the state of an officer's health is not in accordance with the spirit of the rules. When an officer applies for repeated grants of medical leave within short intervals, the attention of the Medical Board should be drawn to his case with a view to their carefully considering the term of absence necessary for his complete recovery.”

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

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

Recall from Leave.

199. An officer recalled to duty before the expiry of leave of any kind is entitled to no concession if the return to duty is optional. 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.—[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.]

200—Cancelled.

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.

NOTE.—All officers appointed in England on probation for five years in view to permanent service in India are Probationers within the meaning of this clause.

(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.

PART III.

- (2) If recruited in India under the orders in 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 *pro tem.* Sub-Deputy Collectors in Bengal and Eastern Bengal 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
 - (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 have been rendered,
- (b) departmental examinations have been fully passed, and
- (c) the age of twenty years has been attained.

NOTE 1.—[Condition (b) does not apply to Sub-Deputy Collectors in Bengal 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 2.—[Sub-Deputy Collectors in Bengal 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 Apprentices,	}	in the Public Works or Railway Department.
Qualified students of the Thomason College under practical training.		
Assistant Superintendent Apprentices in the Indian Telegraph Department.		

The service of candidates in the Superior Revenue Establishment of State Railways counts towards leave after they are confirmed in their appointments.

(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.

203 A. A Local Government may at its discretion decide, in the case of a subordinate officer who is selected to undergo a course of training at a school, college or other institution, 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.

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 reinstated 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 Staff Corps, 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.

PART II.

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 786, 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.

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 3 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 inexpedient 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 or Bombay, 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 authorize 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, the leave is treated as having terminated on, and the re-arrangement of allowances, if any, takes effect from the day on which the officer would have resumed charge had holidays not followed the leave.

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 6-A 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. 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.

224. An officer on Long Leave in Europe 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.

225. An officer on leave in India or in any place out of Europe taken on account of ill-health, whether the leave be technically Leave on Medical Certificate or not, may be required by the authority who granted the leave to produce, before he is permitted to return to duty, a medical certificate of fitness signed by such medical officer as the authority may direct.

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; 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.—[The Government of India are empowered to grant to officers who overstay the period of their furlough on Medical Certificate or leave on Medical Certificate out of India, extension of such leave not exceeding a week whenever it may be necessary to do so and provided the leave has been earned.]

PART III.

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 them under the first sentence of this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.]

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, Extension, and Commutation of Leave.

232. No kind of leave, except Extraordinary leave under Articles 332 and 339, leave under Articles 199 (a), 233, and 288, and in certain cases Examination leave, can be granted in continuation of any other kind of leave; leave under Article 288 may also be followed by any other kind of leave. Any leave granted under these Regulations may be retrospectively changed for any other kind or period of leave for which the officer was qualified when the original leave was granted. The authority who has the power to sanction leave may also commute retrospectively periods of absence without leave into leave without allowances (*see Article 421*).

NOTE.—[Subsidiary leave is not, for the purposes of this rule, regarded as a continuation of leave.]

233. Privilege leave to the amount due may be prefixed as such to Furlough, Leave on Medical Certificate, Special leave on urgent private affairs, Leave on Private Affairs, and Extraordinary leave without allowances, subject to the following conditions:—

- (i) when Privilege leave is combined with Furlough, the amount of the combined leave shall not exceed two years;
- (ii) when Privilege leave is combined with Special leave under the European Service Leave Rules or Leave on Private Affairs under the Indian Service Leave Rules, the combined leave shall not exceed six months;
- (iii) when, however, Furlough, Special leave, or Leave on Private Affairs, granted in combination with Privilege leave, is extended on medical certificate, the full period of Furlough, Special leave, or Leave on Private Affairs ordinarily admissible under rule may be allowed irrespective of the limits prescribed in clauses (i) and (ii);

- (iv) when Privilege leave is combined with leave of any kind, the combined leave must, except in cases falling under Article 199 be for not less than six months;
- (v) the periods mentioned in (i), (ii) and (iv) count from the beginning of the Privilege leave to the end (under the ordinary rules) of the leave with which it is combined.

NOTE.—[If the maximum limit prescribed in clause (ii) or clause (i) of this Article is exceeded, the excess (if not due to an extension of leave on medical certificate) shall be dealt with under Article 229. If on the other hand an officer returns from leave before the end of the minimum period of six months fixed by clause (iv) of the Article, the requirements of the rule shall be held to have been practically met if the date of return is not more than 14 days before the end of the six months.]

234. The grant of extension of Furlough, under Article 232 (otherwise than on medical certificate), is subject to proviso (v) under Article 308 (b).

NOTE.—[In the case of an officer who is entitled to Furlough without medical certificate, but who, by reason of Proviso (v) under Article 308 (b), can get it only on medical certificate, it should be stated in column 13 of the last-pay certificate in Form No. 16 that Furlough without medical certificate in commutation and extension of his original leave cannot be granted to him, if by such grant the limit of the number of officers absent on Furlough or Special leave fixed by Article 309 would be exceeded.]

235. if an officer subject to the Indian Service Leave Rules, who is absent on Leave on Private Affairs or on Furlough, takes in continuation Leave on Medical Certificate under Article 336, the whole of his absence is treated as leave under that Article.

236. Extraordinary leave without allowances cannot be converted retrospectively into Leave on Medical Certificate; but Leave on Medical Certificate may be given in continuation of Extraordinary leave without allowances.

Extension of Leave out of India.

237. (a) An officer absent on Long Leave in Europe or in any of the colonies in America or the West Indies, who wishes to have his leave extended or commuted, must apply to the Secretary of State about three months before the expiration of his leave and produce with his application evidence that the Local Government has been referred to by him, and has no objection to the extension or commutation desired.

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) 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.

(c) 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.]

(d) Furlough out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original Furlough was granted, and if the officer seeking commutation is certified, as prescribed in Article 224, to have recovered his health. When extension of the commuted Furlough is applied for, the application must be supported by evidence that the officer's Local Government consents to the extension of his leave.

Applications for extensions of commuted Furlough on medical certificate should be dealt with by Local Government in such a way that officers who have preferential claims to Furlough under Article 310 are not thereby debarred for a considerable time from availing themselves of the Furlough at their credit.

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

238. An officer on Long Leave in any of the colonies or dependencies named in Appendix 15, except the colonies in America or the West Indies, 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 payments by Colonial Treasurers or Staff Officers being checked.

Privilege Leave.

239. When Privilege leave is, on medical certificate, retrospectively changed for Furlough out of India, so much of the leave passed before the departure of the vessel in which the officer sails may be treated as Subsidiary leave under clause (i) of Article 321 (a) 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.

NOTE.—[This Article will not apply when the subsequent order grants leave in continuation of the Privilege leave under Article 233.]

Military Officers.

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

NOTE.—[Articles 237 to 239 apply to Military officers subject to the Military Leave Rules.]

Chapter XII.—Short Leave.

Section 1.—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 (see Chapter XXII).

PART III.

- (b) Judges of High Courts (see Chapter XXIII).
- (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 (see Chapter XXVII).
- (e) Law officers, except as stated in Chapter XXXI.
- (f) State Railway Establishments, except as stated in Chapter XXXII.
- (g) Bengal Covenanted Pilots, except as stated in Chapter XXXIII.
- (h) Port Blair Police (see Chapter XXXIV).
- (i) Calcutta and Suburban Police Forces (see Chapter XXXVI).

1. Medical Storekeepers to Government and Subordinates of the Army employed in the Military Works Department are subject to these Regulations as regards Privilege leave, but as regards other leave the former 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 and the latter are treated as in Military employ.

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 Article 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 the 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:

PART III.

Provided that no Privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that, whenever duty is interrupted, all claim to Privilege leave earned therefore 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 or 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. Time spent on Subsidiary leave, does not qualify for Privilege leave, but if an officer, returning from leave, not before the expiration thereof, be only for the convenience of the Local Government and not for any fault of his own, prevented from joining an appointment on which he has a lien, or be kept out of employ on Subsistence allowance, then duty qualifying for Privilege leave begins on the day on which he presents himself to the Local Government ready for duty.

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.

Limit.

251. The amount of Privilege leave admissible at one time is limited to three calendar months.

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

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.

PART III.

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 the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.]

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 the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.]

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 unless, in the case of leave granted under clauses (a) (ii) and (b) of Article 280 and under Article 281, the officer fails to pass the examination for which the leave is granted.

256. Hospital leave under Articles 288 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 Staff Corps is an interruption of duty.

Condition of Grant.

260. To an officer who has been on duty, without interruption, for eleven calendar months, and who has not, for six calendar months, been absent on Privilege leave, the whole or any part of the Privilege leave due to him may be granted. But when Privilege leave is combined with other leave under Article 233, the amount due may be granted irrespective of these conditions.

1. The condition prescribed in this Article by which an interval of six months is required to elapse between two periods of absence on Privilege leave, does not apply to officers of the State Railway Revenue Establishment referred to in Articles 661 and 663, nor to Gazetted Officers of the Opium Department.

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.

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.

264. Save when Privilege leave or vacation is combined with other leave under the rules, the right to receive Privilege leave allowances is contingent (except in the case of death) upon the return of an officer to duty on the expiry of such leave or vacation.

NOTE.—[This Article does not affect the right to Privilege leave allowance of an officer who is granted Extraordinary leave in continuation of Privilege leave, or who exceeds Privilege leave up to a week under Article 229 (ii).]

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.

266. An officer who holds an appointment 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.

Local Allowances how affected.

267. A Local Allowance may be drawn by an officer on Privilege leave only if there is no *locum tenens* to whom it is payable.

1. An officer on Privilege leave may draw Presidency allowance or Presidency house-rent, provided that no extra expense is thereby caused to the State and provided his previous rate of expenditure for a house is continued during his absence.

NOTE.—[This rule applies also to officers in receipt of house-rent allowances at Shillong.]

2. The Local Allowances known as Burma, Assam, and Baluchistan allowances, and the Local Allowance drawn by certain Executive and Assistant Engineers in Sind, the Punjab, and the North-West Frontier Province may continue to be drawn by officers on Privilege leave, provided that the grant of leave does not necessitate the transfer within the limits of the Province of an officer from outside the Province.

3. Provincial Forest Officers and Executive Engineers serving in the Andamans who are recruited from Burma draw their local allowances while on privilege leave.

House-rent, Horse Allowances, Tentage, etc.

268. In the Bombay Presidency, an officer on Privilege leave may draw the house-rent attached to his appointment, if he places his house at the disposal of the officer, if any, who officiates for him. The officiating officer cannot, in such case, draw the house-rent attached to the appointment. But

PART III.

if the officer, for a reason which the Local Government considers sufficient refuses the accommodation placed at his disposal, the allowance is to be drawn by him and not by the absentee.

1. Constables of the Bombay City Police while on leave under Article 288 may draw the house-rent allowance admissible to them, provided it is not paid to their substitutes.

269. A Military Medical Subordinate employed in the Civil Department may, when on Privilege leave, draw the special allowances of his appointment, such as house-rent, horse allowance, etc., provided that they are not drawn by any other officer during his absence.

270. In the Madras Presidency, an officer on Privilege leave is entitled to draw his ordinary tentage, the officer officiating for him being allowed to draw only the tentage of his substantive rank.

Section III.—Privilege leave in cases of 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, Privilege leave may be granted to any such officer under the ordinary rules, subject to the conditions—

- (i) that the officer shall during his absence receive only half the salary and allowances ordinarily admissible during Privilege leave, and
- (ii) that the leave cannot in any case be combined with vacation.

272. The preceding Article does not apply to the case of an officer who is by general or special orders issued by competent authority prevented in any year from availing himself of the vacation or vacations by reason of his having to remain at his post on duty. In such a case, Privilege leave may be granted under the ordinary rules: Provided always that the leave shall not in any case be combined with vacation.

NOTE.—[In the case of every officer to whom Articles 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, to 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 for more than fifteen days of the vacation. If he has been absent for more than fifteen days, his title to Privilege leave is regulated by Articles 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.

NOTE.—[Absence on duty, whether within or out of jurisdiction, is not absence from station for the purposes of this Article.]

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 department to which the ordinary Privilege leave rules apply to one in which Articles 271 to 274 apply, loses all claim to take the Privilege leave at his credit, provided that—

- (i) Any Privilege leave granted to him during the first three years after his transfer under Articles 271 to 274 may, to the extent of the Privilege leave at his credit as aforesaid, be leave on full salary not exceeding the salary which would have been admissible if he had taken the leave immediately before being transferred.
- (ii) If he returns to a department in which Privilege leave is regulated by the ordinary rules, he shall be reckoned on such return to have at his credit the amount of leave which was at his credit at the time of the first transfer, less any amount enjoyed under Proviso (i).

276. The reckoning under the preceding Article shall not, in any case, extend backwards over an interruption of duty.

277. Officers to whom Privilege leave under the ordinary rules and conditions is not admissible (Article 271), may combine vacation with Long Leave (either at the beginning or end thereof) on the same conditions as those on which other officers are allowed to combine Privilege leave under Article 233.

278. The foregoing rules do not apply to District and Sessions Judges : to them privilege leave is granted under the ordinary rules.

District and Sessions Judges may combine —

- (a) privilege leave with long leave under the conditions of Article 233 ;
- (b) vacation with either privilege leave or long leave taken separately when such combination can be arranged without additional expenditure, and is admissible under the terms of Article 220, the days occupied by the vacation being treated for this purpose as gazetted holidays.

They may not, however, take vacation together with combined leave.

Section IV.— Examination Leave.

279. In cases not specially provided for in this section, permission to appear at an optional examination prescribed by Government in any of the

PART III.

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 a reward by the Higher Standard in Arabic, or High Proficiency in Arabic, or Persian, may be allowed either (i) leave for one month before the examination and, if he passes, for another month after it, or (ii) if he undertakes to spend it in study under professional tuition at a Presidency town, the whole period of two months before the examination.

(b) An officer who is a candidate for the Degree of Honour in Arabic or Persian, may be allowed either leave for two months under clause (a), or, if he leaves India for study, leave for four months to Persia for Persian or for six months to Arabia, Mesopotamia, Egypt, or Syria for Arabic. Officers of the 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) or (b) is not admissible more than once; nor can such leave be combined.]

(c) Privilege leave may not be granted in continuation of the month's leave after examination admissible under clause (a), but otherwise leave under this Article may be combined with Privilege leave, provided that Privilege leave prefixed to leave under clause (b) must be spent in, or in travelling to, one of the countries mentioned in the clause.

(d) 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.

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. Leave may not be granted under this Section to a Military officer subject to the Military Leave Rules to enable him to pass an examination under Article 684, Army Regulations, India, Volume I, Part I.

Section V.—Hospital Leave.

Jail Warders ; Postal Officers ; Peons and Guards.

287. A Jail Warder (except in Bengal), Warder of a Lunatic Asylum, 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 the Post Office may grant full pay for three months to a Postman, Mail Carrier, or Mail Coachman under exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal, and may also, at his discretion, dispense with the condition requiring attendance at a hospital or dispensary. He 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 employés 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,

PART III.

or an officer of the Northern India Salt Revenue Department, or of the Madras Salt and Abkari Department, or of the Bengal Salt Department, or of the Bombay Salt and Abkari Departments (including officers of the Opium Preventive Service) whose pay does not exceed Rs. 20, or a Head warder, a warder or an orderly belonging to the Jail Department in Bengal whose pay does not exceed Rs. 20 a month, may, while sick in hospital or while receiving medical aid as an out-door 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.—[A Police officer on leave under this Article may for the first three months of such leave, during which full pay is admissible, retain any local allowance attached to his appointment: Provided there is no *locum tenens* to whom it is payable.]

NOTE 2.—[Constables of the Bombay City Police while on leave under this Article may draw the house-rent allowance admissible to them, provided it is not paid to their substitutes.]

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, employed on daily wages, when temporarily absent from work in consequence of injuries sustained on duty in the Workshops, may, on production of a medical certificate, signed by a properly qualified officer of Government, recommending their absence from work, be granted, under the special orders of the Superintendent or officer in charge of the Workshops, allowances not exceeding those sanctioned in Article 666 for Labourers in State Railway Workshops.

Section VI.—Leave during Recess.

295. Leave during the Recess may be granted by the Head of the Party 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) a Lower Subordinate in the Forest Survey, or a Forest Subordinate in Kumaun and Garhwal and the following sub-montane divisions :—Pilibhit, Kheri, Bahraich, Gonda and part of Gorakhpur,—on half pay (payable on return to duty) ;
- (iii) to such of the Tindals, Mates, Khalasis, Jamadars, Chaprasis, Burkandazes attached to any Party of the Survey of India or to the traverse Survey Party in the Central Provinces as the Head of the Party 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.

296. Privilege leave may not be granted to an officer who is entitled to leave during Recess under the preceding Article, but a Lower Subordinate in the Forest Survey, in the Survey of India, or in the Traverse Survey Party of the Central Provinces, or a Forest Subordinate in the tracts mentioned in Article 295 (ii), who is prevented from availing himself of leave during Recess, may be allowed to take Privilege leave under the ordinary rules, service towards such leave counting from the date of return from Recess leave. Privilege leave will not be granted except upon a certificate, from the Head of the Party to which the officer is attached, that he was prevented from availing himself of the Recess leave in consequence of the exigencies of the service.

Chapter XIII.—Long Leave—European Services.

Section I.—Extent of Application.

297. The rules in this Chapter apply to—

- (a) Members of the Indian Civil Service.
- (b) Military officers subject to the Civil Leave Rules.
- (c) The officers enumerated in Appendix 3 of the 2nd edition of these Regulations, and also all officers belonging to the classes enumerated in Article 330 (c) of that edition and appointed thereto by the Secretary of State or with his particular sanction.
- (d) Members of the Imperial Branch of the General (Executive and Judicial) Administration; the Education Department; the Forest Department; and the Survey Department.
- (e) Officers substantively holding any of the appointments enumerated below:—

JUDICIAL DEPARTMENT.—(1) Judges (other than Chief Judges) and Registrars of Presidency Small Cause Courts; Judges of the Small Cause Court, Rangoon Presidency Magistrates; Legal Remembrancer and Secretary to the Legislative Council, Punjab; when these appointments are held by Barristers. (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.

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, Ajmere; Residency College, Indore; Government College, Ajmere; 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.

ACCOUNT DEPARTMENT (CIVIL)—Enrolled List—

- (1) Officers appointed in England by the Secretary of State.
- (2) Other officers on pay not less than Rs. 800 a month.

ACCOUNT DEPARTMENT (POSTAL).—Comptroller and Senior Deputy Comptroller, Post Office.

MILITARY ACCOUNTS DEPARTMENT.—Civilian Members in the grade of Military Accountant, 4th class, on Rs. 1,000 a month, or in any higher grade.

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.

ARCHEOLOGICAL 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, the Superior Accounts Branch, 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.

Executive Engineers of grade II and officers of higher rank, except those who were appointed as Natives of India or who belong to the Provincial Branch of the establishment.

Special Engineers (ungraded) who were taken over from the service of Guaranteed Railway Companies when the line were transferred from the Companies to the Government, from the time they reach a substantive pay of Rs. 850 or over.

Superior Accounts Branch.—Officers of class IV, grade 2, and of higher rank.

Superior Revenue Establishment of State Railways.—Officers of class II, grade 2, and higher rank of the Managerial, Traffic, Locomotive and Stores Departments.

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 Dock-yards.

OTHER OFFICERS.—The First Engineer and Shipwright Surveyor to the Government of Bengal, the Agent for Government Consignments, Calcutta, and the Personal Assistant to the Secretary to the Government of India in the Legislative Department.

298. An officer to whom the rules in this Chapter are applicable does not forfeit his privileges upon transfer to some office not included in Article 297, unless such transfer is ordered as a penalty, or because of the officer's inefficiency.

PART III.

Section II.—Furlough.

General Limitation.

299. The amount of Furlough admissible to a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules and the aggregate amount of Furlough and of Special leave with allowances admissible to any other officer to whom these rules apply (*see Article 297*), is six years. All the rules in this part of the Regulations are subject to this limitation.

300. The following leave under other rules is counted as Furlough under the preceding Article :—

(a) In the case of a Military officer subject to the Civil Leave Rules :—

- (1) All leave and furlough under the Military Furlough Regulations of 1868 which count as part of the maximum of eight years admissible under those Regulations ;
- (2) Furlough under Rules 1 and 6 of the Military Furlough and Leave Rules of 1875 ; and
- (3) Leave out of India with pay under the Leave Rules for the Staff Corps (1886).

NOTE.—[See footnote (1) to Rule 4 of the Military Furlough Rules of 1875.]

(b) In the case of any other officer to whom these rules apply,—Furlough and leave with allowances on medical certificate, and Leave on Private Affairs under the Indian Service Leave Rules.

Leave after completion of term of Service.

301. (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) Any other officer subject to the rules of this Chapter who is retained in the service after the age of fifty-five years may, after attaining that age, be granted Privilege leave or any Special leave to which he may be otherwise entitled or Subsidiary Leave preparatory to retirement, or Extraordinary leave without allowances under Article 332. The total leave granted, under the heads of Special or Extraordinary, must not exceed six months in all. No other kind of leave may be granted, and any leave, other than Privilege leave or Special leave or Subsidiary Leave preparatory to retirement, granted to such an officer before the date on which he attains the age of fifty-five years, ceases to have effect on that date.

NOTE.—[Except in the case of an officer who, after the age of 54 years, has been refused leave owing to the exigencies of the public service, the grant of leave under Clause (b) of this Article is subject to the condition that the officer returns to duty at the end of the leave. In applying for leave the officer must record a declaration that he has no intention of retiring for three months after his return to duty.]

Furlough earned.

302. The amount of Furlough "earned" by an officer is one-fourth of his Active Service. (*See also Article 305.*)

303. A Military officer subject to Civil rules may, if he desire it, add to Furlough earned by service under Civil rules an amount of Furlough in respect of his previous service calculated as shown below. Such an officer may be granted at any time any leave which he has earned under Civil rules, and may defer or forego the leave he has earned under Military Regulations.

- (i) An officer who, at the time of coming under Civil Leave Rules, was subject to the Military Furlough Regulations of 1868 or 1875, may be credited with the Furlough that may have accrued to him, less any Furlough already taken which, under those rules, would reduce the amount of Furlough due. The amount of Furlough accrued shall, in that case, be calculated proportionably on the whole service qualifying for Furlough without reference to the minimum periods of service which those rules require to be rendered before Furlough can be granted.
- (ii) The service for Furlough of an officer whose case does not fall under clause (iii) of this Article, and who, when he came under the Civil Leave Rules, was subject to the Staff Corps Leave Rules (1886), shall be calculated in accordance with Article 302 retrospectively from the date of his arrival in India, *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 out of India actually taken. The provisions of this clause apply to officers of the Royal Engineers in Civil employ who, while serving under British Army Leave Rules, either (1) have elected for continuous service in India, whether the election was made before or after their entry into Civil employment, or (2) have completed five years' Indian Service and elect to come under Civil Leave Rules.

NOTE.—[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.]

- (iii) In the case of an officer who, before electing the Leave Rules for the Staff Corps (1886), was subject to the Military Furlough Regulations of 1868 or 1875, the amount of furlough to be added to Furlough earned under the Civil Leave Rules shall be calculated in the following manner:—
 - (a) for the period the officer was subject to the Military Furlough Regulations of 1868 or 1875 he shall be credited with Furlough calculated in accordance with clause (i) of this Article;
 - (b) for the period the officer was under the Leave Rules for the Staff Corps (1886), he shall be credited with Furlough calculated in the manner described in clause (ii), except that the calculation shall be made from the date of coming under the Staff Corps rules, instead of from the date of arrival in India.

NOTE.—[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.]

Furlough Due.

304. The amount of Furlough "due" to an officer is the amount which he has "earned," diminished—

- (a) in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, by the Furlough which he has enjoyed under these rules ;
- (b) in the case of an officer other than an officer of the Indian Civil Service or the Army by the Furlough or Special leave with allowance, which he has enjoyed under these rules. (*See also Article 305.*)

305. The following rules regulate the calculation of the Furlough due to an officer who, after being subject to the Indian Service Leave Rules, becomes entitled to the rules contained in this Chapter :—

(a) In the case of an officer who becomes entitled to the rules in this Chapter on or after 11th October 1893, the date of receipt of the Secretary of State's Despatch No. 188 of September 21, 1893, by reason of his acquiring on or after that date the qualification specified in Article 297 (d) or (e) :—

- (i) The amount of Furlough due to him shall be taken at one-eighth of his active service while under the Indian Service Leave Rules, less the amount of Furlough or of Leave on Private Affairs enjoyed by him under Articles 337 and 338.
- (ii) Leave on Medical Certificate shall in this calculation reckon neither as service qualifying for Furlough nor as Furlough taken, but the amount of Furlough due shall not exceed the amount which would be due if the officer had been under the European Service Leave Rules from the beginning of his service and the leave taken by him on medical certificate had been Furlough on medical certificate under the rules in this Chapter.

(b) In the case of an officer who is brought under the rules in this Chapter for the first time, by the operation of the orders in the despatch of the 21st September 1893, but who would have come under them at an earlier date if they had been in force at the time, the calculation of Furlough and other leave due shall be made as follows :—

- (i) If under those orders he would have been under the rules in this Chapter from the commencement of his service, the calculation shall be made as if such rules had applied to him from the commencement of his service, and all leave taken by him had been taken under those rules.
- (ii) If under those orders he would at some stage in his service have passed from the Indian Service Leave Rules to the rules in this Chapter, then the calculation shall be made under the rules in clause (a) under this Article, as if he had come under the rules in this Chapter at such earlier stage. He shall be held to have been under the rules in this Chapter from the said earlier date,

and all Furlough, Leave on Private Affairs, or Leave on Medical Certificate taken after such date shall be treated as Furlough taken under the rules in this Chapter.

Provided that in the case of the officers mentioned in Article 297 (c) who came under the rules in this Chapter before the 11th October 1893, the calculation shall continue to be made under the following rules :—

In calculating the Furlough "earned" only half the Active Service rendered by the officer in offices other than those included in Article 330 of the Second Edition of these Regulations is taken into account. The whole of the Active Service rendered by the officer whilst officiating in any of those offices is taken into account.

In calculating the Furlough "due" the Furlough "earned" is diminished by the Furlough, Leave on Private Affairs and Leave on Medical Certificate with allowances, which the officer has enjoyed under the Indian Service Leave Rules.

306. The rules in Articles 304 and 305 are subject to the proviso that if more than two years' Furlough be due to an officer when he first becomes subject to the rules in this Chapter, the excess shall be cancelled.

307. 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.

Furlough admissible.

308. To an officer who has rendered three years' Continuous Service, Furlough for not more than two years may be granted as follows :—

- (a) On medical certificate :—unconditionally ; see Articles 828 to 832 ;
- (b) without medical certificate :—subject to these provisos :—
 - (i) that the Furlough be due to him ;
 - (ii) that he has rendered eight years' Active Service in Civil employ ;
 - (iii) that an interval of not less than eighteen months has elapsed between last return from Privilege leave of over six weeks' duration, and the furlough, or privilege leave, if any, with which the furlough is combined. In the case of Privilege leave combined with other leave which does not interrupt Continuous Service (Article 22), the period of 18 months begins to run from the date subsequent to that of the end of the combined leave.
- (iv) if a Military Officer subject to the Civil Leave Rules, who has not rendered eight years' Active Service in Civil employ, and
 - (1) if the Furlough which he applies for is his first Furlough—that he has two years' Furlough due to him under the calculation in Article 303 ; or
 - (2) if the Furlough applied for be other than his first Furlough—that he has rendered three years' Continuous Service since his return from Furlough ;
- (v) that the whole number of officers absent on Furlough and Special leave does not exceed the limit (if any) appointed by the Government of India (see Articles 309 and 310).

309. Except on medical certificate or on very urgent private affairs, Furlough or Special leave may not be granted to any member of the Indian Civil Service, or to any Military officer whether subject to the Civil or Military Leave Rules, or to any other officer who is, if employed in Oudh, the Central Provinces, Burma, Assam, Ajmere, Coorg or Berar, a member of the Commission, or who is, if employed elsewhere, the holder of an office corresponding to that of a member of a Commission, if one-fifth of all the officers of a Commission or of all officers holding appointments similar to those of members of a Commission, as the case may be, are already absent on Furlough or Special leave.

310. (a) If, under the operation of proviso (v), Article 308, the applications for Furlough (including those under Article 232) cannot all be complied with, Furlough will be granted in the following order :—

First—To the applicant to whom the most Furlough is due ;

Secondly—Of two or more applicants to whom the same amount is due ;
to him who has rendered longest Continuous Active Service ;

Thirdly—Of two or more such applicants who have rendered the same Continuous Active Service—to the Senior.

(b) This Article refers to applications registered for a Furlough not yet vacant. The order of date in which such applications are made has no significance. The Article cannot affect applications made for a Furlough already vacant unless they happen to arrive by the same post.

311. To an officer who has not rendered three years' Continuous Service, Furlough may be granted on medical certificate as follows :—

(a) if the Furlough due exceeds a year—to the extent due, not exceeding two years ;

(b) If the furlough due does not exceed a year—for not more than one year.

Extension of Furlough.

312. (a) Furlough granted under Article 308 may, on medical certificate, be extended to not more than three years.

(b) Furlough granted under Article 311 for less than two years under clause (a), or less than one year under clause (b), may, on medical certificate, be extended to the extent of the Furlough due to the officer, not exceeding two years, or to one year, respectively.

Ordinary Furlough.

313. Ordinary Furlough can, under no circumstances, extend beyond two years at one time ; it includes—

(i) the first two years of each separate period of Furlough under Article 308, including any extension under Article 312 (a) ;

(ii) so much of Furlough under Article 311, including any extension under Article 312 (b), as may be due.

Leave Allowances.

314. An officer on ordinary Furlough is entitled to a leave allowance equal to half his average salary, subject to the following limits :—

- (a) in the case of a member of the Indian Civil Service—
- (i) if paid at the Home Treasury of the Government of India, maximum £1,000 a year and minimum £500 a year, or the salary last drawn by him on duty, whichever is less ;
 - (ii) if paid in India, maximum Rs. 833½ a month, and minimum Rs. 416¾ 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 303 to the Furlough earned under Civil Rules, the minimum 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 governed by clause (ii) under Article 303, the minimum shall be the rate prescribed by the Leave Rules for the Staff Corps, according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers serving under British Army Leave Rules, who elected for continuous service in India before the 1st February 1898, the minimum for so much of the Furlough credited under Article 303 (ii) as has been earned by service in Civil employment shall be at the rate of £500 a year :

NOTE.—[A non-continuous service Royal Engineer officer who does not return to India on or before the expiration of any leave granted to him under Civil Leave Rules by reason of his reversion to the Imperial Establishment will be required to refund the difference between the leave allowance drawn and the leave pay which he would have received under the British Army Leave Rules.]

- (c) in the case of any other officer subject to these rules—
- (i) if paid at the Home Treasury of the Government of India, maximum £800 a year ; no minimum except as provided in Article 320 ;
 - (ii) if paid in India, maximum Rs. 666¾ a month ; no minimum, except as provided in Article 320 :

Provided always that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave.

1. An officer on Furlough does not forfeit his past leave allowances by resigning the Service without returning to India.

315. An officer on Furlough other than ordinary is entitled—

- (i) if a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, to subsistence allowance [see Article 108 (a)].
- (ii) if an officer not in the Indian Civil Service or the Army, to £480 a year paid at the Home Treasury, or Rs. 400 a month paid in

PART III.

India or to one-quarter of his average salary, whichever is less. In the case provided for in Article 320, quarter average salary is subject to the minima prescribed in that Article.

NOTE.—[Absentee allowances in respect of leave spent out of India, if paid in India, are subject to the rupee limits prescribed in Articles 314 and 315.]

Section III.—Special Leave.

316. Subject to the rule laid down in Article 232 special leave on urgent private affairs may be granted at any time for not more than six months :

Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave.

1. Furlough under Rule XI of the Military Furlough Rules of 1868 is " Special leave " within the meaning of this proviso.

317. An officer promoted from an office, subject to the Indian Service Leave Rules, is not debarred from obtaining Special leave with allowances under the preceding Article by reason of his having had Leave on Private Affairs under the Indian Service Leave Rules which is furlough in another form.

Leave Allowances.

318. (a) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to the leave allowance admissible under Article 314. Thereafter, he is entitled to no leave allowance.

(b) An officer on Special leave does not forfeit his past leave allowances by resigning the Service without returning to India.

319. A Military officer in Civil employ, subject to the Furlough Rules of 1868, is entitled, during the first six months of Special leave under Article 316, to an allowance of half average salary, subject to a maximum of £1,000 and a minimum of £250 a year. The title to this allowance is not affected by any leave previously taken under Rule XI of the Rules of 1868.

Section IV.—Minimum Leave Allowance.

320. The leave allowances of an officer of the classes referred to in Article 314 (c) on leave out of India are subject to the following minima :—

- (a) if the leave is Furlough on Medical Certificate under Article 308 (a) or Article 311, or
- (b) if the leave, although not Furlough on Medical Certificate under Article 308 (a) or Article 311, has been granted on account of ill-health.

N.B.—[In order to claim the benefit of this Article, the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV, recommending leave out of India.]

On ordinary Furlough or Special leave—

When paid in England	£200 a year, or $\frac{3}{4}$ ths of the salary last drawn on duty whichever is less.
When paid in India	Rs. 166 $\frac{2}{3}$ a month, or $\frac{3}{4}$ ths of the salary last drawn on duty whichever is less.

On Furlough other than ordinary—

When paid in England	£100 a year, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty whichever is less.
When paid in India	Rs. 83 $\frac{1}{2}$ a month, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty whichever is less.

NOTE 1.—[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate, or which has been commuted into Leave on Medical Certificate. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India.

NOTE 2.—[For the purposes of this Article, Ceylon is not held to be "out of India."]

Section V.—Subsidiary Leave.

321. (a) Subsidiary Leave is the time allowed—

- (i) to an officer leaving India, on retiring from the service, or on Furlough or Special leave, to break up his domestic establishment and travel to the port of embarkation, and
- (ii) to an officer returning to India from Furlough or Special leave, to travel from the port of debarkation and reorganise his domestic establishment.

No subsidiary leave is admissible to an officer who does not leave India by sea.

(b) Subsidiary leave granted to an officer preparatory to retirement ceases when he actually resigns the service.

1. An officer, serving in Persia or Turkish Arabia reckons Subsidiary leave to or from the port or frontier town by which he leaves or returns to the country. The date of departure or return must be certified by the British Consul or, if there be no British Consul, by the officer himself.

2. An officer either of the Persian or the Persian Gulf Section of the Indo-European Telegraph Department, who practically has to go on or return from leave by an Indian port, whether it be Karachi or Bombay, may reckon Subsidiary leave to or from such port.

322. (a) The grant to an officer leaving India—

- (i) of permission to retire from the service, or,
- (ii) of Furlough or Special leave out of India,

carries with it the grant of Subsidiary leave. But Subsidiary leave is admissible only at the end and not at the beginning of leave out of India when such leave is combined with Privilege leave under Article 233.

(b) An officer returning to India, without the permission of the authority which granted him leave, more than fourteen days before the end of his Furlough or Special leave, is not entitled to Subsidiary leave, save under the special orders of the Local Government.

Leave in and out of India.

323. (a) An officer (including a Military officer subject to the Military Leave Rules) may take Furlough or Special leave partly in and partly out of India. But Subsidiary leave is not admissible unless the Furlough or Special leave begins or, as the case may be, ends, as Furlough or Special leave out of India.

(b) If an officer going on Furlough or Special leave out of India is prevented by sickness or other reason not within his own control,—such, for example, as the postponement of the departure of the vessel in which his passage is engaged,—from embarking within his Subsidiary leave, the Local Government may order that his Furlough or Special leave shall begin in India at the end of the Subsidiary leave otherwise admissible, without forfeiture of his Subsidiary leave.

Period admissible.

324. The minimum Subsidiary leave is ten days; otherwise Subsidiary leave is calculated according to the rules and restrictions laid down in Chapter IX for "Joining Time."

Prolongation of Subsidiary Leave.

325. If a Medical Board or Officer detains an applicant under observation, under Article 830, before finally granting or refusing a medical certificate, the Medical Board or Officer should give a certificate to the applicant as follows:—

A B having applied to us (or me) for medical certificate under Article 829 of the Civil Service Regulations, we (or I) consider it expedient, before granting or refusing such a certificate to *A B*, to detain him under professional observation for days.

326. Unless an officer is expressly permitted by the Local Government to retain charge of his duties and to resume them before proceeding on leave, the time spent by him in obtaining the medical certificate under Article 829, including the time, if any, for which he is detained under medical observation, is treated as subsidiary leave, the amount of subsidiary leave admissible under rule being prolonged if necessary in case of detention by a period not exceeding that for which he was detained.

327. In the case of an officer who fails to obtain the certificate, the time from the date on which he leaves his station to that on which the certificate is refused is treated as Subsidiary leave. From the date following that on which the certificate is refused the officer is treated as on Joining Time, carrying Subsidiary leave allowances.

328. If an officer (including a Military officer subject to the Military Leave Rules) who, under the rules of his service, is entitled to a free passage in a troop-ship when proceeding on leave out of India, is, after having been granted Subsidiary leave, detained waiting for a troop-ship, through no fault of his own, his Subsidiary leave may be extended to the date of the sailing of the vessel in which he is provided with a passage, without reference to the maximum period of thirty days for which Subsidiary leave can be granted.

329. Subsidiary leave is ordinarily reckoned from the date of debarkation, but if there is any special delay in the issue of orders appointing an officer to a particular post, the Subsidiary leave may be extended by the Local Government, provided that the whole period so allowed does not exceed 30 days.

Leave Allowances.

330. An officer on Subsidiary leave is entitled to allowances as follows :—

(a) If the leave be Subsidiary to Special leave, and the officer has had leave subsidiary to a former Special leave—no allowance.

(b) If the leave be subsidiary to ordinary Furlough or Special leave [otherwise than as provided in clause (a)] :—the allowance admissible under Article 314, but calculated, in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, without the limitations of maximum or minimum prescribed by clauses (a) and (b) of Article 314. The limitations prescribed by clause (c) of Article 314 apply to the allowances of any other officer subject to this Article on Subsidiary leave.

(c) If the leave be Subsidiary to Furlough other than ordinary—the allowance admissible under Article 315.

(d) If the officer has been absent on extraordinary leave the duration of which exceeds a fortnight, or has, under Article 229, ceased to have a lien on a substantive appointment—

(i) in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules—subsistence allowance; and

(ii) in the case of any other officer subject to this Article—no allowance.

(e) If the leave be preparatory to retirement—the allowances which would be admissible if the officer were proceeding on leave of such description as may be admissible to him; and if no leave is admissible—Subsistence allowance only.

331. An officer may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave under clause (i) of Article 321 (a) for which, if he were not retiring from the service or going on Furlough or Special leave, Privilege leave may be admissible to him. It is to be observed that an officer who has no lien on an appointment cannot benefit by this rule. (*See Article 263.*)

NOTE.—[This Article will have no application in cases in which Privilege leave is combined with other leave under Article 233, as Subsidiary leave is not then admissible. [*See Article 322 (a).*]]

Section VI.—Extraordinary Leave.

332. Subject always to the provisions of any Statute applicable to the case, the Local Government (or, if the officer be on Furlough or Special leave in Europe, the Secretary of State) may, in special circumstances and when no

PART III.

other kind of leave is by rule admissible, grant leave of absence from duty otherwise than under these Regulations: Provided that—

- (i) such leave may not be granted in combination with the grant of other leave except as provided in Article 233. But it may be granted in continuation of other leave if circumstances arise which in the opinion of the Local Government are such as to justify the concession. No officer is entitled to Extraordinary leave;
- (ii) an officer absent from duty on leave so granted shall receive no absentee allowance; and
- (iii) if he is a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, he shall retain no lien upon any office except when Extraordinary leave, not exceeding a fortnight, is granted in continuation of other leave: (See clause (d) of Article 330.)

1. In cases in which the duration of the Extraordinary leave to be granted does not exceed two months, the Local Government may dispense with the condition in this Article that the leave can be granted only when no other kind of leave is by rule admissible.

NOTE.—[This article does not refer to casual leave for short periods. Such leave is not recognised and is not subject to any rule. Technically, therefore, an officer on casual leave is not treated as absent from duty, and his salary is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- | | | |
|-------------------------------------|---|----------------------------|
| (i) Date of reckoning allowances | } | (see Articles 52 to 55), |
| (ii) Charge of office | | |
| (iii) Commencement and end of leave | } | (see Articles 220 to 231), |
| (iv) Return to duty | | |

or so as to extend the term of Privilege or other leave beyond the time admissible by rule.]
Explanation.—This note 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 detention in plague camps, on the way to rejoin, or by orders not to attend office in consequence of the presence of infectious disease 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 head of the office, the case should be dealt with as follows:—

(1) If the person concerned has further leave due to him carrying the same allowances as the leave already granted, he will be required to take an extension of leave to cover his further absence from duty.

(2) If the further absence from duty cannot be covered in this way, the period, or such part of it as remains uncovered, will be treated as leave without allowances, unless the person concerned prefers to substitute leave of another description for that which he has previously taken.

Example.—A, who has had two months' Privilege leave, is detained for a further period of one month in a plague camp. If he has a month or less Privilege leave still due, this must be reckoned against the further period of detention. If he has no Privilege leave due, but has Furlough to his credit, he has the option of converting the entire period of his absence from duty into Furlough or of taking leave without allowances for the extra month.

333. 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 reinstated in Civil employment, but will be posted to Civil or Military duty as may be decided in India.

Chapter XIV.—Long Leave—Indian Services.

Section I.—Extent of Application.

334. The rules in this Chapter apply to all officers who are not entitled to leave under the other Chapters of these Regulations. They apply *fully* only to those officers whose pay is *not less* than Rs. 100 a month, and who have substantive appointments on permanent establishment under the Government.

335. (a) Leave may, however, be granted under this Chapter to an officer (whether he be a superior or an inferior servant) whose pay is less than Rs. 100, so far as it can be done without imposing any cost upon the State. The absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after provision is made for the efficient discharge of his duties during his absence, 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.

(b) No leave in excess of the leave admissible under these rules may be granted to such an officer, with allowances, or counting as service for pension.

1. An officer holding an appointment on a Progressive pay, rising to a maximum of Rs. 100, who is in the receipt of the maximum pay, is not to be treated as an officer whose pay is less than Rs. 100.

2. If it becomes necessary to bring an officer from a distance to act for an officer on leave whose pay is less than Rs. 100, the travelling allowances and transit pay admissible to the substitute may be borne by the State; but such a transfer should never be made if it can be avoided.

3. The minimum allowance during Long Leave of a Naib-Tahsildar in the United Provinces is Rs. 25 a month.

Section II.—Long Leave.

Leave on Medical Certificate.

336. Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time; and no officer can have Leave on Medical Certificate out of India more than twice.

1. An officer who has a temporary or officiating appointment only may be allowed leave under this Article for not more than three months, if no substitute is required, or if his duties can be provided for without additional expense.

PART III.

Leave on Private Affairs.

337. Leave on Private Affairs for six months may be granted to an officer who has not had Furlough, after six years' service, and repeated after intervals of six years—

1. Leave on Private Affairs does not accumulate, and cannot be taken in instalments.
2. Leave on Medical Certificate counts as service for Leave on Private Affairs.

Furlough.

338. Furlough may be granted as follows :—

(a) After ten years' service—one year or any less period; and thereafter at intervals of not less than eight years, one year or such other period as together with all periods already spent on Furlough may not exceed two years; or,

(b) After eighteen years' service—two years or any less period; and thereafter, at intervals of not less than eight years, any such period as together with all periods already spent on Furlough may not exceed two years :

Provided—

- (i) that the service for Furlough of an officer who has had Leave on Private Affairs counts only from the date of his last return from such leave,
- (ii) that the aggregate amount of Furlough, or of Furlough and Leave on Private Affairs taken together, shall not exceed two years,
- (iii) that an interval of not less than eighteen months has elapsed between last return from Privilege leave of over six weeks' duration, whether taken by itself or combined with Leave on Medical Certificate, and the furlough, or privilege leave, if any, with which the furlough is combined.

1. Leave on Medical Certificate counts as service for Furlough.

Leave without Allowances.

339. Extraordinary leave without allowances may, in case of necessity, and when no other leave is by rule admissible, be granted for such time as may be necessary. Time spent on leave under this Article does not count as service for other leave. Subject to the provisions of Article 198, there is no limit to the length or frequency of leave under this Article. It may not be granted in combination with the grant of other leave except as provided in Article 233. But it may be granted in continuation of other leave if circumstances arise which prevent the return by the officer to duty, and which, in the opinion of the Local Government or the authority empowered to grant the leave, are such as to justify the concession. No officer is *entitled* to Extraordinary leave.

1. In cases in which the duration of the Extraordinary leave to be granted does not exceed two months, the Local Government or the authority empowered to grant the leave may dispense with the condition in this Article that the leave can be granted only when no other kind of leave is by rule admissible.

2. An officer who has a temporary or officiating appointment only may, at the discretion of the Local Government or the head of the officer's office, be allowed leave under this Article for not more than three months.

NOTE.— [See the note to Article 332, which applies to this Article also.]

Leave Allowances.

340. (a) An officer on Leave on Medical Certificate under Article 336 is entitled to half his average salary for the first fifteen months of each period of such leave, but not for more than thirty months in all. For the rest of his leave under Article 336 he is entitled to a quarter of his average salary.

(b) An officer on Furlough or on Leave on Private Affairs is entitled to half his average salary.

(c) But whenever an officer whose appointment is not gazetted takes leave for *not more* than one month, or whenever such an officer's salary is less than Rs. 300, his pay (not salary) when he gives up office is to be taken in lieu of average salary.

341. (a) Half average salary is subject to a maximum of Rs. 500 a month if paid in India, and £600 a year if paid at the Home Treasury.

(b) Quarter average salary is subject to a maximum of Rs. 400 a month if paid in India, and £480 a year if paid at the Home Treasury.

(c) For non-gazetted officers whose salary is not less than Rs. 300, the minimum of half average salary is Rs. 150, and of quarter average salary Rs. 75 a month.

NOTE 1.— [Absentee allowances in respect of leave spent out of India, if paid in India, are subject to the rupee limits prescribed in this Article.]

NOTE 2.— [For the purposes of this Article, Ceylon is not held to be "out of India."]

342. The half average salary and quarter average salary of an officer subject to the rules in this Chapter on leave out of India are subject to the following minima :—

(a) if the leave is Leave on Medical Certificate under Article 336, or

(b) if the leave, although not leave on Medical Certificate under Article 336, has been granted on account of ill-health.

N.B.— [In order to claim the benefit of this Article, the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV recommending leave out of India.]

Half average salary—

	Minima.
If paid in England	£200 a year, or $\frac{1}{4}$ ths of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 166 $\frac{2}{3}$ a month, or $\frac{1}{4}$ ths of the salary last drawn on duty, whichever is less.

Quarter average salary—

If paid in England	£100 a year, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 83 $\frac{1}{2}$ a month, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

NOTE 1.— [The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate, or which has been commuted into Leave on Medical Certificate. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India.]

NOTE 2.— [For the purposes of this Article, Ceylon is not held to be "out of India."]

PART III.

343. All the rules in Article 340 are subject to the proviso that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave.

344. An officer does not forfeit the allowances to which he is entitled under Articles 340 to 343 by resigning the Service at the end of the leave.

Leave after Fifty-five years of age.

345. An officer in Superior service who is subject to the rules of this Chapter is eligible, after he attains the age of fifty-five years, for Privilege leave, for any Leave on Private Affairs (Article 337) to which he may be otherwise entitled, for Subsidiary Leave preparatory to retirement, and also for leave without allowances under Article 339, provided that the total leave granted, whether on private affairs or without allowances, does not exceed six months in all, and for no other kind of leave. Any leave, other than Privilege leave or Leave on Private Affairs or Subsidiary Leave preparatory to retirement, granted to such an officer before the date on which he attains the age of fifty-five years, ceases to have effect on this date.

NOTE.—[Except in the case of an officer who, after the age of 54 years, has been refused leave owing to the exigencies of the public service, the grant of leave under this Article is subject to the condition that the officer returns to duty at the end of the leave. In applying for leave the officer must record a declaration that he has no intention of retiring for three months after his return to duty.]

Section III.—Subsidiary Leave.

346. An officer going on, or returning from, Leave out of India on Medical Certificate, Leave on Private Affairs, or Furlough, is entitled to Subsidiary leave, under the rules in Articles 321 and 323 to 331, and the grant of such leave carries with it the grant of Subsidiary leave, including, as in the cases referred to in Article 321 (a), clause (ii), Subsidiary leave on return to duty.

NOTE.—[When Privilege leave is combined with other leave under Article 233, Subsidiary leave is not admissible to an officer going on leave.]

347. Subsidiary leave on half pay for not more than fourteen days may be granted to an officer leaving India by sea on retirement, provided that the grant causes no additional expense to the State.

348. (a) An officer on Subsidiary leave prefixed to other leave is entitled to half average salary. But he may draw allowances as if he were on Privilege leave, for any part of this leave for which, if he were not going on Leave out of India, Privilege leave would be admissible.

NOTE.—[See Note under Article 331.]

(b) An officer on Subsidiary leave following other leave is entitled to half or quarter average salary, according to the rate of allowance to which he is entitled at the end of the leave to which it is subsidiary.

PART IV.—ORDINARY PENSIONS.

GENERAL ARRANGEMENT.

	ARTICLES.	PAGE.
CHAPTER XV.—GENERAL RULES :—		
I.—Extent of application	348A—351	93
II.—Cases in which claims are admissible	352—357	94
CHAPTER XVI.—CONDITIONS OF QUALIFYING SERVICE :—		
I.—Definition of qualifying service	358—361	96
II.—First condition	362—367	97
III.—Second condition	368—384	98
IV.—Third condition	385—394	101
V.—Distinction between superior and inferior service	395—402	103
CHAPTER XVII.—RULES FOR RECKONING SERVICE :—		
I.—Special additions	403—406	104
II.—Periods of leave	407—415	105
III.—Suspensions, resignations, breaks and deficiencies in service	416—423	106
CHAPTER XVIII.—CONDITIONS OF GRANT OF PENSION :—		
I.—Classification of pensions	424—425	108
II.—Compensation pension	426—440	109
III.—Invalid pension	441—457	111
IV.—Superannuation pension	458—464	115
V.—Retiring pension	465—467	116
CHAPTER XIX.—AMOUNT OF PENSIONS :—		
I.—General Rules	468—473	117
II.—Amount of Superior Pension	474—480	118
III.—Amount of Inferior Pension	481—485	120
IV.—Allowances reckoned for pension	486—493	121
CHAPTER XX.—SPECIAL RULES FOR THE POLICE :—		
I.—Extent of application	494—498	124
II.—Qualifying Service	499—502	125
III.—Amount of pension	503—509	127
CHAPTER XXI.—RE-EMPLOYMENT OF PENSIONERS :—		
I.—General	509A—510A	129
II.—Civil pensioners	511—521	129
III.—Military pensioners	525—528	132
IV.—Pension for new service	529—531	135

 PART IV.—ORDINARY PENSIONS.

 Chapter XV.—General Rules.

 Section I.—Extent of Application.

348-A. Every pension shall be held to have been granted subject to the conditions contained in Chapter XXI.

349. The conditions of service of officers of the following classes include special rules for pension which are laid down in the chapters noted against each, *viz.* :—

- (a) Judges of the High Courts (see Chapter XXIII).
- (b) Barristers holding the appointments specified in Article 547 (see Chapter XXIV).
- (c) Members of the Indian Civil Service (see Chapter XXV).
- (d) Statutory Civil Servants (see Chapter XXVI).
- (e) Ecclesiastical Officers (see Chapter XXVII).
- (f) Civil Engineers and Telegraph Officers (see Chapter XXX).
- (g) State Railway Establishments (see Chapter XXXII).
- (h) Bengal Covenanted Pilots (see Chapter XXXIII).
- (i) Police Officers drawing less than Rs. 20 a month (see Chapter XX).
- (j) Port Blair Police (see Chapter XXXIV).
- (k) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX).
- (l) Burma Military Police (see Chapter XXXVII).

350. The pensions of all other officers are regulated by the rules in this Part: Provided that it is open to a Local Government to rule that the service of any class of officers serving under it does not qualify for pension.

1. Service in Dāk Bungalow and District Garden Establishments does not qualify.
2. The service of a Patwari whether appointed before or after the abolition of the Patwari or Village Officers' Cesses and Funds, does not qualify in any case in which it did not qualify prior to that abolition.

351. Future good conduct is an implied condition of every grant of a pension. The Local Government, the Government of India, and the Secretary of State in Council, reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct.

The decision of the Secretary of State in Council on any question of withholding or withdrawing the whole or any part of a pension under this Regulation shall be final and conclusive.

NOTE.—[This rule is applicable to all the officers enumerated in Article 349 except Judges of the High Courts, Bishops, Army Veterinary Officers of the Civil Veterinary Department and members of the Civil Service appointed before 16th January 1904.]

Section II.—Cases in which claims are inadmissible.

352. In the following cases no claim to pension is admitted :—

(a) When an officer is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged.

(b) When a person is employed temporarily on monthly wages without specified limit of time or duty ; but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month.

(c) When a person's whole time is not retained for the public service, but he is merely paid for work done for the State.

1. This clause applies, among others, to the following officers :—Advocate General, Solicitor to Government, Government Pleaders and Law Officers not debarred from private practice, Sheriffs in Presidency towns, Coroners, Roman Catholic Priests.

(d) When a public servant holds some other pensionable office, he earns no pension in respect of an office of the kind mentioned in clause (c) or in respect of duties paid for by a Local Allowance.

(e) When an officer serves under a covenant which contains no stipulation regarding pension, unless the Government of India specially authorises an officer to count such service towards pension.

NOTE.—[*Secretary of State's Despatch No. 255, dated 26th July 1877.*—“I have considered in Council your Financial letter, dated the 4th June last, No. 155, regarding the insertion, in contracts with mechanics and others engaged in England for service in India, of a clause stipulating that their service under covenant shall, if the Government of India think fit to re-engage them, count as service towards leave and pension under (*ordinary*) rules.

“Your Government are of opinion that the arrangement should apply to all such persons engaged under covenant or contract in England for the public service in India under all circumstances, and for all Departments, and you express a desire that the covenants should be carefully worded, so as to preserve inviolate the indefeasible right of the Government to modify either Leave or Pension Rules from time to time, at their discretion, so that no claims may arise to the benefits of either Code of Rules as it stood at the date when any particular covenant was executed.”

“Covenants with mechanics and others engaged for service in India will accordingly in future be prepared containing provisions to the effect recommended by your Government.”]

Misconduct or Inefficiency.

353. Save as provided below, pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency.

Exception.—Subject to the following conditions, the Government of India may grant compassionate allowances, in such cases when they are deserving of special consideration :—

- (1) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs. 250 a month.
- (2) The allowance not to exceed two-thirds of the pension that would have been admissible if the officer had retired on medical certificate.

Claims of Widow.

354. (a) It being the duty of every Government officer himself to provide for his family, the Government recognises no claim by a widow on account of the

services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule.

(b) The submission of such recommendations, save under very extraordinary circumstances, is disapproved, as calculated only to give rise to hopes which cannot be fulfilled.

NOTE 1.—[In a Despatch No. 36, dated 17th November 1841, regarding the establishment of the Bengal Uncovenanted Service Family Pension Fund, the Court of Directors observed:—“In referring to the causes which may have operated to keep back subscribers, the Directors advert to a reliance supposed to be placed on the special exercise of our bounty in favour of the families of deceased servants. Whether or not such reliance have any effect in discouraging subscriptions to the Fund, it is most important to the interest of the families of our Uncovenanted Servants that it should not be indulged. In our Despatch dated the 16th October 1839, No. 31, we called your attention to the fact that the rules restricted the grant of pension to the family, or any member of the family, of a deceased servant, to cases where the servant shall have been killed in the exercise of his public duty, or shall have died in consequence of wounds or accidents sustained therein, except in special cases justifying extraordinary indulgence, and which are of very rare occurrence. The belief, therefore, that the fact of the person dying in our service gives his family a claim to pensionary provision (if such belief exist), is a delusion which may be productive of very painful consequences, and which, for this reason, we feel it an imperative duty to endeavour to dispel. We observe that the Committee of the Fund have taken some pains to make our views on the point generally known; and in thus acting, they have contributed not only to promote the interest of the Fund, but to render valuable service to their brethren by disabusing their minds of a dangerous error.”]

NOTE 2.—[In a Despatch No. 52, dated 8th February 1870, the Secretary of State remarked that “grave objections exist to the grant of special pensions to the families of Uncovenanted Servants, every such grant forming a precedent which is quoted in support of subsequent applications, with less claims to consideration.”]

Limitations.

355. (a) An officer cannot earn two pensions in the same office at the same time, or by the same continuous service.

(b) Two officers may not simultaneously count service in respect of the same office.

Military Service.

356. Service which is pensionable under Military Rules does not count: and an officer who is counting service for Military pension cannot simultaneously count service for Civil pension. The following exceptions have been made to the provisions of this Article:—

(1) Military Hospital Assistants and Enlisted Native Doctors are excluded, by this Article, from pension under these Regulations; but a Military Hospital Assistant or Native Doctor promoted to be an Assistant Surgeon, or who, under resolution in the Home Department No. 16, dated 9th January 1878, is transferred to the Civil Branch of the Subordinate Medical Service, counts service retrospectively from the date on which he passed his examination as Hospital Assistant or Native Doctor, as the case may be, irrespective of the particular age at which the examination may be passed.—[See Articles 358 (a) and 359 (3).]

(2) In the Public Works or Railway Department, Departmental Commissioned Officers holding the rank of Deputy Commissary, Assistant Commissary, and Deputy Assistant Commissary, Warrant Officers in the grades of Conductor and Sub-Conductor, and Non-Commissioned Officers must, when promoted to the Engineer establishment, take their discharge from the Army, and their whole departmental service then qualifies retrospectively. This exception does not apply to Warrant Officers who receive commissions and are promoted to be Assistant Engineers, under Public Works Code, Vol. I, Chapter II, paragraph 224.

(3) A Non-Commissioned Officer or soldier, whether attached or unattached, cannot count service for Civil pension until, with the consent of his Civil departmental superior, he is discharged from the Army, when he may count his Civil service for one year retrospectively.

NOTE 1.—[This Rule does not apply to soldier-clerks in Military offices. But if such a clerk is afterwards employed in the Civil Department, he may count his service in the Military office, provided that he takes his discharge within twelve months after joining his ap-

pointment in the Civil Department. The twelve months' limit may, in special cases, be relaxed by the Government of India.]

NOTE 2.—[A Native Non-Commissioned Officer employed in the Forest Department, promoted from the subordinate to the Provincial Service will, if at the time on the Unattached List, be required to take his discharge from the Army. He will then count for Civil pension his whole departmental service with the addition of twelve months of the period of instruction at the Forest School.]

(4) The pension of a Native soldier placed on the Unattached List for employment in the Civil Department under the provisions of G. G. O. No. 260 of 1865, G. O. C. C. No. 289 of 1867, India Army Circular, clause 126 of 1881, and India Army Circular, clause 100 of 1885, and an Officer of the Indian Subordinate Medical Department in Civil employment (see Special Army Circular, dated 16th July 1884, paragraph 36), is a Civil or a Military charge, according as the greater portion of the officer's or soldier's service is in the Civil or the Military Department.

357. The Local Government may, in exceptional cases, allow service which is pensionable under Military rules to count for pension on the Inferior scale.

Chapter IXV.—Conditions of Qualifying Service.

Section I.—Definition of Qualifying Service.

Beginning of Service.

358. (a) Except for Compensation gratuity, an officer's service does not in the case of Superior service qualify till he has completed twenty years of age.

(b) In other cases, unless it be otherwise provided by special rule or contract, the service of every officer begins when he takes charge of the office to which he is first appointed.

NOTE.—[In every covenant with an officer appointed in England by the Secretary of State, not being a member of the Indian Civil Service or a Civil Engineer or Telegraph Officer educated at the Royal Engineering College, Coopers Hill, or a Forest Officer, a clause is inserted to the effect that service for leave and pension begins only from the date on which the officer joins his first appointment in India.]

359. The following exceptions are admitted to the twenty years' rule :—

(1) All officers appointed in England by the Secretary of State; "Indian College Engineers" [see Article 627 (e)]; and Police probationers appointed in India under the orders contained in the Despatch of the Secretary of State, No. 14 (Judicial), dated 15th March 1894.

(2) Signallers in the Indian and Indo-European Telegraph Department may count towards pension service rendered by them after they attain the age of eighteen years.

(3) Hospital Assistants count service from the date they pass the examinations referred to in Exception (1) of Article 356.

NOTE.—[Pupils of the Civil Hospital Assistant class in Medical Colleges who are granted leave under Rule 1, Article 52 (b), count service from the date on which the leave begins.]

360. In the case of Inferior service, service counts after the age of sixteen years.

PART IV.

Conditions of Qualification.

361. The service of an officer does not qualify for pension unless it conforms to the following three conditions:—

First.—The service must be under Government.

Second.—The employment must be substantive and permanent.

Third.—The service must be paid by Government.

These three conditions are fully explained in the following Section.

Section II.—First Condition.

Service under Government.

362. The service of an officer does not qualify unless he is appointed and his duties and pay are regulated by the Government, or under conditions determined by the Government. The following are examples of officers excluded from pension by this Article:—

- (1) A Marine Officer paid by fees fixed by the Board of Trade;
- (2) Officers of a Municipality;
- (3) Officers of Grant-in-aid Schools and Institutions (*e.g.*, the Asiatic Society and Canning College at Lucknow);
- (4) Subordinates appointed by Treasurers on their own responsibility, *e.g.*, Tahvildars in the Province of Agra and in the Central Provinces; and Potadars (money-testers) in Bengal.

363. As an exception to the preceding Article, the services of Subordinates of Treasurers in the Punjab, including Tahvildars and Potadars (money-testers), who were in employ on the 23rd August 1886, qualify, provided that they were—

- (i) appointed by District Officers;
- (ii) discharging duties and receiving pay regulated under conditions laid down by Government; and
- (iii) other than mere servants of Treasurers liable to be removed whenever a change might take place in the incumbency of the office of a Treasurer.

364. The service of a Native Accountant appointed to a Silladar Regiment in the Bombay Presidency on or after the 6th February 1875 does not qualify.

Service paid from Contract Allowances.

365. Service on an establishment paid from a Contract Establishment allowance, with the detailed distribution of which the Government does not interfere, does not qualify, whether such contract allowance is a fixed amount or consists of fees.

NOTE.—[The maximum Establishment allowance for Registration offices in Bengal is not a Contract allowance within the meaning of this Article.]

366. Service on an establishment paid from the Household allowance of the Viceroy, or of a Governor, or Lieutenant-Governor does not qualify.

1. If an officer has served partly (in a capacity which would have given him claim to pension if the service had been paid from the General Revenues) on the Household establishment of the Viceroy, and partly on establishments paid from the General Revenues, he is entitled from the General Revenues to a share of any pension to which he would have been entitled if his whole service had been paid from the General Revenues, proportionate to the length of the service which has been so paid.

Example.—*A B*, a Messenger on pay of Rs. 8 a month, has served altogether thirty-two years, of which sixteen years were passed on the Household establishment of the Viceroy. If *A B*'s whole service had been paid from the General Revenues, he would have been entitled under the rules for Inferior service to a maximum pension of Rs. 4 a month. *A B* will receive from the General Revenues a maximum pension of Rs. 2 a month.

2. The Governor of Bombay is authorised to grant pensions and gratuities at his discretion to the domestic servants in the Government House establishment retiring from the service, or to the families of such domestic servants after their decease, provided that the amount of such pensions and gratuities paid in one year ending 31st March shall not exceed Rs. 1,320.

Service under an Employer other than Government.

367. In the following cases service under an employer to whose position Government has succeeded qualifies:—

(a) Service rendered to a Native State, and continued to the British Government on the lapse or annexation of the State, when old age or infirmity renders the officer a fit object for pension.

(b) Service in the establishment employed in the Khelat territory for the assessment and collection of water-rate on lands watered by the Sind Canal which was paid in part by the Khan of Khelat prior to the levy of a local cess to meet the charge.

Section III.—Second Condition.

General Principles.

368. Service does not qualify unless the officer holds a substantive office on a permanent establishment; but upon such conditions as it may think fit in each case to impose, the Government of India may allow temporary service to count for pension, if the pension does not exceed ten rupees a month.

369. An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment. Service in such an establishment, including the period during which the establishment is not employed, qualifies; but the concession of counting as service the period during which the establishment is not employed does not apply to an officer who was not on actual duty when the establishment was discharged, after completion of its work, or to an officer who was not on actual duty on the first day on which the establishment was again re-employed.

370. An officer transferred from a temporary to a permanent appointment can count his service in the temporary office, if, though at first created experimentally or temporarily, it eventually becomes permanent.

371. An officer without a substantive appointment officiating in an office which is vacant, or the permanent incumbent of which does not draw any part of the pay or count service, may, if he is confirmed without interruption in his service, count his officiating service.

Apprentices and Probationers.

372. Service as an apprentice does not qualify, except in the following cases :—

Engineer or Examiner Apprentices	} in the Public Works and Rail-
Qualified students of the Thomason College under practical training	
Assistant Superintendent Apprentices in the Indian Telegraph Department.	

373. The service of a probationer who holds a substantive office and draws substantive pay qualifies. So does that of an officer who is on probation for a substantive office, if he is employed in a vacancy reserved for him, pending probation, and in which no other officer simultaneously counts service.

374. 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 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.

375. The service of

- (1) Probationary, officiating and temporary Deputy Magistrate-Collectors and sub. *pro tem.* Sub-Deputy Collectors in Bengal and Eastern Bengal 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
- (4) Officiating and temporary Extra Assistant Commissioners in the Central Provinces

counts for pension from the date on which all the three following conditions are fulfilled, namely,

- (a) two years' continuous probationary or officiating service as such have been rendered,
- (b) departmental examinations have been fully passed, and
- (c) The age of twenty years has been attained.

NOTE 1.—[Condition (b) does not apply to Sub-Deputy Collectors in Bengal 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 2.—[Sub-Deputy Collectors in Bengal 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.]

Permanent Officer deputed.

376. An officer on a permanent establishment detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, counts his detached service.

377. The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section; it does not authorise any relaxation of the first condition (Section II), or the third condition (Section IV), and, in particular, must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service.

378. Service as Private Secretary to the Governor-General, a Governor or a Lieutenant-Governor, qualifies, provided that the officer belonged, before his appointment as Private Secretary, to the Civil Service of Government, whether the Indian Civil Service or not.

Substantive office abolished.

379. If the substantive office of an officer is abolished within the meaning of Article 426, but the officer is, at the time, on special duty, or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be *special*; mere employment, in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify.

1. The service of an officer of the Marine Service continues to qualify when, upon the abolition of his appointment, he is retained on subsistence allowance or in an acting appointment.

Piece-work.

380. A Section-writer, or a Press servant, who is paid for piece work, is treated as having held a substantive office, if—

- (i) he is employed, not casually, but as a member of a fixed establishment; and
- (ii) during the last seventy-two months of his actual employment he has been attached to one office uninterruptedly for twenty-four months, or it has not been through his own choice or misconduct that he has not been so attached.

Surveys and Settlements.

381. (a) The service of an officer not merely temporarily engaged in the undermentioned Settlement and Survey Departments which are (or were) on a *quasi*-permanent footing qualifies:—

The Settlement Departments in Madras, Burma, and the Punjab. The Revenue Survey Departments in Bengal, Madras and Bombay. The establishments of the Inam Commissioners of Madras and Bombay. The Alienation Settlement Department in Bombay. The Malabar Escheat Establishment, Madras.

PART IV.

(b) Except in the regular Departments and to the extent above specified, Settlement and Survey service does not count unless it is followed, without interruption, by qualifying Service. Settlement Service followed, without interruption, by pensionable service paid from a Patwari Fund also qualifies.

NOTE 1.—[From the dates mentioned, the following posts have been declared to be on a quasi-permanent footing:—

(a) In a Settlement Office in the United Provinces from 1st October 1899—
 Head and Second Clerk. | Settlement Officer's Reader.
 Sadr Munsarim. | Nazir and Record-keeper.

(b) In the Settlement Establishment in Baluchistan from 1st September 1904—
 Superintendent (pay Rs. 150), 1 Deputy Superintendent (pay Rs. 90), 1 Deputy Superintendent (pay Rs. 75), 2 Munsarims (pay Rs. 50 each), 2 Munsarims (pay Rs. 40 each), 1 Head Clerk (pay Rs. 90), 1 Second Clerk (pay Rs. 65), 1 Copyist (pay Rs. 50), 1 Sarishtadar to Settlement Extra Assistant Commissioner (pay Rs. 65), 1 Muharrir (pay Rs. 40), 1 Nazir (pay Rs. 30), 1 Sarishtadar to Settlement Superintendent (pay Rs. 40), 1 Nazir to Settlement Superintendent (pay Rs. 30).

Service in these posts qualifies from the dates mentioned or from any previous date from which the incumbents on 1st October 1899 or 1st September 1904 (as the case may be) may have been serving substantively and without interruption in one or other of them.]

NOTE 2.—[Continuous service as Inspector, Surveyor, Holding Marker, Draughtsman, Computer and Clerk belonging to Special and Revision Survey parties in Burma qualifies.]

382. Deputy Collectors and similar gazetted officers, when not especially employed for temporary work, are not affected by the preceding article, as they count service independently of the particular department to which they happen for the time to be attached.

Exception.

383. A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred, without interruption of his service, to the Civil Medical Service.

384. Officers transferred from the Extra or Contingent List of the Customs Preventive Service in Burma or in Calcutta count their service on that list, provided the Collector declares that the transfer is made on the ground of good service rendered.

Section IV.—Third Condition.

Sources of Remuneration.

385. Service which satisfies the conditions prescribed in Sections II and III qualifies, or does not qualify, according to the source from which it is paid; with reference to this Article, service is classified as follows:—

- (a) Paid from the General Revenues.
- (b) Paid from Local Funds.
- (c) Paid from Funds in respect to which the Government holds the position of Trustee.
- (d) Paid by Fees levied by law, or under the authority of the Government, or by Commission.
- (e) Paid by the Grant, in accordance with law or custom, of a tenure in land, or of any source of income, or right to collect money.

General Revenues.

386. Service paid from the General Revenues qualifies. The fact that arrangements are made for the recovery, on the part of the Government, of the whole, or part, of the cost of an establishment or officer, does not affect the operation of this principle: Provided that the establishment or officer is appointed, controlled, and paid by the Government.

NOTE.—[In making arrangements for the recovery of cost of establishments, it should not be forgotten that Government has to bear not only the immediate cost, but also that of leave allowances and pensions.—(See Article 795.)]

Examples.—(a) The Shipping Master and Deputy Shipping Master, and their establishments at Bombay and Deputy Shipping Master in Calcutta, the cost of which offices is provided for by shipping fees.

(b) The establishment of the Hughli College and Collegiate schools, while the cost thereof was borne by the Mohsin Trust Fund, and also that of the Elphinstone College and High School and some other Government Medical and Educational Institutions in Bombay, a portion of the cost of which is recovered from private endowments.

(c) Masters and Assistant Masters in schools established in Bombay on the old system (converse to the grant-in-aid system) whose pay was met in part by local contributions. The pension in this case is reckoned only on the share of pay paid by Government.

(d) The establishment of the Sehor (Bhupal) School, the expense of which is paid in part by local subscriptions.

(e) Certain Customs establishments in Bombay, the cost of which is paid for by private companies.

(f) When Police officers are entertained at the cost of individuals and corporate bodies an additional charge of one-sixth of the pay of officers whose pay is not less than Rs. 100 a month, and of one-twelfth of the pay of others, must be defrayed by the persons for whose benefit the officers are employed: Provided always that the additional charge shall not be made when such officers do not belong to the regular Police, but are only temporarily engaged, their service not counting for pension; or when the pay of the officers is a charge upon the General Revenues.—[See Article 495 (b).]

(g) An establishment of the Accountant General of the High Court at Bombay whose pay is provided for by a three per cent. commission on invested funds in charge of the Accountant General.

(h) The office establishment of the Health Officer of the Port of Bombay and the crew of the boat placed at the disposal of that officer, a portion of whose pay is paid by the Bombay Port Trust.

(i) Certain additions to the Government establishments in the Bombay Presidency, *e.g.*, the Accountant General, Commissioners, Surgeon-General, Bombay, Surgeon-Colonel in Sind, Inspectors of Schools, etc., the cost of which is met from the General (Provincial) Revenues which are recouped by recoveries from the several Local Funds concerned.

387. The service of members of office establishments in the Railway Police in Bombay, who are wholly paid by the Railway Companies, qualifies.

388. Service which was paid wholly or partly from the Revenues of Berar before 1st October 1902 qualifies for pension from General Revenues.

389. (a) In the case of officers who, having no status in the service of the British Government, apart from their particular employment in Mysore, were employed in Mysore and transferred to the British service proper before 1st October 1882, the pensions granted are charged according to the Rule of Proportions.

(b) Pensions for service in Mysore prior to 1st October 1882 of officers who had a status in the service of the British Government apart from their particular employment in Mysore, are paid wholly from British Revenues.

Local Funds and Trust Funds.

390. Service paid from a Local Fund qualifies, or does not qualify according to the rules laid down in Chapter XLII.

391. Service paid from Funds which Government hold only as a Trustee, such as under a Court of Wards or in an Attached Estate, does not qualify.

Fees and Commission.

392. Except when fees or commission are drawn in addition to pay from the General Revenues, service in an office paid only by fees, whether levied by law or under the authority of Government, or by a commission, does not qualify.

1. Service as Administrator General at Madras or as Official Assignee, does not qualify, even though (as in the case of the former officer) the income from fees or commission is supplemented by pay from the General Revenues.

2. Service as a Thugyi (local collector of revenue paid by commission) in Lower Burma, qualifies, but this concession does not extend to Upper Burma,—*vide* Rule 2 under Article 350.

Tenures in Land, etc.

393. Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify.

394. As an exception to the preceding Article, Watandars (hereditary District Officers) and their deputies in the Kaira Collectorate and in the following talukas of the Panch Mahals, namely :—Godhra, Kalol and Dohad, and the Petás of Hálol and Jhalod, if transferred to qualifying service, count their previous service.

Section V.—Distinction between Superior and Inferior Service.

395. Qualifying service is divided into SUPERIOR and INFERIOR.

396. Service on pay not exceeding Rs. 10, and service in any office which has been graded as inferior by the rule or practice of the Local Government, is Inferior service. All other service is Superior service.

(Appendix 7-A contains a list of appointments specially classed as Superior and Inferior.)

397.—*Cancelled.*

Service partly Inferior and partly Superior.

398. An officer whose service has been for some time Inferior and for some time Superior may either count—

- (a) the whole as Inferior towards pension or gratuity on the Inferior scale, or
- (b) the Superior portion towards pension or gratuity on the Superior scale, and the Inferior portion towards gratuity on the Inferior scale.

Under (a) the pension or gratuity is calculated on the pay (whether in Superior or Inferior service) which the officer drew immediately before his retirement.

Under (b) the pension or gratuity on the Superior scale is calculated upon the average emoluments or emoluments respectively which the officer drew

when last in Superior service, and the gratuity on the Inferior scale upon the pay which he drew when last in Inferior service; provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible, if the whole service had been Superior.

If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this Article without the special permission of the Local Government.

399. The claims of an officer, promoted from an Inferior to a Superior grade as a reward for meritorious service, will be specially considered by the Government of India. This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course.

Exceptional Cases.

400. If an officer holds two or more offices, each of which is Inferior by reason of its pay not exceeding Rs. 10, he cannot count service as Superior, on the ground that his aggregate pay exceeds Rs. 10 unless the offices were arranged and their pay determined with the intention that they should be held by one individual.

401. The service of a postman or village postman, whatever his pay, is Superior service.

402. (a) When the regular duties of an officer whose pay exceeds Rs. 10, but who bears an Inferior designation, are really such as are ordinarily performed by a Superior servant, his claim to pension should be specially referred to the Local Government.

NOTE.—[It is not intended by this Article that an Inferior servant should count service as Superior in virtue of his voluntarily assisting in Superior work. It provides for the case of a person who is engaged under due authority to do Superior work, though with an Inferior designation.]

(b) On the other hand, an officer whose real duties are those of an Inferior servant, even though his pay exceeds Rs. 10, is not entitled to pension on the Superior scale merely because he draws pay under a Superior designation.

Examples.—Accountants in the Province of Agra who served under the designation of "Potdars." A Lithographic Pressman designated as a Copying Clerk.

Chapter XVII.—Rules for Reckoning Service.

Section I.—Special Additions.

Special Appointments.

403. Subject to the restriction specified against the first four offices, an incumbent of one of the offices enumerated below, appointed on account of professional or other special qualifications, whose whole pensionable service has been passed in one or other of such offices, shall, if appointed at an age exceeding 25, be entitled to reckon as service qualifying for superannuation pension (but not for any other class of pension) the number of completed years by which his age may at the time of appointment have exceeded 25 years, subject to the

proviso that five years shall be the maximum period which can be so added.

- | | | |
|---|---|---|
| 1. Deputy Legal Remembrancer, Bengal. | } | When Barristers, Advocates,
Solicitors, or Vakils. |
| 2. Assistant Secretary to the Bengal
Legislative Council. | | |
| 3. Presidency Magistrates. | | |
| 4. Judges of the Small Cause Court at a
Presidency Town (other than the
Chief Judges) and at Rangoon. | | |
| 5. The Astronomer, Madras. | | |
| 6. Director of the Colaba Observatory. | | |
| 7. Members of the Indian Educational Service who entered that Service
after 23rd July 1896. | | |

NOTE.—[The extra years conceded under this Article count towards the limit of 28 years qualifying service prescribed in Article 475, in the case of the officers mentioned in the latter rule or to whom its provisions may be specially extended.]

404. In the case of officers who were in the Education Department on 23rd July 1896, the following rule applies.

For the purpose of calculating the amount of pension ordinarily admissible to an officer, not being a Native of Asia, whose qualifying service began after 25 years of age, and whose service for which pension is claimed amounts to not less than ten years, and has been passed wholly in one or other of the following offices, three years shall be added to the qualifying service :—

1. Directors of Public Instruction.
2. Inspectors of Schools.
3. Principals and Professors of Colleges.
4. Head Masters of Colleges and High Schools.

NOTE.—[The extra years conceded under this Article count towards the limit of 28 years qualifying service prescribed in Article 475, in the case of the officers mentioned in the latter rule or to whom its provisions may be specially extended.]

405.—Omitted.

406.—Omitted.

Section II.—Periods of Leave.

Superior Service.

407. Except as provided in Article 408 time passed on leave other than Privilege leave or Subsidiary leave does not count as Superior service. Time passed on leave subsidiary to Leave on Medical Certificate by an officer subject to the Indian Service Leave Rules, who has twice before had Leave on Medical Certificate out of India, does not count.

408. Time passed on leave with allowances counts as service as follows :—

If the total service of the Officer is not less than—	He counts as service a period of leave out of India not exceeding—	He counts as service a period of leave in India not exceeding—
15 years	1 year	1 year.
20 "	2 years *	"
25 "	3 "	"
30 "	4 "	2 years.
35 "	5 "	"

NOTE 1.—[The periods in columns 2 and 3 are not cumulative, that is, an officer may not count two years' leave in 15 years' service or more than four years' leave in thirty years' service. The maximum amount of leave both in and out of India which may be counted is that shown in column 2.]

NOTE 2.—[Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

NOTE 3.—[For the purposes of this Article, Ceylon is not held to be "out of India."]

409. Time passed on leave by the following officers during Recess on half pay, or in the case of the Survey of India, on less than half pay or without pay, provided the officers return to duty when required by their superior officers, counts :—

Subordinates of the Survey of India whose service is Superior, Lower Subordinates of the Forest Survey, and Forest Subordinates employed in the tracts mentioned in Article 295 (ii).

NOTE.—[The leave granted during Recess to Tindals and others under clause (iii) of Article 295, is treated as service qualifying for pension, though it exceeds the amount admissible under Chapter XIV.]

410. Time passed on leave obtained to be present at an examination which must be passed before an officer is eligible for higher subordinate appointments, such as Deputy Magistracies, counts.—(See Article 285.)

411. A Local Government may at its discretion decide, in the case of an officer (including a person in training for, but not actually appointed to, Government service), who is selected to undergo a course of training at any school, college, or other institution, whether the time spent in training shall count as service qualifying for pension.

Deputation out of India.

412. When an officer is deputed out of India on duty, the whole period of his absence from India counts. When an officer on leave out of India is employed, or is detained after the termination of his leave, on duty, the period of such employment or detention counts.

Recall to Duty.

413. Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India counts, provided his return to duty is compulsory (see Article 199).

Inferior Service.

414. An Inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV.

415.—*Cancelled.*

Section III.—Suspensions, Resignations, Breaks, and Deficiencies in Service.

Periods of Suspension.

416. Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement, but time passed under suspension adjudged as a specific penalty does not count.

417. If an officer, who has been suspended, pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the

period of suspension, this period does not count (save with the special sanction of the Head of the Department), unless the authority who reinstates the officer expressly declares *at the time* that it shall count.

Resignations and Dismissals.

418. (a) Resignation of the public service, or removal from it for misconduct, insolvency, inefficiency not due to age, or failure to pass a prescribed examination entails forfeiture of past service.

(b) Resignation of an appointment to take up another appointment, service in which counts is not a resignation of the public service.

419. Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the officer's past service counts.

Interruptions.

420. An interruption in the service of an officer entails forfeiture of his past service, except in the following cases:—

(a) Authorised leave of absence.

(b) Unauthorised absence in continuation of authorised leave of absence so long as the office of the absentee is not substantively filled; if his office is substantively filled, the past service of the absentee is forfeited: Provided that, if the absentee is subsequently reinstated, the authority whose duty it is to make the appointment, within three months, or the Local Government within one year, from the end of the authorised leave of absence, may declare, in an order to be communicated to the Audit Officer, that his previous service, or any part of it, shall not be forfeited.

(c) Suspension immediately followed by reinstatement, which need not be to the same office.

(d) Abolition of office or loss of appointment owing to reduction of establishment.

(e) Transfer to non-qualifying service in an establishment under Government control. The transfer must be made by competent authority; an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception. Transfer to a grant-in-aid school entails forfeiture. [*But see Example (c) of Article 386.*]

(f) Transfer to service on the Household establishment of the Viceroy.

(g) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or, if he is a non-gazetted officer, with the consent of the head of his old office.

421. The authority who sanctions the pension may commute retrospectively periods of absence without leave into leave without allowances.

Condonation of Interruptions and Deficiencies.

422. Upon such conditions as it may think fit, in each case, to impose—

(i) The Government of India may condone all interruptions in service not exceeding twelve months in all; and the Local Government may condone all interruptions not exceeding three months in all.

- (ii) If the proposed pension does not exceed fifty rupees a month, the Government of India may condone interruptions in service whatever their duration: and the Local Government may exercise the same power if the applicant for pension is serving on a Provincial Establishment; otherwise it may condone interruptions not exceeding twelve months in all.

NOTE.—[The Local Government may condone short interruption between Settlement or Survey and subsequent qualifying service, and declare the whole to be continuous for the purposes of Article 381(b) when from the extreme shortness of the break, or from the ascertained circumstances of the case it is satisfied that the intention was to keep the officer continuously employed and that the break was presumably due to faulty arrangements. This power should not be exercised when the circumstances clearly indicate that such a presumption would be incorrect, as for example, in a case when even a short period of temporary service had intervened.]

423. (1) Upon any conditions which it may think fit to impose, the Government of India or, if the applicant for pension be serving on a Provincial establishment, the Local Government may, in all cases, condone a deficiency of 3 months in qualifying service. If the applicant for pension be serving on an Imperial establishment, the Local Government may not condone a deficiency of more than one month.

(2) (a) If, besides his qualifying service, an officer has rendered service (actual) paid from the General Revenues, but not counting for pension, or if an officer claiming a pension for Superior service has also rendered Inferior service, the Government of India or, if the officer be serving on a Provincial establishment, the Local Government may condone a deficiency in the officer's qualifying service not exceeding half his non-qualifying, or, as the case may be, Inferior service; and, also, not exceeding twelve months in all.

(b) The Local Government may, if the applicant for pension is serving on an Imperial Establishment, condone in these cases a deficiency not exceeding one-fourth the officer's non-qualifying, or as the case may be, Inferior service and also not exceeding three months.

NOTE.—[The two clauses of this section are alternative and not cumulative.]

423 A. When the pension may be sanctioned under the rules by a subordinate authority, that authority may exercise the power conferred by Articles 422 and 423 (1) as follows:—

Under 422 clause (i) up to two months.

Under 422 clause (ii) up to six months.

Under 423 clause (1) up to two months.

Chapter XVIII.—Conditions of Grant of Pension.

Section I.—Classification of Pensions.

424. Pensions for "Superior service" are divided into four classes the rules for which are prescribed in the following Sections of this Chapter:—

- (a) Compensation pensions (see Section II).

PART IV.

- (b) Invalid pensions (see Section III).
- (c) Superannuation pensions (see Section IV).
- (d) Retiring pensions (see Section V).

425. Pensions for "Inferior service" are regulated by Articles 481 to 485.

Section II.—Compensation Pension.

426. A compensation pension is awarded to an officer discharged ⁽¹⁾ from the public service because, on a reduction of establishment, his appointment is abolished and other suitable employment cannot be found for him. An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this Article. But in such case it may sometimes be cheaper to grant a personal allowance than a pension.

NOTE (1).—["You report the case of an Overseer of eight years' service, whose pay was Rs. 20 a month and who, upon the abolition of his appointment, was offered an acting Overseership on Rs. 15 a month, with a probable prospect of recovering his former position after a time.

"The Overseer refused this offer and claimed a Compensation gratuity, which you declined to grant. In the absence of any express rules to guide you, you now enquire whether this procedure was proper.

"The Governor General in Council considers that your action was quite right, and that a public servant of such a class is not entitled to claim a Compensation pension or gratuity as of right merely because his emoluments may be somewhat reduced for a time. A Compensation pension is designed to mitigate hardship caused by loss of office; and a working man who refuses to accept suitable employment, even accompanied with some temporary loss of pay, clearly does not need compensation."—(Letter to Director-General of the Post Office of India, No. 2684, dated 10th September 1879.)]

427. To pension an officer still capable of useful service is a waste of public money; before a pension is granted to such an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be otherwise provided for. The head of a department, in forwarding an application for Compensation pension, should invariably state for what reasons it has been found impossible to provide suitable employment for the applicant.

Selection for Discharge.

428. The selection of the officers to be discharged upon the reduction of an establishment should *primâ facie* be so made that the least charge for Compensation pension will be incurred.

429. The discharge of one officer to make room for another better qualified is not the abolition of an appointment within the meaning of Article 426; the abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for Compensation pension. The saving should always exceed the cost of the pension; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment.—(See orders printed as Appendix 8.)

NOTE.—[The relaxation of the condition laid down in this Article requires the sanction of the Government of India.]

Restrictions.

430. A Deputy Collector, Munsiff, or similar officer who belongs to the public service, apart from his particular local appointments cannot obtain a Compensation pension on the abolition of a particular appointment.

431. No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service.

432. No pension may be awarded for the loss of a local allowance.

433. Schoolmasters or other officers who, in addition to their other duties, are employed in any capacity in the Postal Department, are not entitled to Compensation pension on being relieved of such duties.

Special Cases.

434. If it is necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Local Government, who will deal with it in accordance with the rules laid down in this Section as to notice of discharge and compensation pension or gratuity.

435. If of two appointments held by one officer only one is abolished and it is desired to give him an immediate pension in respect of the abolished post, the case should be specially referred for the orders of the Government of India.

Notice of Discharge.

436. Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office. If in any case, notice of at least three months is not given, and the officer has not been provided with other employment on the date on which his services are dispensed with, then, with the sanction of the Local Government, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him, in addition to the pension to which he may be entitled under Articles 474 to 481; but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice. The responsible officer will, however, be required to explain any neglect on his part which may give rise to expenditure for such a gratuity.

1. The gratuity prescribed in this Article is not granted as compensation for loss of employment, but only in lieu of notice of discharge, with a view to mitigate the hardship caused to an officer by the sudden loss of employment. When, therefore, an officer discharged without notice is provided with some other employment on the date on which his services are dispensed with, whether that employment be in qualifying or non-qualifying service, he is not entitled to any gratuity.

2. Unless it contains an express statement to the contrary, an order for the abolition of an office or appointment shall not be brought into operation till the expiry of three months after notice has been given to the officers whose services are to be dispensed with on such abolition. The immediate head of the office or the department will be held responsible that there is no unnecessary delay in giving such notice. In the case of an officer on leave, the order shall not be brought into operation until the leave expires.

NOTE.—[“ Emoluments ” in this rule means the emoluments or leave allowances (or partly the one, partly the other) which the officer would be receiving during the period in question, had the notice not been given him.]

PART IV.

Offer of Re-employment.

437. An officer discharged with a Compensation pension may not, without surrendering his pension, refuse to accept any appointment which the Local Government thinks fit, within six months from the date of his discharge, to offer to him. The salary of such new appointments must not, however, be less than enough to raise his total receipts, under the operation of Article 514, to the amount which he received as salary immediately before his discharge, nor should the new appointment be such as the officer cannot reasonably and equitably be expected to accept.

438. The rule in Articles 511 and 512, requiring the refund of a Compensation gratuity on re-employment, applies to a gratuity awarded under Article 436, if the officer is permanently re-employed within three months from the date of notice. But the officer need not refund that proportion of his gratuity under this rule which the interval of his non-employment bears to the whole period for which the gratuity is given. If the officer is re-employed only temporarily, he need refund no part of his gratuity ; but if such temporary employment is foreseen, the gratuity should be proportionately reduced.

439. Article 437 applies also to the case of an officer entitled to Compensation pension, who, upon the abolition of his own appointment, is transferred by competent authority to another appointment. To such an officer a Compensation pension may be simultaneously awarded, subject always to the limitation prescribed by Article 514.

Acceptance of new Appointment.

440. If an officer who is entitled to Compensation pension accepts instead another appointment in the public service, and subsequently becomes again entitled to receive a pension of any class, the amount of such pension shall not be less than he could have claimed if he had not accepted the appointment.

Section III.—Invalid Pension.

441. An Invalid pension is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs.

Rules regarding Medical Certificates.

442. If an officer applying for an Invalid pension is sixty years' old or upwards, no certificate by a Medical Officer is necessary ; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise, incapacity for service must be established by a medical certificate attested as follows :—

(a) If the officer submitting it is on leave in England— by the Medical Board at the India Office.

(b) If he is serving at or near the capital town of a Province—by the Administrative Medical Officer of the Province, or by a Medical Committee over

which the Administrative Medical Officer should, when practicable, preside.

(c) If he is an officer in Superior service, and is serving in the interior of the country under such circumstances that, in the opinion of the authority who sanctions the pension, he can be conveniently required to appear before a Medical Invaliding Committee—by such Committee.

(d) In other cases, the authority who sanctions the pension may either accept a certificate given by a single Commissioned Medical Officer or Medical Officer in charge of a civil station, or assemble a special Invaliding Committee at a convenient civil station.

(e) If the pension applied for exceeds Rs. 100 a month, a certificate by a single Medical Officer should not be accepted as sufficient, if it is possible, without undue inconvenience, to assemble an Invaliding Committee or to cause the applicant to appear before the Director-General, Indian Medical Department, or the Standing Medical Committee at the Presidency.

(f) Except in the case of an officer on leave in England, no medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the head of his office or department is aware of his intention to appear before the Medical Officer. The Medical Officer shall also be supplied by the head of the office or department in which the applicant is employed, with a statement of what appears from official records to be the applicant's age. Where the applicant has a service book, the age there recorded should be reported.

443. (a) A succinct statement of the medical case, and of the treatment adopted, should, if possible, be appended.

(b) If the Examining Medical Officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty five years, he should give detailed reasons for his opinion, and, if possible, a second medical opinion should always in such a case be obtained.

(c) In a case of this kind, special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer.

444. A simple certificate that inefficiency is due to old age or natural decay from advancing years, is not sufficient in the case of an officer whose recorded age is less than fifty-five years, but a Medical Officer is at liberty, when certifying that the officer is incapacitated for further service by general debility, to state his reasons for believing the age to be understated. An officer's pension should not be reduced under Article 478 (a) on the ground of such a belief having been expressed unless it is clearly shown by the medical and other evidence that the age has been intentionally understated.—[See clauses (b) and (c) of the preceding Article.]

Form of Medical Certificate in England.

445. The form of the medical certificate given by the Medical Board attached to the India Office, respecting an officer applying for pension in England is as follows:—

“We have care'ully examined Mr.

Taking into account all the facts of the case as well as his present

PART IV.

condition we consider that he is incapable of discharging the duties of his situation, and that such incapability is likely to be permanent. We therefore recommend that he be permitted to retire from the service of Government on the pension or gratuity for which he may be eligible."

446. If any doubt arises regarding the validity of a certificate by the Medical Board attached to the India Office, the Audit Officer must not of his own motion reject the certificate as invalid, but must submit the matter for the decision of the Local Government.

Form of Medical Certificate in India.

447. (a) The form of the certificate to be given respecting an officer applying for pension in India is as follows:—

Certified that I (we) have carefully examined *A B*, son of *C D*, a
 _____ in the _____
 _____ His age is by his own statement _____ years, and by
 appearance about _____ years. I (we) consider *A B* to be
 completely and permanently incapacitated for further service of
 any kind [or in the Department to which he belongs] in conse-
 quence of (*here state disease or cause*). His incapacity does not
 appear to me (us) to have been caused by irregular or intemperate
 habits.

NOTE.—[If the incapacity is obviously the result of intemperance, substitute for the last sentence: "In my (our) opinion, his incapacity is the result of irregular or intemperate habits."]

(*If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made:*) I am (we are) of opinion that *A B* is fit for further service of a less laborious character than that which he has been doing [or may, after resting for _____ months, be fit for further service of a less laborious character than that which he has been doing].

(b) The object of the alternative certificate (of partial incapacity) is that an officer should, if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to pension; but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full pension admissible under rule. The principle of Article 427 must always be carefully borne in mind.

Signallers in the Telegraph Department.

448. (a) In the case of Signallers in the Indian and Indo-European Telegraph Departments, the medical certificate prescribed by Article 447 may, if it is found after medical examination that it cannot be granted, be dispensed with in special cases when inefficiency is not the result of misconduct, and instead of it two certificates—

- (i) one in form A signed by two superior officers of the Telegraph Department; and

- (ii) the other in form B signed by the Director-General of Telegraphs—may be substituted.

FORM A. "We certify that, after a perusal of the records of *A B*'s service and of the report of his immediate superior during the last twelve months of his service, we are satisfied that he is permanently incapacitated for the duties of a Signaller in the Telegraph Department."

FORM B. "After a careful consideration of *A B*'s case, I concur with Messrs. *C* and *D* in thinking that he is permanently incapacitated for the duties of a signaller in the Telegraph Department, and accordingly recommend that he may be permitted to retire on the pension or gratuity for which he may be found eligible."

(b) The practice enjoined in Articles 447 (b) and 453 of re-employing pensioners should be carefully followed as far as practicable in these cases.

(c) Officers permitted to retire under this Article may be granted a pension or gratuity of only four-fifths of the amount that would be admissible for a man permanently unfit for any duty.

NOTE.—[This Article applies only to men who are "Signallers", including in that term Telegraph Masters who are members of the signalling staff, when they retire.]

Special Precautions in the Police.

449. District Superintendents of Police should be on their guard against endeavours to retire on Invalid pension by officers who are capable of serving longer.

450. Medical Officers should confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital, and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service.

451. Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension, and, whenever the number of applicants for pensions is large, the examination should, if possible, be conducted by two Medical Officers.

Restrictions.

452. An officer discharged on other grounds has no claim under Article 441, even although he can produce medical evidence of incapacity for service.

453. Article 427 applies, *mutatis mutandis*, in the case of an officer invalided under Article 441 as unfit for employment only in some particular branch of the public service. Every effort should be made to find for such an officer other employment suited to his particular capacity.

454. If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them, it will be for the authority by which the pension is grantable to decide what reduction should be made on this account.

PART IV.

Applicant to be discharged.

455. An officer who has submitted under Article 442 a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Local Government) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence except Subsidiary leave preparatory to retirement. Without the further special sanction of the Local Government, service after the date of a medical certificate does not count for pension.

456. The object of Article 455 is to discourage tentative applications; but an inferior servant (including in that term a Police officer whose pay does not exceed Rs. 20) who, in the opinion of the head of his office, is fit for light work may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his medical certificate.

457. Article 455 refers only to the retention in *active* service of an officer who has furnished a medical certificate in support of an application for Invalid pension or gratuity while in India. The retirement of an officer who is absent on leave other than Privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

Section IV.—Superannuation Pension.

458. A Superannuation pension is granted to an officer in superior service entitled or compelled, by rule, to retire at a particular age.

459. (a) An officer who has attained the age of 55 may be required to retire by the Local Government under which he is employed. The Local Government may delegate this power, in respect of non-gazetted officers, to the head of the latter's office or department, not being under the rank of a Collector or District Judge.

(b) The rule should be worked with discretion in order to avoid depriving the State of the valuable experience of really efficient officers and adding unnecessarily to the non-effective charges. In the case of officers holding superior appointments, the standard of efficiency by which retention is to be decided is above the standard required in lower appointments. In every case in which the rule is enforced the reasons for enforcing it should be recorded.

(c) Each such officer's case should be taken up when he is 55 years' old and before the expiry of each extension of service. In every case the extension should be given for not more than one year at a time.

(d) An officer who has attained the age of 60 cannot be retained in the service of Government save in very exceptional circumstance, and with the sanction of the Local Government.

460. An officer, who is compelled to retire under the preceding Article or who retires voluntarily under Article 464, and part of whose service has been Inferior, is entitled to pension on the same conditions as if he had been invalided under Article 481 and to the option allowed by Article 398.

Survey of India.

461. Officers in the Survey of India, of not lower rank than Sub-Assistant Superintendent, cease to be in employ on attaining the age of 55 years, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the Department for a further definite period.

1. The Government of India may, however, grant an extension of service without previous reference to the Secretary of State to an officer in charge of a survey party who attains the age of 55 years in the middle of the survey year, provided the extension in no case exceeds six months and is granted solely in the interests of the public service. Cases in which such extensions of service are sanctioned by the Government of India should be reported to the Secretary of State for information.

462.—*Cancelled.*

Procedure.

463. With a view to the issue of necessary orders as to retention or otherwise of officers to whom Article 459 applies, the Audit Officer should on or about the 1st of September in each year, submit to the authorities concerned (*vide* Article 459 and Appendix No. 1) a list of those who will attain the age of 55, or complete the term for which extension has been allowed, during the next official year.

Optional Retirement at Fifty-five.

464. An officer in Superior service who has attained the age of 55 years may, at his option, retire on a Superannuation pension.

Section V.—Retiring Pension.

465. A Retiring pension is granted to an officer who voluntarily retires after completing qualifying Superior service for thirty years or such less time as may for any special class of officers be prescribed.

466.—(*See Article 509-A.*)

Combined Appointments.

467. An officer holding two or more separate appointments may not, save with the express sanction of the Government of India in the Finance Department or, if pensions are a Provincial charge, of the Local Government, resign one or more of such appointments on a pension, without retiring from the public service altogether. There is no objection to his being relieved from one or more of such appointments at any time, without being compelled to

leave the service altogether; but in such case, any pension admissible to him for service in the office or offices from which he is relieved, will be deferred until he finally retires.

Chapter XIX.—Amount of Pensions.

Section I.—General Rules.

468. The amount of pension that may be granted is determined by length of service as set forth in Articles 474 to 485. Fractions of a year are not taken into account in the calculation of any pension admissible to an officer under this part of these Regulations.

Currency.

469. A pension is fixed in rupees, and not in sterling money, even though it is to be paid in England.

Award of Full Pension.

470. (a) The full pension admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved. (*See Appendix 9.*)

(b) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

Limitations.

471. An officer entitled to pension may not take a gratuity instead of pension.

NOTE.—[See the note under Article 807.]

472. In the case of an officer who has any service under the Imperial (British) Government, pension from Indian Revenues should not be fixed until it has been ascertained whether any pension is payable from Imperial funds in respect of the service under the British Government.

473. An officer, not being a Military officer or a member of the Indian Civil Service, transferred to service under a Colonial Government, on final retirement from the Colonial service on pension or compensation allowance, receives, from Indian Revenues, for each completed year of qualifying and uninterrupted service in India, a pension of one-sixtieth of his average emoluments at the time of his transfer, such average emoluments to be calculated for the last three years, or, if the whole service in India is less than three years, for the whole period of service. The pension is subject to a maximum limit of Rs. 2,000 a year for an Indian service not exceeding ten years and Rs. 4,000 a year in any other case.

NOTE.—[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article.]

Section II.—Amount of Superior Pension.

474. The amount of a pension is regulated as follows:—

(a) After a service of less than ten years, a gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments for each completed year of service. If the emoluments of the officer have been reduced during the last three years of his service, otherwise than as a penalty, average emoluments may, at the discretion of the Local Government, be substituted for emoluments.

(b) After a service of not less than ten years a pension not exceeding the following amounts:—

Years of completed service.	Scale of pension.	Maximum limit of pension.	
		Rs.	Rs.
10	10 sixtieths of average emoluments	2,000 a year, or	166 $\frac{2}{3}$ a month.
11	11 " " "	2,200 " "	183 $\frac{1}{2}$ " "
12	12 " " "	2,400 " "	200 " "
13	13 " " "	2,600 " "	216 $\frac{2}{3}$ " "
14	14 " " "	2,800 " "	233 $\frac{1}{3}$ " "
15	15 " " "	3,000 " "	250 " "
16	16 " " "	3,200 " "	266 $\frac{2}{3}$ " "
17	17 " " "	3,400 " "	283 $\frac{1}{3}$ " "
18	18 " " "	3,600 " "	300 " "
19	19 " " "	3,800 " "	316 $\frac{2}{3}$ " "
20	20 " " "	4,000 " "	333 $\frac{1}{3}$ " "
21	21 " " "	4,200 " "	350 " "
22	22 " " "	4,400 " "	366 $\frac{2}{3}$ " "
23	23 " " "	4,600 " "	383 $\frac{1}{3}$ " "
24	24 " " "	4,800 " "	400 " "
25 and above 30	" " "	5,000 " "	416 $\frac{2}{3}$ " "

NOTE.—[For the precise meaning of average emoluments, see Articles 486 and 487.]

475. Officers holding any of the appointments enumerated below and belonging to what was formerly termed the Uncovenanted Service, may be allowed by the Local Government an additional pension of Rs. 1,000 a year, provided that they have rendered not less than three years of effective service (that is, service of the same nature as that which, under the provisions of Article 644, counts for the special pensions admissible under Article 642) in such appointment, and provided also that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession. In the case of officers entering Government service after the 31st December 1909, the grant of the additional pension is subject to the further condition that they must, in the event of Voluntary retirement, have completed, twenty-eight years of qualifying service. Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465.

REGISTRATION DEPARTMENT.—Inspectors-General under Local Governments, but not under Chief Commissionerships.

POLICE DEPARTMENT.—Inspectors-General and Deputy Inspectors-General under Local Governments and Administrations, and the Commissioners of Police, Calcutta, Madras, Rangoon and Bombay.

JAIL DEPARTMENT.—Inspectors-General under Local Governments, but not under Chief Commissionerships.

PART IV.

EDUCATION DEPARTMENT.—Directors of Public Instruction under Local Governments and Administrations.

ACCOUNT DEPARTMENT (CIVIL).—

- (a) Comptroller and Auditor General and Accountants General.
- (b) In the case of officers of the Enrolled List who have elected the scale of pay sanctioned in the Secretary of State's despatch No. 51-Financial, dated 11th May 1906—Appointments in class 1 of the List.
- (c) In the case of officers of the Enrolled List who have not elected the scale above referred to—Deputy Comptroller General, Deputy Auditors General, Comptroller, India Treasuries, and Comptroller, Central Provinces.

POSTAL DEPARTMENT.—Director-General of the Post Office, Deputy Director-General of the Post Office, Postmaster-General.

AGRICULTURAL DEPARTMENT.—Inspector-General of Agriculture.

FOREST DEPARTMENT.—Inspector-General of Forests, and Conservators.

ARCHAEOLOGICAL DEPARTMENT.—Director-General.

GEOLOGICAL SURVEY DEPARTMENT.—Director.

SURVEY DEPARTMENT.—Surveyor-General, Deputy Surveyor-General and Superintendents, 1st Grade.

METEOROLOGICAL DEPARTMENT.—Director-General of Observatories.

POLITICAL DEPARTMENT.—Officers of the rank of Resident in the graded list of the Political Department.

GENERAL ADMINISTRATION.—Commissioners of Divisions.

JUDICIAL DEPARTMENT.—Divisional Judges of the first grade in Burma.

CIVIL VETERINARY DEPARTMENT.—Inspector-General, if he is a civil officer of the Department.

CRIMINAL INTELLIGENCE DEPARTMENT.—Deputy-Director of Criminal Intelligence.

LAND REVENUE DEPARTMENT.—Settlement Commissioner and Director of Land Records in Burma.

IMPERIAL CUSTOMS DEPARTMENT.—Collectors.

PRINTING, STATIONERY AND STAMPS DEPARTMENT.—Controller.

NOTE.—[See special addition to the form of certificate in Form No. 26 (Pension).]

476. The following special scale of pension is admissible to officers appointed in England to the Forest and Geological Survey Departments:—

- (a) After a service of less than ten years, an invalid gratuity on the scale laid down in Article 474 (a).
- (b) After a service of not less than ten years, an invalid pension not exceeding the following amounts:—

Years of completed service.	Scale of pension.			Maximum limit of pension.	
	20	21	22	Rs. 1,000 a year or	Rs. 83½ a month.
10	20	sixtieths of average emoluments			
11	21	"	"	1,400	116½
12	22	"	"	1,800	150
13	23	"	"	2,200	183½
14	24	"	"	2,600	216½
15	25	"	"	3,000	250
16	26	"	"		
17	27	"	"		
18	28	"	"		
19	29	"	"		

(c) After a service of not less than twenty years, a retiring pension not exceeding the following amounts:—

20 to 24	}	30 sixtieths of average emoluments.	{	4,000 a year or	333 $\frac{1}{3}$ a month.
25 and above				5,000	416 $\frac{2}{3}$

NOTE.—[The rules in this Article do not apply to the following officers who have elected to remain under the rules in Articles 518 and 520 of the *Second Edition* of these Regulations:—

Forest Department.—Messrs. T. A. Hauxwell and H. S. Ker-Edie.

Geological Survey Department.—Messrs. C. S. Middlemiss and T. H. D. LaTouche.]

477.—*Cancelled.*

Reduction in certain cases.

478. (a) A Superannuation pension, or an Invalid pension granted on account of incapacity for further service due to old age or natural decay from advancing years shall, if the officer's qualifying service began after the 20th January 1871 and after he attained the age of 30 years, be reduced by one-fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded 30 years.

NOTE 1.—[This rule may be relaxed by the Government of India in cases when the maximum pension admissible does not exceed Rs. 100 a month, or when, though the maximum pension exceeds that amount, the enhancement of pension involved does not exceed Rs. 10 a month.]

NOTE 2.—[Article 478 (a) is not applied in the case of an officer re-employed after discharge owing to abolition of appointment or ill-health.

In the case of an officer re-employed after resignation, or discharge for misconduct or inefficiency, the words "exceeded 30 years" at the end of Article 478 (a) should read "exceeded the sum of thirty years and the term of the previous qualifying service."]

NOTE 3.—[The amount of pension under this Article is now—

$P \left(\frac{70-X}{40} \right)$, where P is the full pension and X is the age at entry into service (and therefore greater than 30).]

NOTE 4.—[In the case of Jail officers who, previous to joining the Jail Department, had served in the Army, the limit of age for the purpose of this Article is 38 years.]

NOTE 5.—[This Article does not apply to Port Officers in Madras, to the Second Assistant Port Officer, Rangoon, to officers subject to Articles 403 and 404 or whose pensions are governed by the rules under the Superannuation Act, 1892 (55 and 56, Victoria, Cap. 40), or to persons appointed to a judicial office in the Provincial service in Madras directly from the Bar.]

(b) Gratuities are not subject to any reduction and in the case of pensions the fixed limits are to be applied before, and not after, making the reduction.

479. Clause (a) of the preceding Article applies also to the Superior pension of an officer promoted from Inferior to Superior service, if he entered the service of Government after he attained the age of 25 years.

480. In the case of an officer whose qualifying service began after he attained the age of 30 years, the attention of the Examining Medical Officer should always be called to Article 478 (a) in order that he may adapt his certificate accordingly.

Section III.—Amount of Inferior Pension.

481. For Inferior qualifying service, pension may, subject to the
PART IV.

conditions laid down in Articles 426 to 457, be granted as follows:—

(a) Compensation and Invalid gratuity :

after a service of less than five years—*Nil* ;

"	"	not less than 5 years, but less than 10 years,	3 months' pay.
"	"	" " 10 " " "	15 " 4 "
"	"	" " 15 " " "	20 " 5 "
"	"	" " 20 " " "	30 " 6 "

(b) Compensation and Invalid pension: After a service of not less than 30 years—half pay not exceeding Rs. 10 a month in the case (1) of Daftaries employed in the Secretariats of the Government of India, (2) of Daftaries and Record Suppliers employed in the Secretariats of Local Governments and Administrations, and (3) of the Sarkar attached to the Public Works Department, Bengal, who draws a fixed pay of Rs. 20 a month, (4) of Sorters in the Imperial Library drawing Rs. 20 a month; and Rs. 4 a month in all other cases.

482. If the pay of an officer has been reduced during the last three years of his service otherwise than as a penalty, his gratuity or pension under this Section may, at the discretion of the Local Government, be calculated upon the average of his pay during the last three years of his service.

Premature Invaliding.

483. An officer should not, without urgent necessity, be invalided when he has nearly completed thirty years' service: the Government cannot undertake to overlook a deficiency of service resulting from an officer being prematurely invalided. The principle of this rule applies to all analogous cases.

Dockyard and Military Artificers.

484. A Dockyard or Military Artificer whose qualifying service, on pay exceeding ten rupees, excluding interruptions of, and absence from, duty of every kind, amounts to not less than twenty-five years, may be granted a Compensation or Invalid pension not exceeding three-fourths of the pension to which he would be entitled if his service on pay exceeding ten rupees were reckoned as Superior.

Exception.—The following six appointments on the permanent establishment of Artificers of the Bombay Dockyard are classed as "Superior" for the purpose of calculating pensions:—Head Foreman on Rs. 180, Foreman on Rs. 135, 100, 80, and 70, and Engine-driver, pumping engine, on Rs. 100.

Telegraph Messengers.

485. A telegraph messenger paid on the task-work system shall, for the purposes of calculating pension or gratuity, be regarded as if he drew a monthly salary equal to the highest rate of pay drawn by messengers paid on the consolidated pay system in the locality in which he is serving.

Section IV.—Allowances reckoned for Pension.

Emoluments and Average Emoluments.

486. The term "Emoluments," when used in this Part of the

PART IV.

Regulations, means the emoluments which the officer was receiving immediately before his retirement and includes—

- (a) Pay;
- (b) Personal allowance; continues to reckon as part of "Emoluments" even when it is wholly or partly absorbed in acting allowance not so reckoning;
- (c) Fees or commission, if they are the authorised emoluments of an appointment, and are *in addition* to pay. In this case "Emoluments" means the average earnings for the last six months of service;
- (d) Charge allowance to Signallers in the Indian and Indo-European Telegraph Departments, and to Inspectors for line maintenance in the Persian Section, Indo-European Telegraph Department;
- (e) Commission in the case of a Thugyi in Lower Burma. "Emoluments" in this case being held to mean the average of his monthly receipts in commission during the three years' actual service previous to retirement—but see example (3) under Article 489;
- (f) Bullock Train allowance in the Post Office Department;
- (g) Allowance attached to a Professorship or Lecturership in a Government Institution;
- (h) Acting allowances of an officer without a substantive appointment if the acting service counts under Article 371, and allowances drawn by an officer appointed provisionally or substantively *pro tempore* to an office which is substantively vacant and on which no officer has a lien, or to an office temporarily vacant in consequence of the absence of the permanent incumbent on leave without allowances, or on transfer to Foreign service.

1. In the case of Section-writers and Press servants, whose service qualifies under Article 380 "Emoluments" means the average earnings of the last six months of service. For calculating gratuity on the Superior scale, "Emoluments" means the average earnings of the last six months in Superior service, and for calculating pension on the Inferior scale, Pay means the average earnings of the last six months in Inferior service.

487. The term "Average Emoluments" means the average calculated upon the last three years of service.

1. If, during the last three years of his service, an officer has been absent from duty on leave with allowances, or having been suspended, has been reinstated without forfeiture of service, his Emoluments, for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended: Provided always that his pension must not be increased on account of increase in pay not actually drawn. But if his absence during Recess is reckoned as service under Article 409, only the allowances, if any, actually received during the Recess should be taken into account.

2. If, during the last three years of his service, an officer has been absent from duty on leave without allowances (not counting for pension), or in inferior service, or suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the three years being included.

3. Excepting as provided in rules 1 and 2, only emoluments actually received can be included in the calculation. For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations.

PART IV.

4. In the case of Section-writers and Press servants, whose service qualifies under Article 380, "Average Emoluments" means the average earnings of the last seventy-two months in Superior service.

NOTE 1.—[This rule applies in the case of a Press servant remunerated by a fixed rate of pay if his pay is met from the grant for piece-work.]

NOTE 2.—[Overtime earnings of Press servants paid at piece-work rates may be taken into account in calculating Average Emoluments under this rule; but such earnings must be excluded in reckoning the Average Emoluments of Press employes who draw up pay at fixed rates.]

NOTE 3.—[If during the last 72 months of his service a Press servant has been for some period on fixed pay and for other periods a piece-work employe, overtime earnings may be taken into account in calculating pension only for the periods during which he was remunerated at piece-work rates.]

Allowances which do not count.

488. An officer cannot count the following allowances :—

- (1) Local allowances, including allowances given for duties performed in addition to the work of a regular appointment;
- (2) Messing allowances, Working allowances, and Provision allowances to officers in the Marine Department;
- (3) House-rent allowance, or estimated value of free quarters;
- (4) Tour and other allowances (to officers who accompany the Viceroy or any Government);
- (5) Compensation for dearness of provisions.

Net Emoluments taken.

489. Any part of an officer's pay or emoluments, which is specially intended to provide for expenses incidental to his duty, must be excluded. The following are examples of the operation of this Article :—

(1) When an officer's pay is intended partly to cover the expense of his providing or keeping a horse, his pay must be taken only at what it would be if it was not intended to cover such expense. When a water-carrier's pay includes provision for a bullock, his pay must be taken at what it would be if he were not required to keep a bullock.

(2) When a consolidated pay specially includes tentage, travelling allowance, or house allowance, these must be deducted.

(3) The commission paid to a Thugyi in Lower Burma goes in part to pay expenses incidental to his office. In calculating "Emoluments" or "Average Emoluments" for pension purposes, $2\frac{1}{2}$ per cent. on a Thugyi's commission, if the average commission of the last three years of his service exceeds Rs. 600 a year, is deducted, as representing the expenses of his office; and pension is computed upon the remainder. No deduction is made if the average commission of a Thugyi for the last three years of service does not exceed Rs. 600 a year; in such cases the pension is computed upon the total amount of such average commission.

(4) When an officer's pay is fixed at two rates, a smaller rate during stationary duty and a higher rate during periods passed on tour or travelling, the former rate alone should be the basis of the calculation.

490. When service on temporary duty counts for pension under Article 376, the pay of the permanent appointment held by the officer,

and not that drawn in respect of the temporary duty, is taken into consideration in determining the amount of pension.

491. The preceding article does not apply to an officer deputed temporarily to service in the Income Tax Department, or to an officer deputed on abolition of his appointment to special duty (*Article 379*), or to an officer who, when his appointment was abolished, was on special duty. In these cases the full allowances are counted.

Combination of Appointments.

492. If an officer has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each office separately and alone. The consolidated pension thus admissible is subject to the limitations prescribed in *Articles 474 to 480 and 481*.

493. An officer is not entitled for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

Chapter XX.—Special Rules for the Police.

Section I.—Extent of Application.

Government Police.

494. The rules in this Chapter apply to—

(1) Members of Police Forces constituted under *Acts XIII of 1856, XXIV of 1859, and V of 1861 of the Governor-General of India in Council, Act IV of 1866 of the Lieutenant-Governor of Bengal in Council and Acts VII of 1867 and I of 1872 of the Governor of Bombay in Council.*

(2) The Trans-Indus Police Force, which was not organised under *Act V of 1861* until the 4th August 1873, and never possessed a Superannuation Fund.

(3) Members of the Salt Preventive Force employed on the Northern Frontier line, at the Runn Salt Works in the Bombay Presidency and on the Salt Preventive Lines on the Goa and Daman frontiers, though the Forces to which they belong are not constituted under any Act of the Legislature, and never possessed a Superannuation Fund.

(4) Members of the Police Force serving in the Baluchistan Agency, and sowars of the Somali Coast Mounted Police Force, although the Forces are not constituted under any Act of the Legislature.

PART IV.

Municipal Police.

495. (a) If the Police of a town are wholly supported by, and under the control of, a Municipality, the Government has no concern with their pensions.

(b) But if the Government, being interested in the efficiency of a Police Force, paid, wholly or partly, by a Municipality, the Calcutta Port Trust, or from Cantonment Funds, or from the General Revenues subsidised by a contribution from a Municipality, the Calcutta Port Trust, or from Cantonment Funds, undertakes the organisation and control of the Force, as connected with and auxiliary to the Civil Constabulary, service in such a Force qualifies. The contributions of Municipalities, the Calcutta Port Trust, or of Cantonment Funds towards the cost of the pensions of such Forces are, for the present, undetermined.

496. The Police Force in the Presidency towns of Calcutta, Madras, and Bombay, and in the Municipalities in Lower Bengal, come under clause (b) of the preceding Article.

497.—*Omitted.*

Railway Police.

498. The service of members of the Railway Police, appointed and controlled by Government, qualifies, though they may be either wholly or partly paid by the Railway Companies.

Section II.—Qualifying Service.

499. Service in any of the Police Forces mentioned in Article 494, after the establishment of a Superannuation Fund in the Force, qualifies.

NOTE 1.—[The Superannuation Funds were Funds to which, with the exception of certain soldiers of the Sikh Darbar and members of the Oudh Military Police, Police officers whose pay did not exceed Rs. 20 were obliged to contribute. In return for these contributions, they became entitled to pensions according to the rules of the several Funds.]

Officers whose pay exceeded Rs. 20 did not contribute, as they came under the operation of the ordinary pension rules.

By Act X of 1869 the Superannuation Funds established under Acts XXIV of 1859 and V of 1861 of the Governor-General of India in Council, and VII of 1867 of the Governor of Bombay in Council, were abolished. The Superannuation Fund, which had been established for the Madras Town Police under Act XIII of 1856, having been, by Act VIII of 1867 of the Governor of Madras in Council, amalgamated with that established under Act XXIV of 1859 of the Governor-General in Council was abolished with the latter.

The Fund established under Act I of 1872 of the Governor of Bombay in Council ceased to exist after the 31st March 1886, as also the Funds established under Acts II and IV of 1866 and Act I of 1890 of the Lieutenant-Governor of Bengal in Council, from the 27th December 1905.

In the Police Forces of which the Superannuation Funds were abolished, the pay of the men was reduced, either individually or on the average, to its previous nominal amount, less subscriptions to the Funds, the Government undertaking the liabilities of the Funds.]

NOTE 2.—[“ I am directed to acknowledge the receipt of your letter No. 1860, dated 27th April 1876, enquiring whether Armourers, Bellows-boys, Bhistees, and Muchies who have subscribed to the Police Superannuation Fund should be allowed pensions according to the special rules for the Police, or according to the scale prescribed in Article 481 of these Regulations; and

whether, in the latter case, the subscriptions recovered from them on account of the Police Superannuation Fund should not be refunded.

"In reply, I am to say that, as a general rule, the subscriptions recovered from the employes in question should be refunded to them with interest, and their claims to pensions will then be dealt with in accordance with the ordinary rules for Inferior servants. In the case, however, of men who have served for not less than ten years, the option should be allowed them either of receiving back their subscriptions and coming under the ordinary pension rules, or of continuing their subscriptions and eventually receiving pensions under the special rules for the Police."—[Finance Department to Bombay, No. 1051d., dated 23rd June 1876.]

500. Men of the Police Force of the Cities of Bombay and Calcutta who have served the full time for pension in the Force and who joined the Force before the 1st April 1886 and 27th December 1905, the respective dates of the abolition of the Superannuation Funds, are on being invalided, admitted to the benefits of the Superannuation Fund on paying up their subscriptions for the full period of their service. Under this rule the service of an officer in the Bombay and Calcutta City Police before the establishment of the Superannuation Fund counts towards pension under the rules of the Funds if he pays up his subscriptions for the whole period of his service in the Police Force.

1. This privilege applies only to Police officers whose pensions are determined according to the rules of the Superannuation Fund of the Bombay or Calcutta City Police, and not to any officer whose pension is granted in accordance with the rules prescribed in Chapters XVIII and XIX for the calculation of pensions for Superior service.

Service before enlistment.

501. In the following cases service rendered before enlistment in the present Police Constabulary qualifies :—

(a) Soldiers transferred to the Police on reduction of the Native Army count their Army service.

1. This concession does not apply to a soldier voluntarily taking his discharge from the Army and entering the Police, except as to soldiers who, under the authority of the order in the Military Department, No. 526 E. S., dated 25th October 1880, volunteered for service in the Port Blair Police.

(b) Service in Superior grades in any other Department qualifies.

(c) Service in the Bombay Excise (Abkari) Police, before that Force was amalgamated with the Bombay District Police, qualifies.

(d) Native Commissioned officers and men of the Army who volunteer for transfer to the levies and Military Police raised in Burma, in consequence of the annexation of Upper Burma, are allowed to count their Army service for pension under the rules applicable to the Police in that Province.

(e) A subadar or jemadar of the Bengal or Assam Military Police, recruited from the Army or from a local corps, and Native Officers and men of the Dera Ghazi Khan Border Military Police recruited from the Army count service as follows :—

(i) a man recruited from the Army will be eligible for pension under the civil rules (counting both his past Military and Police service) on completion of ten years' service in the Military Police. If he retires with less than ten years' service in the Police, he will be granted pension on the Military scale according to his rank

for the whole period of his service including service in the Police.

- (ii) a man recruited from a local corps, may count half his service in such corps towards Civil pension.

NOTE.—[Pensions granted to men who count Army service under the foregoing rules are, if their Military service was sufficient to entitle them to pension if discharged without fault, a Military charge; otherwise they are a Civil charge.]

Breaks in Service.

502. Subject to the Provisions of Chapter XXI, a policeman on pay not exceeding twenty rupees, who re-enlists within one year, after discharge or resignation, may, with the sanction of the authority who sanctions the pension count his service before such discharge or resignation.

Section III.—Amount of Pension.

Officers on pay not exceeding Rs. 20.

503. The pension admissible to an officer whose pay at date of discharge or resignation does not exceed twenty rupees, will be determined as prescribed in Article 505, according to one of the following scales:—

Scale A.—According to the rules of the Superannuation Fund of the Force.

1. As the rules of the Superannuation Fund did not always provide for Compensation pension the following orders were issued with reference to the reductions directed in 1869:—

(1) Compensation pension should be awarded at the same rate as the Superannuation Fund Rules provide for Invalid pensions.

(2) But if a gratuity thus awardable is less than the amount (without interest) of the officer's subscription to the Fund, the difference should be made up.

Scale B.—According to the rules prescribed in Chapters XVII to XIX for the calculation of pensions for Superior service; except that all service in the Police after the age of eighteen years qualifies.

NOTE.—[Policemen in the lower ranks of the Madras City Police, on salaries not exceeding Rs. 20 a month, who enlisted after the 19th July 1871, may retire on pension without medical certificate after twenty-five years' service.]

504. (a) The pension of an officer of the Town Police of Calcutta who was in the Force before the 27th December 1905, and of an officer of the Town Police of Bombay who was in the Force before the 1st April 1886, is regulated by Scale A.

(b) The pension of an officer of the Town Police of Bombay, if he was enlisted or re-enlisted on or after 1st April 1886, is regulated by Scale B.

505. The pension of an officer of any other Force is regulated as follows:—

(a) If he was in the Police before the 19th July 1871 and has served continuously since that date, by Scale A or Scale B according to his election.

(b) If he was enlisted or re-enlisted on or after the 19th July 1871, by Scale B.

(c) The pension of an officer enlisted in the Calcutta or Suburban Police Force on or after 27th December 1905 is regulated by Scale B. The pension of an officer who was enlisted before 27th December 1905 and subscribed to the Police Superannuation Fund, and whose pay at the date of discharge does not exceed Rs. 20 is, on his being invalided, regulated by Scale A, provided he pays up his subscriptions from the 27th December 1905 to the date of his retirement. Failing such payments his pension or gratuity is regulated by Scale B.

Officers on pay exceeding Rs. 20.

506. The pension admissible to an officer whose pay at date of discharge or resignation exceeds twenty rupees, is determined by the rules which apply to ordinary service, except that service rendered after the completion of twenty years of age, and declared by this Chapter to be qualifying, is treated as Superior service, and that the benefit of Article 502 is not withdrawn from a Police officer by reason of his being promoted to pay exceeding twenty rupees a month.

1. When a Police officer, by promotion to a pay exceeding twenty rupees, loses any benefit as to pension which he would have enjoyed had his pay remained unchanged, his pension may be regulated as if he had not received the promotion.

2. Men of the Bombay City Police count as Superior their service in the Force in Inferior grades before the establishment of the Superannuation Fund.

Previous Inferior Service.

507. If part of an officer's continuous service qualifies for pension under the general rules, but does not qualify under the rules in this Chapter he may elect to receive, in lieu of the pension admissible under this Chapter, such pension as is admissible to him under Articles 398 and 481 to 483 for the whole of his service, both Inferior and Superior (see Article 460).

508. An officer who, under Article 505, has elected to abide by Scale B will, if he takes gratuity under the preceding Article, obtain, in lieu of the scale prescribed in Article 481, one month's pay for every complete two years of service, but not more than twelve months' pay in all.

Calculation of Pension.

509. Except in the case of officers of the Town Police of Calcutta, and of officers of the Town Police of Bombay who were in the Force before the 1st April 1886 (Article 504), pension is to be calculated upon the net pay, *i.e.*, the pay actually received by the officer, and not upon the gross pay, *i.e.*, the pay from which were deducted the subscriptions to the Superannuation Funds [see concluding sentence of Note (1) to Article 499]. But this rule shall not, unless he be either promoted to higher pay or degraded for misconduct to lower pay, be applied to any officer who, on the 19th July 1871, was entitled, by the rules of the Superannuation Fund, to have his pension calculated on his gross pay.

PART IV.

Chapter XXI.—Re-employment of Pensioners.

Section I.—General.

509 A. No officer, Civil or Military, may retire with the view of being re-employed, and drawing pension in addition to pay, whether in the general service or in the service of any Local Fund.

510. When a person who was formerly in Government employ, either Civil or Military, is re-employed whether temporarily or permanently in Government service or in the service of a Local Fund, it shall be incumbent on him to declare the amount of any gratuity, bonus or pension received by him on retirement. The authority re-appointing him shall specifically state in the order of re-appointment whether any deduction is to be made from pension or salary as required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer.

510 A. The attention of every officer who is re-employed should be specially called to the provisions of this Chapter by the authority re-employing him, and, whenever he becomes aware of such an appointment, by the Audit Officer; but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the regulations contained in this Chapter.

Section II.—Civil Pensioners.

Re-employment after Compensation Gratuity.

511. An officer who has obtained a Compensation gratuity, if re-employed in qualifying service, may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service.

512. The intention to refund must be stated immediately on re-employment; but the refund may be made by monthly instalments of not less than one-third of the officer's salary, and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

NOTE.—[The equity of this rule is based upon the consideration that so long as the refund of the gratuity is postponed, the officer avoids the risk and the State loses the possibility of the gratuity lapsing absolutely to the public treasury by the death or dismissal of the officer. A subsequent refund of a gratuity, even with compound interest, does not compensate the State for the loss of this possibility meanwhile.]

513.—(See 510 A.)

After Compensation Pension.

514. (a) An officer who has obtained a Compensation pension, if re-employed, may retain his pension in addition to his pay: Provided that, if

PART IV

K

he is re-employed on an establishment paid from General Revenues, the pension shall remain wholly or partly in abeyance, if the sum of the pension and the pay on re-employment exceeds the pay of the appointment on abolition of which the pension was given; that is to say, an officer can draw pension only in order to make up his present aggregate emoluments to what he drew at the time of his retirement. In the case however of a pensioner re-employed, in either a permanent or temporary appointment, for *bonâ fide* temporary duty lasting for not more than a year, the Local Government or, in cases where the pension does not exceed Rs. 10 a month, the officer who controls the establishment on which the pensioner is to be employed, may allow pension to be drawn in whole or in part, even though the sum total of pay and pension exceeds the pay which the officer drew on retirement.

(b) If his re-employment is in qualifying service, he may either retain his pension (subject to the proviso above stated), in which case his former service will not count for future pension, or cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.

NOTE.—[An officer counts his previous service under clause (b) if on re-employment his pension remains wholly in abeyance under the proviso to clause (a). See also the note to Article 518.]

515. In the case of a Section writer or Press servant (*see Article 380*) re-employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment.

516. If an officer does not, within three months from the date of his re-employment, exercise the option conceded by Article 514, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Local Government.

517. An officer who, under Article 514, draws pension in addition to pay shall, during leave of absence from his new office, draw so much of his pension as will bring his whole allowances during leave up to the amount which would have been admissible to him if he had taken leave of the same kind under the same circumstances while holding his abolished appointment: Provided that his allowances on leave shall never be less than his pension.

518.—*Cancelled.*

After Invalid Pension.

519. There is no bar to the re-employment of an officer who has regained health after obtaining Invalid pension, or if an officer is invalided as being incapacitated for employment in a particular branch of the service, to his re-employment in some other branch of the Service. The rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re-employment after Compensation pension.

After Superannuation or retiring Pension.

520. An officer who is in receipt of a Superannuation or Retiring pension shall not be re-employed or continue to be employed in service paid from

PART IV.

General Revenues or from a Local Fund except on public grounds. The authority sanctioning the re-employment or continued employment of an officer will prescribe whether during such re-employment or continued employment his pension shall be held wholly or partly in abeyance. If pension is not withheld the fact should be taken into account in fixing the pay to be allowed.

521. The sanction necessary to re-employment or extension of the term of re-employment is—

- (i) that of the Government of India in the Administrative Department concerned, in case of pensioners who previous to retirement served directly under the Government of India or belonged to an Imperial Service or Imperial branch of any service, and of Statutory Civilians or other officers who previous to retirement held posts usually filled by officers of an Imperial Service or Branch.
- (ii) that of the Local Government under whose administration the pensioner is re-employed in all other cases in which the pension exceeds Rs. 10 a month.

If the pension does not exceed Rs. 10 a month, re-employment, and continued employment, may be authorised by the officer who controls the establishment on which the pensioner is employed.

Exceptions.

522. The foregoing rules do not apply—

- (i) to a pension paid from a Police Superannuation Fund constituted by contributions from the Force. Such a pension may be drawn, without restriction, in addition to salary; or
- (ii) to pensioners re-employed in non-pensionable service on the subordinate establishment of a State Railway. Such pensioners retain their gratuities and continue to draw their pensions, subject in the case of pensions of all classes, to the provisions of Article 514; or
- (iii) to pensioners re-employed under the Court of Wards.

523. A pensioner of any class may be employed as an Extra Departmental Agent in the Post Office, or as a Sub-Registrar under the law for the registration of documents, remunerated by fees only.

524.—*Cancelled.*

Section III.—Military Pensioners.

525. (a) Except where it is otherwise expressly stated (see Article 509 A) the foregoing rules do not apply to a Military pensioner in Civil employ.

PART IV.

K 2

The claims of such an officer to salary and pension in the Civil Department are not affected by his Military pension.

(b) If however a soldier be allowed to continue in Civil employ after he has earned a Military pension and such pension is payable, wholly or in part, from Indian Revenues, his salary in the Civil Department will be reduced by an amount equal to so much of his pension as is payable from Indian Revenues.

526. The salary in the Civil Department of a commissioned Military Officer not being a Native of India, whether the pay of his office be consolidated or staff pay, shall be reduced by the amount of any annuity, pension, or pensionary allowances, other than a good service pension or a pension obtained after a prescribed period of service otherwise than on medical certificate, which he receives in the Military Department. If he has commuted any such allowance for a single capital payment, the same deduction will be made from his Civil salary as would have been made had he not done so.

527. The pension of the heir of a Native Commissioned or Non-Commissioned officer or soldier, or of the heir of a Medical subordinate, will, during employment in any Civil Department, merge in his salary.

528. Provided always that an Invalid Native Commissioned officer shall receive only so much of his Invalid pension as, with his Civil pay, will make his whole allowances equal to his Military pay and allowances immediately before his retirement. If, therefore, the pay of the Civil appointment is not less than his Military pay and allowances at the date of his retirement, he receives no portion of his Military pension.

Exception.—The pensions of Army pensioners who enlist into the Burma Military Police are held in abeyance during the time they continue to serve in that force. But the gratuities granted to discharged soldiers enlisting into the Burma Military Police need not be refunded.

Section IV.—Pension for New Service.

529. Except as provided in Articles 525 to 528, an officer who, having been discharged with a pension, is subsequently re-employed, may not count his new service for a separate pension. Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

530. If an officer who has obtained a Compensation or Invalid pension is re-employed in pensionable service and retains the pension (see Article 514), the pension or gratuity admissible for his subsequent service is subject to the following limitation, namely, that the gratuity or the capital value of the pension shall not be greater, than the difference between the value of the pension that would be admissible at the time of the officer's final retirement, if the two periods of service were combined, and the value of the pension already granted for the previous service.

Illustration.—A, who had retired at the age of forty after eighteen years' service on a Compensation pension of Rs. 90 (his salary having been Rs. 300), was re-employed after six years

in an appointment on Rs. 200 continuing to draw his pension, and finally retired at the age of fifty-five. For the second period of service the gratuity ordinarily admissible would be Rs. 1,800. But if the two periods were combined, the pension admissible would be Rs. 100. The difference between the value of this pension and of the pension previously granted at the age of fifty-five, is by Table A, Appendix 10, Rs. 1,386. The gratuity must therefore be reduced to Rs. 1,386.

531. (a) If a gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension calculated according to Table A in Appendix 10, *plus* the amount of the previous gratuity, shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded.

(b) If the amount of such gratuity or the present value of such pension *plus* the amount of the previous gratuity exceed the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed.

PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR
SPECIAL OFFICERS.

GENERAL ARRANGEMENT.

	ARTICLES	PAGE.
CHAPTER XXII.—THE GOVERNOR-GENERAL, GOVERNORS, LIEUTENANT-GOVERNORS AND MEMBERS OF COUNCIL :—		
I.—Existing pensions how affected	532—533	137
II.—Lieutenant-Governors	534—535	137
III.—Members of Council	536—542	138
CHAPTER XXIII.—JUDGES OF THE HIGH COURT	543—545	143
CHAPTER XXIV.—BARRISTER APPOINTMENTS	546—550	146
CHAPTER XXV.—MEMBERS OF THE INDIAN CIVIL SERVICE	551—565	148
CHAPTER XXVI.—STATUTORY CIVIL SERVANTS	566	151
CHAPTER XXVII.—ECCLESIASTICAL OFFICERS :—		
I.—Bishops	567—570	154
II.—Archdeacons, and Presidency Senior Chaplains of the Church of Scotland	571—572	156
III.—Chaplains	573—601	156
IV.—Ministers other than Chaplains	602—603	162
CHAPTER XXVIII.—MILITARY OFFICERS :—		
I.—Pay, Allowance and Leave Rules	604—611	163
II.—Compulsory retirement from Civil employ	612—620	164
CHAPTER XXIX.—CIVIL VETERINARY DEPARTMENT	621—626	166
CHAPTER XXX.—CIVIL ENGINEERS AND TELEGRAPH OFFICERS :—		
I.—Pay and Leave allowances	627—634	167
II.—Pension Rules	635—645	169
III.—Compulsory retirement	646—650	172
CHAPTER XXXI.—LAW OFFICERS	651—658	173
CHAPTER XXXII.—STATE RAILWAY ESTABLISHMENTS :—		
I.—Revenue Establishments	659—667	176
II.—Lower Subordinates and Office and Petty Establishments on lines under construction or survey	668	179
III.—Other Offices	669	179
CHAPTER XXXIII.—THE BENGAL COVENANTED PILOT SERVICES :—		
I.—Pay and Leave Rules	670—677	180
II.—Pension Rules	678—682	182
III.—Family Pension Rules	683—691	182
IV.—Rate of exchange for Pensions	692	184
CHAPTER XXXIV.—PORT BLAIR POLICE	693—702A	184
CHAPTER XXXV.—ASSAM AND DACCA MILITARY POLICE	703—712	185
CHAPTER XXXVI.—CALCUTTA AND SUBURBAN POLICE FORCES	713	187
CHAPTER XXXVII.—BURMA MILITARY POLICE	714—727	188

PART V.—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR
SPECIAL OFFICERS.

Chapter XXII.—The Governor-General, Governors, Lieu-
tenant-Governors and Members of Council.

Section I.—Existing Pensions how affected.

532. The following is the Statute Law applicable to the Governor-General, Governors, and Members of Council who hold or enjoy pensions :—

“ Provided always and be it enacted, that if any Governor-General, Governor, or Ordinary Member of the Council of India, or any Member of the Council of any Presidency shall hold or enjoy any Pension, Salary, or any Place, Office, or Employment of Profit under the Crown or any Public Office, or ⁽¹⁾ the said Company (East India Company), or any annuity payable out of the Civil or Military Fund of the said Company, the Salary of his Office of Governor-General of India, Governor, or Member of Council, shall be reduced by the amount of the Pension, Salary, Annuity or Profits of Office so respectively held or enjoyed by him.”—
(1) (sic in original— Query “under”) (3 and 4 Will. IV, 85, s. 77.)

533. If any Ordinary Member of Council hold or enjoy any pension or any annuity payable out of the Civil or Military Fund, the salary of his office of Member of Council is to be reduced under Acts 3 and 4 Will. IV., Cap. 85, s. 77, by the amount of the pension or annuity held by him. A Good Service Pension enjoyed by Military Officers comes within the meaning of pension under the Act cited above.

Section II.—Lieutenant-Governors.

Leave Rules.

534. (a) Leave on Medical Certificate for not more than six months may be granted to a Lieutenant-Governor. On resuming his duties after such leave, a Lieutenant-Governor is entitled to half his salary for the period of his absence. If he is prevented from resuming his duties, he is entitled to no absentee allowances.

(b) A Lieutenant-Governor is not entitled to any other leave.

NOTE 1.—[Service as a Lieutenant-Governor does not qualify for any leave under the ordinary rules, but counts as continuous service for the purpose of Article 308 and does not interrupt any leave previously earned.]

NOTE 2.—[The provisions of Article 215 do not apply to a member of the Indian Civil Service who on resigning the office of Lieutenant-Governor takes furlough or special leave

under the ordinary rules. If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary.

NOTE 3.—[A Lieutenant-Governor who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty.]

Acting Lieutenant-Governor.

535. The salary of a person appointed to officiate as Lieutenant-Governor is regulated in the same way as the salary of a person appointed to be temporary Member of Council (see Article 539).

Section III.—Members of Council.

Tenure of Office.

536. The tenure by a Member of Council of his office begins from the date on which he first takes upon himself the execution of his office whether as a temporary Member appointed in India, or after the issue of His Majesty's warrant of appointment; and the resignation of his office, by a Member of Council, whose successor has not entered upon his office, takes effect from the day following that of his embarkation at any port in India, excluding Aden, or from the expiry of his five years' tenure of office, whichever date is earlier. Any time during which a Member of Council (not being himself granted leave) draws less than full pay shall not be computed as part of his five years' tenure of office.

Leave Rules.

537. The leave admissible to an Ordinary Member of the Executive Council of the Governor-General or of the Governor of Madras or Bombay is regulated by Statute 24 and 25 Vict., Cap. 67, s. 26, as follows:—

Section 26.—It shall be lawful for the Governor-General in Council, or Governor in Council of either of the Presidencies, as the case may be, to grant to an Ordinary Member of Council leave of absence under medical certificate for a period not exceeding six months, and such Member during his absence shall retain his office, and shall, on his return and resumption of his duties, receive half his salary for the period of such absence; but if his absence shall exceed six months, his office shall be vacated.

NOTE 1.—[Service as a Member of Council does not qualify for any leave under the ordinary rules, but counts as continuous service for the purpose of Article 308 and does not interrupt any leave previously earned.]

NOTE 2.—[The provisions of Article 215 do not apply to a Member of the Indian Civil Service who on resigning the office of Member of Council takes furlough or special leave under the ordinary rules. If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary.]

NOTE 3.—[A Member of Council who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty.]

538. Subject to any special orders by the Government of India to the contrary, leave of absence granted to an Ordinary Member of the Council of the Governor-General (if taken out of India) commences on the day after

such Member embarks at any port in India, excluding Aden, and ends on the day before he disembarks at any port in India, excluding Aden: Provided always that such Member has not been relieved of the charge of his office until he embarks, and that he resumes charge immediately upon his disembarkation.

Temporary Member.

539. The salary and the appointment of a temporary Member of the Executive Council of the Governor-General or of the Governor of Madras or Bombay, is regulated by Statute 24 and 25 Vict., Cap. 67, s. 27, as follows:—

NOTE.—[The headings which are introduced to facilitate reference are not a part of the Statute.]

In case of vacancy.

Section 27.—If any vacancy shall happen in the office of an Ordinary Member of the Council of the Governor-General, or of the Council of either of the Presidencies, when no person provisionally appointed to succeed thereto shall be then present on the spot, then, and on every such occasion, such vacancy shall be supplied by the appointment of the Governor-General in Council or the Governor in Council, as the case may be; and until a successor shall arrive, the person so nominated shall execute the office to which he shall have been appointed and shall have all the powers thereof, and shall have, and be entitled to, the salary and other emoluments and advantages appertaining to the said office during his continuance therein, every such temporary Member of Council foregoing all salaries and allowances by him held and enjoyed at the time of his being appointed to such office.

In case of absence.

And if any Ordinary Member of the Council of the Governor-General or of the Council of either of the Presidencies shall, by any infirmity or otherwise, be rendered incapable of acting or of attending to act as such, or if any such Member shall be absent on leave and if any person shall have been provisionally appointed as aforesaid, then the place of such Member absent or unable to attend shall be supplied by such person, and if no person provisionally appointed to succeed to the office shall be then on the spot the Governor-General in Council, or Governor in Council, as the case may be, shall appoint some person to be a temporary Member of Council and until the return of the Member so absent or unable to attend, the person so provisionally appointed by the Secretary of State in Council, or so appointed by the Governor-General in Council or Governor in Council as the case may be, shall execute the office to which he shall have been appointed, and shall have all the powers thereof and shall receive half his salary of the Member of Council whose place he supplies and also half the salary of his office under the Government of India, or the Government of either of the Presidencies, as the case may be, if he hold any such office, the remaining half of such last named salary being at the disposal of the Government of India, or other Government as aforesaid.

Proviso.

Provided always that no person shall be appointed a temporary Member of the said Council who might not have been appointed as hereinbefore provided to fill the vacancy supplied by such temporary appointment.

540. A Good Service pension comes within the "allowances" which a provisional Member of Council appointed on a vacancy occurring in the office of an Ordinary Member must forego.

541. The salary of the substantive office of a temporary Member of Council appointed in the place of an Ordinary Member of Council who, by reasons of

infirmity or otherwise, is rendered incapable of acting or is absent on leave, includes the Military pay or Staff Corps pay of an officer holding an appointment the pay of which is a Staff salary but does not include a Good Service pension. Such a temporary Member is not liable to any deduction of salary on account of Good Service pension.

542. *Cancelled.*

Chapter XXIII.—Judges of the High Courts.

Statutory Rules.

543. The following rules made, under Statute 24 and 25 Vict., c. 104, s. 6, by the Secretary of State in Council of India, regulate the salaries, allowances, furloughs, retiring pensions, and (when necessary) expenses for equipment and voyage of the Chief Justices and Judges of the several High Courts established under the said Statute. They have effect from the 25th day of April 1899.

N. B.—[The headings (other than those of sections) which are introduced to facilitate reference do not appear in the Statutory rules.]

Definitions.

1. In these rules, unless there is something repugnant in the subject or context—
 - “Acting Chief Justice” means a Judge appointed under Section 7 of Statute 24 and 25 Vict., c. 104, to perform the duties of Chief Justice of a High Court.
 - “Acting Judge” means a person appointed under the said Section 7 to perform the duties of Judge of a High Court.
 - “Judge” includes a Chief Justice and Acting Chief Justice, and an Acting Judge, except where the contrary is expressed.
 - “Actual service” includes—
 - (a) Time spent by a Judge on duty as Judge, or in the performance of such other functions as he may be directed to discharge by the Governor-General of India in Council;
 - (b) Time spent by a Judge on privilege or subsidiary leave;
 - (c) Duly authorized vacations (provided that the Judge is not absent on furlough or on extraordinary leave under Rule 26).

Section I.—Salaries.

2. The Chief Justice, or Acting Chief Justice, of the High Court at Calcutta, shall be paid a salary at the rate of Rs. 72,000 per annum.
3. The Chief Justice, or Acting Chief Justice, of the High Courts at Madras and at Bombay, and for the North-Western Provinces,* respectively, shall be paid a salary at the rate of Rs. 60,000 per annum.
4. A Judge, or Acting Judge, of the High Courts at Calcutta, Madras and Bombay, and for the North-Western Provinces,* respectively, shall be paid a salary at the rate of

* United Provinces of Agra and Oudh.

Rs. 48,000 per annum : provided always that every Judge of the High Court at Calcutta appointed before the 18th day of January 1881 shall be paid a salary at the rate of Rs. 50,000 per annum.

5. Every Chief Justice, or Acting Chief Justice, and every Judge, or Acting Judge, shall be allowed to draw, in addition to his salary, any exchange compensation allowance which may be sanctioned for public servants generally, subject always to the conditions and limitations prescribed in the rules relating to such allowance.

5 A. If a Judge of a High Court shall be nominated, under Section 10 of the Indian Councils Act, 1861, to be an Additional Member of the Council of the Governor-General, for the purpose of making laws and regulations, he shall be entitled to receive, so long as he shall be engaged as a Member of the Council on any special legislative measure on behalf of the Government, a deputation allowance at the rate of Rs. 166 $\frac{2}{3}$ a month, in addition to the salary of his appointment as Judge.

Section II.—Leave.

Furlough earned.

6. One year's furlough shall be placed to the credit of each Judge after the completion of the fourth, eighth, and twelfth years of actual service : Provided that the aggregate amount of all furlough which can, during the whole period of his service, be granted to a Judge shall not exceed three years : provided further that the maximum amount of furlough which may be taken at any one time is fifteen months.

Furlough admissible.

7. Except under Rules 9 and 10, no furlough shall be granted until at credit under Rule 6. But any Judge already in the service of the Government at the time of being appointed to the High Court, who, when so appointed, had at his credit, under the rules applicable to the branch of the service to which he belonged, furlough without medical certificate, may be granted furlough for a term not exceeding the amount so at his credit : provided that such furlough shall not be taken until the completion of two years' actual service in the High Court, and shall not exceed one year.

Conditions of grant.

8. Except under Rules 9 and 10, furlough shall not be granted until after the completion of three years' actual service from the date of the last return from furlough or from extraordinary leave.

9. Under medical certificate, furlough may be granted before it is at credit under Rule 6, and although three years' actual service may not have been completed since the last return from furlough or from extraordinary leave.

9 A. A Judge on long leave in Europe 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 60 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 Judge will receive from the India Office permission to return to India.

10. On urgent private affairs, furlough may be granted to a Judge before it is at credit under Rule 6, and although three years of actual service have not been completed since the last return from furlough or extraordinary leave : provided that furlough under this rule shall not exceed six months, and shall be granted only once during the whole period of a Judge's service.

Commencement and end of Furlough.

11. Furlough taken in India shall be reckoned from the date on which the Judge quits his office to the date of his resuming duty. Furlough taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarcation on return to India, except in a case falling under Rule 24.

12. If furlough be taken partly in India and partly out of India, the commencement and termination of the furlough shall be respectively determined under the provisions of Rule 11, according as the furlough begins or ends in or out of India.

Subsidiary Leave.

13. For the interval between the date of quitting his office and the commencement of furlough out of India, and between the termination of furlough out of India and resuming his office, a Judge may be allowed a subsidiary leave not ordinarily exceeding thirty days, which in special cases may be extended.

Leave Allowances.

14. A Judge, when on furlough, shall receive, allowances at the rate of Rs. 833-5-4 a month if the furlough be taken in India and at the rate of £1,000 a year, if the furlough be taken out of India and payment be made in England. A Judge, when on subsidiary leave, shall receive allowances at the rate of Rs. 833-5-4 a month.

Number of Furloughs admissible.

15. Except under medical certificate, the number of furloughs to be granted at any one time and the grant of furlough to individual Judges, shall be subject to and limited by the exigencies of the service, which exigencies shall be determined exclusively by the authority with whom rests the question of granting the furlough.

16. Applications for furlough not supported by medical certificate shall be granted usually in the following order:—

The Judge who has the greatest amount of furlough to his credit under Rule 6 shall have the preference. If two or more applicants are on an equality in this respect, preference shall be given to the applicant whose actual service in a High Court is longest, reckoning, in the case of a Judge who has not taken furlough or extraordinary leave, from the date of the commencement of his service in the High Court, and in the case of a Judge who has taken furlough, subsidiary, or extraordinary leave, from the date of his last return from such furlough or extraordinary leave. If two or more applicants are equal in both the above-mentioned respects, the preference shall be given to the senior in the Court.

Privilege Leave—Present rules.

17. Subject to the exigencies of the public service a Judge who has completed eleven months' continuous duty, including the vacation, may take privilege leave for one month in each year, but, except as provided in clause (a), his salary will cease during such leave. A Judge may not take privilege leave in instalments or more than a month at a time; and except as provided in clause (b), privilege leave may not be combined with vacation.

(a) A Judge who has been detained on duty as Vacation Judge may, provided that he has not in the meantime had any furlough or leave of any kind during his next subsequent privilege leave, draw his salary for any period not exceeding one month in the whole, by which his vacation may (by reason of his being on duty) have fallen short of one month.

18.—*Omitted.*

Privilege Leave Declaration.

19. Every Judge applying for privilege leave must sign a declaration that he intends to return to duty on the expiration of the leave applied for, and that he has no intention

of resigning his office or retiring from the service or taking leave of any kind within three months after his return to duty. Such declaration shall not be held absolutely to debar the person making it from applying for permission to resign his office, or to retire from the service, or to take leave within three months after his return to duty; but every such application must be accompanied by an explanation of the special circumstances under which it is made, and it shall be in the absolute discretion of the Government to grant or withhold the permission sought.

Combination of Leave.

20. Privilege leave may be prefixed but not affixed to furlough. This rule is to have effect as from the 25th of January 1901.

Applications for leave.

21. Applications for leave shall in all cases be submitted in such manner as the Government shall from time to time prescribe.

Payment of Leave Allowances.

22. Leave allowances shall be payable monthly if payment is made in India, and quarterly if in England.*

Effect of Leave on substantive appointment, etc.

23. No substantive appointment shall be vacated merely by reason of leave being granted under the rules.

24. If a Judge overstays any leave, he shall forfeit all salary during the time of his remaining so absent; and if he overstays his leave for more than one week, his office shall be liable to be declared vacant. But a Judge on leave (other than leave under Rule 17) is not obliged to return to duty on an authorized holiday, unless another officer is officiating as Judge in consequence of his absence.

A Judge may be allowed to combine vacation on full pay with leave as shown in (A) and (B) below, provided that no acting allowance is sanctioned or additional expense is incurred by the State in consequence of his absence during the vacation:—

(A) Where the vacation of the High Court consists of one period, a Judge may be allowed to combine vacation on full pay with leave, either at the beginning or end thereof, but not both.

(B) Where the annual long vacation is not continuous, but is divided into two separate portions, a Judge may be allowed either:—

(a) to combine one part of a vacation on full pay with leave, either at the beginning or end thereof, but not both; or

(b) to combine both parts of one annual vacation on full pay with leave for the intervening period.

Effect of leave on Pensionary Service.

25. No leave except privilege leave and leave subsidiary to furlough shall count as service for pension.

Extraordinary Leave.

26. If the Government shall in its discretion deem it necessary, in any special instance, to grant to any Judge leave of absence which is not expressly provided for in the foregoing rules, such leave shall be without pay: Provided always that in no case shall such

* Leave allowance is now paid monthly in arrear if payment is made in England.

leave exceed six months or be granted more than once in the whole course of the Judge's service.

Section III.—Pensions.

Chief Justice.

27. A Chief Justice of the High Court at Calcutta after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice of the High Court at Calcutta, shall receive a pension not exceeding £1,800 per annum.

28. A Chief Justice of the High Courts at Madras and Bombay, and for the North Western Provinces* respectively, after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice, shall receive a pension not exceeding £1,500 per annum.

Judges.

29. A Judge of a High Court, not being eligible for pension at a higher rate under Rule 27 or 28, shall, after an actual service of eleven and a half years as Judge, receive a pension not exceeding £1,200 per annum.

Invalid Pension.

30. A Chief Justice or Judge, who retires on medical certificate after six years and nine months' actual service, shall receive a pension not exceeding one-half the amount of pension allowed for the full period of service.

Previous Service.

31. In the event of a Judge receiving a pension under the preceding rules, he will not be entitled to any other pension or retiring allowance.

32. When a Judge, who at the time of his appointment to a High Court was a member of one of the Government Services in India, is permitted to retire without a pension under the preceding rules, he shall receive such a pension as he might receive under the rules applicable to the branch of the Service to which he belonged when so appointed, reckoning the period of his service as a Judge of a High Court towards service for that pension.

33. If a Judge who, at the time of his appointment to a High Court, was a member of one of the Government Services in India, shall be permitted to retire on medical certificate after six years and nine months of actual service as Judge, he shall have the option of taking his pension or retiring allowance either under these rules or under the rules applicable to the branch of the Service to which he belonged when appointed.

Member of the Indian Civil Service.

34. No Judge, selected from the Covenanted Civil Service, shall receive any pension under those rules unless he shall have fully complied with all the rules and regulations in force for the time being as to payments to be made by him as a member of the Covenanted Civil Service on account of the provision for his own pension or retiring allowance, and for pensions to his wife and children.

Transfer to another High Court.

35. If a Judge be transferred from one High Court to another, the period he shall have served in each Court shall count towards his qualification for pension.

* United Provinces of Agra and Oudh.

Promotion to be Chief Justice.

36. If a Judge be appointed to be a Chief Justice in the Court in which he has heretofore served, or in another Court, the period of his service as Judge will count for pension according to the rate of a Judge's pension, and the period of his service as Chief Justice will count for pension according to the rate of pension of a Chief Justice of the Court to which he may have been appointed.

37. If a Chief Justice of the High Court at Madras, at Bombay, or for the North-Western Provinces* be appointed Chief Justice of the High Court at Calcutta, his period of service in the Court from which he is transferred will count for pension according to the rate of pension of a Chief Justice of that Court, and his period of service as Chief Justice of the High Court at Calcutta will count for pension according to the rate of pension of a Chief Justice of the High Court at Calcutta.

38. A Judge appointed under Statute 24 and 25 Vict., Chapter 204, Section 7, to perform the duties of Chief Justice is not a Chief Justice within the meaning of these rules as to pension: Provided that, if such Judge be afterwards appointed to be a Chief Justice, the period during which he performed the duties of Chief Justice as aforesaid shall count as service for pension at the rate of £1,500 or of £1,800 per annum as the case may be: Provided also that the period during which a Judge performs (under section 7 of the Statute 24 and 25 Vict., Chapter 104), the duties of Chief Justice of the High Court at Calcutta shall not count towards pension at a rate exceeding £1,500 a year, unless such Judge is subsequently appointed to the office of Chief Justice of the said High Court at Calcutta.

Extent of Application.

39. These rules, numbered respectively 1 to 26 inclusive and 33 to 38 inclusive shall apply to every Chief Justice and Judge now holding office, as well as to those who may be hereafter appointed. Rules 27 to 32 inclusive shall not apply to any Chief Justice or Judge now holding office who shall before the 1st day of July 1899 give notice to the Government of India that he elects to remain under the operation of the rules under which he now may be serving.

Section IV.—Expenses for Equipment and Voyage.

40. For the purpose of defraying the expenses of equipment and voyage from Europe on first appointment, there shall be allowed—

To a Chief Justice or Judge of any High Court, £300.

But no such allowance shall be made to any person who, being in India is appointed to the office of Chief Justice or Judge, or who having been in India, is in Europe at the time of his appointment with the intention of returning to India.

Reversion to the General Service.

544. (a) An officer subject to the rules of any of the other Chapters of these Regulations who has for a time been removed from the operation of such rules by reason of officiating as Judge of the High Court, shall, on return to general service, have to his credit the same amount of service towards Privilege leave as was at his credit when he began to officiate as High Court Judge.

* United Provinces of Agra and Oudh.

(b) In addition to this, he is entitled to count towards Privilege leave, under the rules to which he is subject, any period that has elapsed since he last obtained Privilege leave or enjoyed vacation as High Court Judge, which he could have counted for Privilege leave as a High Court Judge, if his officiating service had been prolonged until leave became admissible under the rules applicable to Judges of the High Court.

545. If a Judge, who is a member of the Indian Civil Service or a Statutory Civil Servant, shall be permitted to resign his office and remain in the service, all leave which he may have taken as a Judge of the High Court shall be reckoned as if it had been taken under the rules for the leave of absence of members of the Indian Civil Service or Statutory Civil Servants, as the case may be.

Chapter XXIV.—Barrister and Pleader Appointments.

Barristers' Privileges.

546 No Civil officer, whether a member of the Indian Civil Service or otherwise, is entitled to any special privileges by reason of his being a Barrister, unless, on his first admission to the service, he is appointed to some office in which the Local Government, with the sanction of the Government of India, has declared it to be necessary on public grounds to employ a Barrister.

1. A Barrister without a substantive appointment, appointed to act in an office which is either reserved for a Barrister or for which a Barrister is generally selected, may, with the special sanction of the Local Government, be allowed to draw an acting allowance not exceeding two-thirds of the pay of the appointment.

547. The following officers, not being members of the Indian Civil Service, are entitled to the special privileges detailed in this Chapter:—

Barrister and Pleader Judges of the Chief Courts of the Punjab and Lower Burma.	} if Barristers.
First Judges of Small Cause Courts of Presidency towns.	
Secretary to the Government of India in the Legislative Department.	
Judicial Commissioner or Additional Judicial Commissioner of Oudh and of the Central Provinces.	
Administrator General of Bengal.	
Judge of the Court of Small Causes, Rangoon.	
Additional Judicial Commissioner of Sindh.	
Administrator-General and Official Trustee, Bombay.	
Legal Remembrancer and Secretary to the Legislative Council, Punjab.	

Leave Rules.

548. (a) Except in the case of the Legal Remembrancer and Secretary to the Legislative Council, Punjab, and of the Judicial Commissioner or Additional Judicial Commissioner, Central Provinces, the Statutory Rules which regulate the furlough and leave of absence of High Court Judges (Article 543, Rules 6 to 26) are also applicable to the officers named in the preceding Article.

(b) The allowances of these officers while on Furlough or Subsidiary leave must not exceed half their salaries at the time of proceeding on leave, and are limited also to the rate prescribed in Statutory Rule No. 14, Article 543.

(c) The Privilege leave of the Secretary to the Government of India in the Legislative Department, of the Judicial Commissioner or Additional Judicial Commissioner of Oudh, of the Judge of the Court of Small Causes, Rangoon, of the Administrator-General of Bengal, and of the Administrator-General and Official Trustee, Bombay, is regulated by the rules in Part III.

Special Pensions.

549. (a) Special pensions are admissible as follows, but the officers named in Article 547 are otherwise subject to the "Ordinary Pension" Regulations in Part IV:—

(1) After an active service of not less than $11\frac{1}{2}$ years, a Retiring pension of £1,000 a year in the case of Judges of the Chief Courts of the Punjab and of Lower Burma; and £750 a year in the case of persons holding any of the other Barrister appointments specified in Article 547.

NOTE.—[A Legal Remembrancer and Secretary of the Legislative Council, Punjab, or a First Judge of a Small Cause Court in a Presidency Town; who is appointed Judge of a Chief Court and does not complete $11\frac{1}{2}$ years' active service in either of the appointments, respectively, is entitled to count his active service in the Chief Court towards the pension of £750 a year admissible under this Article.]

(2) After an active service of not less than $6\frac{1}{2}$ years, an Invalid pension not exceeding one-half the amount of pension allowed for the full period of service.

NOTE.—[The above scale of pensions does not apply to Messrs. J. M. Macpherson, C.S.L., and C. W. Chitty, who have elected to remain under the rules previously existing.]

(b) The Active Service of the officers referred to in Article 547 includes, besides time spent on duty, whether in substantive or acting service, Privilege leave, Subsidiary leave, and periods of vacation during which the officer is not on Furlough or Extraordinary leave.

Compulsory Retirement.

550. Officers to whom the rules of this Chapter applied on the 25th June 1901 are exempt from the rule in Article 459 regarding retirement at 55 years of age. Officers who after that date become subject to the rules in this Chapter are required to retire on attaining the age of 60 years.

Chapter XXV.—Members of the Indian Civil Service.

Date of Arrival in India.

551. The date of an officer's first arrival in India is held to be the date on which he reports his arrival at the capital town of the Presidency or Province to which he has been posted by the Secretary of State or the Government of India, or at any other station to which he may proceed under the orders of the Local Government.

552. Article 187 in Chapter IX (joining time) provides for the case of an officer being unable from illness to proceed to the seat of Government.

Rules regarding Pay and Allowances.

553. Unless there be something repugnant in the subject or context, pay and allowances are governed by the rules in Part II. Acting allowances are calculated in accordance with the rules in Articles 104 to 108.

Leave Rules.

554. The leave rules applicable are the European Service Leave Rules in Part III.

1. The rules applicable to a member of the Indian Civil Service occupying the position of a High Court Judge are laid down in Chapter XXIII.

2. The grant of Privilege leave to a member of the Indian Civil Service occupying the position of a Judge of the Chief Court of the Punjab or of Lower Burma is regulated by Rules 17 and 20, Article 543.

555. Except in the case of Judges of Chief Courts, no leave but Privilege leave and Subsidiary leave preparatory to retirement may be granted to an officer who has completed thirty-five years' service. Any leave other than Privilege leave and Subsidiary leave preparatory to retirement granted before such date ceases to have effect on the date the officer completes thirty-five years' service.

Annuity Deductions.

556. (a) Four per cent. shall be deducted at the time of payment from every officer's pay, and from such of his other public emoluments as are mentioned below:—

If the officer was in the service in 1875, or was appointed to it after passing a competitive examination held before the end of the year 1875, and belongs to the—

Bengal Establishment.—Every allowance, excepting—

- (1) Minimum Furlough allowance,
- (2) Subsistence allowance while on Furlough,
- (3) Establishment allowance,
- (4) Sumptuary allowance, and
- (5) Travelling allowance.

PART V.

Madras or Bombay Establishment.—The following allowances, viz. :—

- (1) Acting allowance,
- (2) Deputation allowance,
- (3) Personal allowance,
- (4) Fees,
- (5) Allowances while on Privilege or Subsidiary leave,
- (6) Subsistence allowance when not on leave other than Privilege and Subsidiary leave, and
- (7) Local allowances other than travelling allowance and tentage.

N.B.—[An Assistant or Head Assistant Collector in the Madras Presidency is not required to pay the contribution on account of annuity on that part of his consolidated pay which, before the orders of the Government of India in the Finance Department, No. 956, dated 1st June 1880, was drawn as house-rent allowance.]

If the officer is appointed to the Service after passing a competitive examination held in or after the year 1876—

Every allowance, excepting :—

- | | |
|--|---------------------------|
| (1) Minimum Furlough allowance, | (4) Sumptuary allowance, |
| (2) Subsistence allowance while on Furlough, | (5) Travelling allowance, |
| (3) Establishment allowance, | (6) Tentage. |

NOTE 1.—[Fees or honoraria paid by Government to Examiners for conducting examinations, and rewards for passing examinations in languages are not liable to annuity deductions.]

NOTE 2.—[The deduction prescribed in this Article is not made from the salary of an Ordinary Member of the Council of the Governor-General, or of the Council of the Governor of Madras or Bombay.]

(b) The deduction required by this Article is included in the contribution levied from an officer on Foreign Service of the first and second kind under the rules in Part VII; when, however, an officer is on Foreign Service, and no contribution is made by him or on his behalf under Part VII, he is required to contribute four per cent. under clause (a).

Example.—The Chairman of the Commissioners of the town of Calcutta, the Municipal Commissioner for the city of Bombay, or any of the officers referred to in Articles 761 to 763.

Civil Fund Deductions.

557. Deductions on account of subscriptions to Civil Funds shall be made at the time of payment from the emoluments of officers according to the rules of the Fund to which the officer belongs. The Funds are—

- | | |
|-----------------------|---|
| A.—Bengal Civil Fund. | C.—Bombay Civil Fund. |
| B.—Madras Civil Fund. | D.—Indian Civil Service Family Pension Regulations. |

NOTE.—[The rates of subscriptions to the several Funds are given in Appendix 11.]

558. European officers who arrived before 1881-82 are alone allowed to subscribe to the three Civil Funds A, B, and C, but the following Native officers are allowed, on payment of equal subscriptions, to secure like benefits to those which the Civil Funds secure to Europeans :—

- | | | |
|-----------------------------------|-----------------------------------|------------------------------------|
| <i>Bengal Establishment.</i> | | <i>Bombay Establishment.</i> |
| (¹) Mr. B. L. Gupta. | (²) Mr. C. Rustamji. | (¹) Mr. S. N. Tagore. |
| (²) „ B. De. | (²) „ K. J. Badshah. | |

(¹) Specially admitted to the Civil Funds.

(²) Allowed to subscribe to the "General Revenues" at Civil Fund rates.

559. The following officers who arrived in 1881-82, and all European officers junior to them, are required to subscribe under the "Indian Civil Service Family Pension Regulations":—

Mr. A. H. Diack, C.V.O., Bengal; Sir William Meyer, K.C.I.E., Madras; Mr. A. C. Logan, Bombay.

560. (a) The recovery of subscriptions due on the absentee allowances of subscribers to the Bengal, Madras, and Bombay Civil Funds, is made under the following rules:—

- (1) If the officer is on leave out of India and draws his allowances in England and has not paid his subscription in advance, or made arrangements for its payment in India as it falls due, recovery will be made at the Home Treasury by deduction from his absentee allowances, unless he is a member of the Bengal or Madras Civil Fund, and has exercised the option allowed to members of those funds of postponing the payment of his subscriptions until after return to duty.

N.B.—[The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowances is limited to a period of one year.]

- (2) For payment of leave allowances in any of His Majesty's colonies, warrants will be issued only on condition that the subscriptions shall be either paid in advance or taken by deduction; in the latter case the warrant to the colony should show only the net allowance payable after such deduction.

(b) The recovery of subscriptions due on the absentee allowances of subscribers to the Indian Civil Service Family Pension Regulations is made under the following rules:—

- (1) If the subscriber is in Europe, the rules require his subscription to be paid in England in sterling, and recovery of it will therefore be made at the Home Treasury by deduction from his absentee allowances.
- (2) For the payment of leave allowances in the colonies, the warrants issued will show the gross allowance payable, with instructions to recover the amount of monthly subscription due in sterling.

Retirement and Annuity.

561. An officer who has been twenty-five years in the service, counting from the date of his covenant, or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier), and who has rendered twenty-one years' active service, is entitled, on his resignation of the service being accepted, to an annuity of £1,000.

562. An officer who resigns the service will, by such resignation, vacate any office under the Government which he may then be holding. But this rule does not apply to the offices of Viceroy and Governor-General of India, Governor of Madras and Governor of Bombay.

563. The resignation of the Civil Service by a Lieutenant-Governor, Member of the Council of the Governor-General, or of the Council of the

Governor of Madras or Bombay, or Judge of a High Court, shall not be accepted unless his resignation of his office is at the same time tendered and accepted.

564. An officer who, having proceeded to India and made or become liable to any payment on account of the provision for the annuity to which he might become entitled under Article 561, is declared by a medical certificate in due form to be incapacitated for further service and is thereupon permitted to resign the service before he is entitled to such an annuity, is entitled to a gratuity or annuity as follows:—

- (i) for less than five years' service—a gratuity of £500;
- (ii) for five years' completed service—an annuity of £150, rising by £20 for each additional year up to twelve;
- (iii) for twelve years' service—an annuity of £290, rising by £30 for each additional year up to twenty-three;
- (iv) for twenty-three years' service—an annuity of £620;
- (v) for twenty-four years' service—an annuity of £660;
- (vi) for twenty-five years' service (of which less than twenty-one have been active service)—an annuity of £700.

564A. The power of withholding or withdrawing the whole or any part of an annuity under Article 351 shall be exercised only by the Secretary of State in Council.

Compulsory Retirement.

565. (a) After thirty-five years' service, counting from the date of his arrival in India, an officer shall not, except for special reasons, and with the sanction of the Secretary of State retain his office or be appointed to any new office: Provided that, if such an officer has held his office for less than five years; he may, for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years. The term "office" in this article includes an officiating appointment.

NOTE.—[This rule does not apply to an officer holding the appointment of a Judge of a Chief Court. Such an officer is required to vacate his appointment on attaining the age of 60 years.]

(b) The period of five years begins to run from the date on which the officer first takes up the office, whether substantively or temporarily, provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.

NOTE.—[The term "office" as used in this Article does not include any office held under direct appointment by His Majesty the King-Emperor of India, but the retention of such an office should be subject to the condition prescribed in Article 563.]

Chapter XXVI.—Statutory Civil Servants.

566. The following rules regulate the pay and allowances, pension and leave of Statutory Civil Servants:—

Pay and Allowances.

1. The pay or salary of an officer holding an office, the pay of which has been fixed with a view to its being held by a member of the Indian Civil Service or a member of a

Commission, is, unless otherwise specially ordered, 64 per cent. of what would be the gross pay or salary of the office if it were held by a member of the Indian Civil Service.

2. The subsistence allowance of an officer when out of employ is as follows:—

	Rs.
To an officer who has rendered not more than eight years' active service [as defined in Section 1 (Pension Regulations)]	250
To an officer who has rendered more than eight but less than twelve years' such active service	320
To an officer who has rendered not less than twelve years' such active service	400

Pension Regulations.

Section 1.—In these Regulations—

“Active Service” means active service in an office ordinarily held by a member of the Indian Civil Service, and includes besides time spent on duty—

- (1) Any period not exceeding two years spent on probation in India :
- (2) Privilege and Subsidiary leave of absence :
- (3) Time passed in India out of employ on Subsistence allowance :
- (4) Time passed on leave with allowances to the following extent:—

If the total service of the officer is not less than—	He counts as service a period of leave out of India not exceeding—	He counts as service a period of leave in India not exceeding—
15 years	1 year	1 year
25 “	2 years	1 “
30 “	2 years

NOTE 1.—[The figures in columns 2 and 3 are not cumulative, that is, an officer may not count two years' leave in 15 years' service or more than two years' leave in 25 or 30 years' service.]

NOTE 2.—[Total service in this clause means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

Section 2.—Except with the special sanction of the Governor-General in Council an officer, who has reached the age of 55 years, shall not be appointed, either substantively or officiating, to a new office, or be permitted to retain any office which he has held either substantively or officiating, for five years.

N.B.—[The period of five years begins to run from the date on which the officer first takes up the office, whether substantively or temporarily, provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.]

Section 3.—Pension shall in no case exceed Rs. 5,000 a year after an active service of not less than 25 years, and Rs. 6,000 a year after an active service of not less than 30 years. All the rules in this Part are subject to these maxima.

Section 4.—(a) On his resignation of the service being accepted after not less than 25 years' active service, an officer is entitled to a Retiring pension of half his average salary during the three last years of his active service.

(b) An officer who, upon a medical certificate in the form prescribed in Article 447, is permitted to resign the service before he has completed 25 years' active service, is entitled to Invalid pension as follows:—

- (1) After an active service of less than ten years, gratuity of one month's pay for each year of active service.
- (2) After an active service of not less than ten years, pension of Rs. 1,500 a year, plus Rs. 150 for each complete year of active service in excess of ten.

Section 5. (a) An officer removed from the service, under Section 2, after an active service of less than 25 years, is entitled to a Superannuation pension.

(b) On reaching the age of 55 years, an officer may retire upon a Superannuation pension, the amount of which is the same as that of an Invalid pension.

Section 6. (a) An officer who filled a pensionable office before his appointment to an office ordinarily held by a member of the Indian Civil Service, may, at his option, count his whole pensionable service and receive a consolidated pension made up as follows:—

- (1) That proportion of the pension to which he would have been entitled under Sections 4 and 5 if his whole service had been passed in an office ordinarily held by a member of the Indian Civil Service, which his active service in such an office or offices bears to the whole of his qualifying service.

PART V.

(2) That proportion of the pension to which he would have been entitled if his whole service had been in an office not ordinarily held by a member of the Indian Civil Service, which his previous qualifying service bears to the whole of his qualifying service.

(b) If such an officer is entitled to gratuity only, his gratuity shall be calculated as if his whole service had been passed in an office ordinarily held by a member of the Indian Civil Service.

Section 7.—The procedure upon an application for pension and upon the payment of pension is that described in *Chapter XLIX.*

Leave Regulations.

Section 1.—In these Regulations—

“Average salary” means average salary for a month, calculated for so much of the three years immediately preceding the day on which an officer gives up office as he has passed on duty, or on Privilege or Examination leave. Average salary in excess of Rs. 1,400 a month is not reckoned.

“Service” means all qualifying service, whether rendered in an office ordinarily held by a member of the Indian Civil Service or otherwise, and includes periods spent on leave with allowances.

Section 2.—During leave on Medical Certificate in excess of fifteen months at one time, or of thirty months in all, and during Subsidiary leave following such excess leave, an officer is entitled to a quarter of his average salary. During any other leave excepting Privilege leave, Examination leave or Extraordinary leave, he is entitled to half his average salary: Provided that the leave allowances of an officer shall in no case exceed his actual salary when he was last before on duty.

NOTE.—[A Statutory Civil Servant who is compelled owing to ill-health to take any leave with allowances out of India is entitled to the benefits of Article 342.]

Section 3.—Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time.

Section 4.—(a) An officer may take either Leave on Private Affairs or Furlough as follows, but not both these kinds of leave:—

(b) Leave on Private Affairs may be taken, first, after not less than six years' service and, thereafter, at intervals of not less than six years. The duration of Leave on Private Affairs must not exceed six months at one time.

(c) Furlough, not exceeding two years in all, may be taken, first, after not less than ten years' service, and thereafter at intervals of not less than eight years, provided that an interval of not less than eighteen months has elapsed between last return from Privilege leave of over six weeks' duration, and the Furlough, or Privilege leave, if any, with which the furlough is combined. The duration of Furlough must not exceed one year at one time, unless it be taken for the first time, after not less than eighteen years' service, when it may extend to two years.

Section 5.—Subsidiary leave, Privilege leave and Examination leave may be granted under Part III.

Section 6.—The Local Government may grant Extraordinary leave without allowances at its discretion. Subject to the provisions of Section 10, there is no limit to the length or frequency of leave under this section; and it may be granted in continuation of any leave with allowances.

Section 7.—Leave taken by an officer before his appointment to an office ordinarily held by a member of the Indian Civil Service shall, for the purpose of calculating the leave admissible to him under this Chapter, be treated as leave taken under this Chapter.

Section 8.—Leave on Private Affairs or Furlough may not be granted in continuation of any leave except Subsidiary leave, and Privilege leave under Article 333, but any leave granted under these rules, may be retrospectively changed for any other kind or amount of leave, which might at first have been granted. If an officer absent on Leave on Private Affairs, or Furlough, takes an extension on medical certificate the whole of his absence is treated as Leave on Medical Certificate.

1. Extraordinary leave cannot be changed retrospectively into Leave on Medical Certificate; but Leave on Medical Certificate may be given in continuation of Extraordinary leave.

PART V.

Section 9.—An officer who has reached the age of 55 years is not eligible for any leave, except Privilege leave. Leave, other than Privilege leave, granted to an officer before his fifty-fifth birthday cannot extend beyond that date.

Section 10.—If an officer is absent without leave, or remains absent after the end of leave (excepting Privilege leave, in which case a week's grace is allowed), he vacates his appointment; after five years' continuous absence from duty, whether with or without leave, an officer ceases to belong to the public service.

1. A Statutory Civil Servant who takes leave other than Privilege leave, or Examination leave, has no claim to return to the particular appointment from which he took leave.

Section 11.—The procedure upon application for leave is that prescribed in Part IX.

Chapter XXVII.—Ecclesiastical Officers.

Section I.—Bishops.

567. The leave of absence of the Bishops of Calcutta, Madras, and Bombay is regulated by the following Statutory Rules made under Royal Warrant, dated 4th November 1884, under Statutes 34 and 35 Vict., Cap. 62, and amended by Royal Warrants, dated 28th July 1888 and 11th February 1901.

N.B.—[The italicised headings are introduced merely to facilitate reference, and are not in the Statutory Rules.]

Statutory Rules.

1. Bishops may be allowed leave of absence either on medical certificate or on furlough.

Leave on Medical Certificate.

2. The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years.

3. Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year. Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months.

Furlough.

4. The amount of furlough earned by a Bishop is one-eleventh of the time during which he has been on duty, and the furlough due is the amount earned diminished by the amount taken.

5. A Bishop may be granted furlough for not more than six months at a time, provided it is due, and provided also that he has not been absent on leave on medical certificate for thirty-three calendar months, and that for twelve calendar months he has not been absent on furlough. But the second proviso may be waived so as to allow a Bishop, once in his service, to be granted furlough for not more than six months on urgent private affairs if that amount of furlough is due to him.

6. *Cancelled.* ●

Extraordinary Furlough.

6A. The Governor-General in Council may grant furlough when not otherwise admissible under the rules for a period limited to three months, to the Metropolitan, or, on the recommendation of the Metropolitan and with the concurrence of the Government of Madras or Bombay, as the case may be, to the Bishop of Madras or Bombay.

PART V.

The grant of such extraordinary furlough will be subject to the limitation that no further expenditure of the revenues of India be thereby entailed, and to the following conditions:—

- (a) That the purpose for which the leave is granted shall be specified in the Gazette Notification granting it;
- (b) That a second or subsequent period shall in no case be granted unless 33 months' active service has been rendered after the last preceding period.

NOTE.—[The grant of furlough under this rule is limited to cases in which it is essentially required for the purpose of consulting the ecclesiastical authorities in England or of furthering in other ways the general interests of the Church by a visit to that country. It is inadmissible for private or domestic reasons however emergent they may be.]

6B. Extraordinary furlough under Rule 6 A may be prefixed or affixed to ordinary furlough subject to a maximum limit for the combined leave of six months in all.

7. Furlough and leave on medical certificate cannot be taken in continuation of each other; but furlough granted under these rules may be retrospectively changed into leave on medical certificate.

Acting Allowance of Locum Tenens.

7A. A Bishop on long leave in Europe 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 for return to duty. Ordinarily he must attend at the India Office for the examination by the Board, but, in special cases, particularly if he be residing at a distance of more than 60 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 Bishop will receive from the India Office permission to return to India.

8. An Archdeacon or a Chaplain appointed to hold charge of a Diocese during the absence of a Bishop is entitled to an allowance of Rs. 500 a month in addition to the pay of his substantive office.

Absentee Allowance.

9. A Bishop while absent upon furlough or upon leave on medical certificate is entitled to full pay less Rs. 500 a month, but not to any other allowances.

Travelling and similar Allowances of Locum Tenens.

10. An Archdeacon or a Chaplain appointed to hold charge of a Diocese during the absence of the Bishop upon leave on medical certificate, is entitled to the travelling and other similar allowances admissible to the Bishop.

Acting Allowances of Locum Tenens of Metropolitan.

11. The allowances of the Bishop of Madras or Bombay when performing the functions of the Bishop of Calcutta during his absence on leave are regulated by 5 and 6 Victoria, Chapter 119. In such case the Bishop of Madras or Bombay is entitled to an allowance at the rate of Rs. 833-5-4 per mensem in addition to his salary as Bishop of Madras or Bombay, and the Bishop of Calcutta will receive during such absence the salary of his office less Rs. 833-5-4 per mensem.

Grant of Leave.

12. Leave under these rules may be granted to the Metropolitan by the Governor-General in Council, and to the Bishops of Madras and Bombay by the Governments of those Presidencies on the recommendation of the Metropolitan.

568. A Bishop of Madras or Bombay exercising the Episcopal Jurisdiction and Functions appertaining to the See of Calcutta during the vacancy of the See by the demise of the Bishop thereof for the time being, or otherwise, is entitled to the full pay fixed for the office, *viz.*, Rs. 3,831-6-8.

569. An Archdeacon or a Chaplain appointed to hold charge of the Diocese of Calcutta, Madras, or Bombay during a vacancy in the See is entitled to an allowance of Rs. 500 a month in addition to the pay of his substantive office provided that the arrangement does not involve any extra expense to the State beyond what would be incurred if the Bishop were present on duty. He is also entitled to the travelling and other similar allowances admissible to the Bishop; but the grant of visitation allowance is subject to the restriction laid down in Articles 1112 and 1149.

570. The official status of the Bishops of Lahore, Rangoon, Lucknow and Nagpur is that of a Senior Chaplain, and, as such, they are subject to the rules in Articles 573 to 599. Article 567 does not apply to them.

Section II.—Archdeacons, and Presidency Senior Chaplains of the Church of Scotland.

571. The following special allowances are granted to Archdeacons and Presidency Senior Chaplains of the Church of Scotland:—

	Substantive Officers.	Officiating Officers.
	Rs.	Rs.
Archdeacon of Calcutta, Madras or Bombay	266 $\frac{2}{3}$	166 $\frac{2}{3}$
Archdeacon of Lahore or Presidency Senior Chaplain of the Church of Scotland in Calcutta	200	100
Presidency Senior Chaplain of the Church of Scotland in Madras or Bombay	150	75

572. (a) Formal appointment of the Archdeacon by the Government to hold charge of a Diocese is not necessary to enable the Accountant-General to pass the extra allowance of Rs. 500 (Rule 8 in Article 567) and the travelling and other allowances admissible to the Bishop. Notice officially received that the Government has directed the Archdeacon to undertake the Bishop's jurisdiction or to take charge of the Diocese is sufficient.

(b) The allowance of Rs. 500 is paid to an Archdeacon or Acting Archdeacon for holding charge of the Diocese in addition to his allowances as Archdeacon or Acting Archdeacon.

Section III.—Chaplains.

Residence and Service.

573. (a) Residence (or Active Service) is reckoned, in the case of a Chaplain appointed in England, from the date of his arrival in India; and in the case of a Chaplain appointed while resident in India, from the date on which he takes

charge of his office, but he must not assume charge before the despatch from the Secretary of State appointing him is received in India. Residence includes besides time spent on duty—

(i) Privilege and Subsidiary leave.

(ii) Time passed out of employ in India otherwise than on leave.

(b) "Service" includes "Residence" and also all time spent on leave of any description, but no time before the beginning of "Residence."

Date of Arrival in India.

574. A Chaplain is held to have arrived in India on the date on which he reports his arrival either at the head-quarters of the Diocese to which he is attached (in the case of the Church of Scotland, at the head-quarters of the Presidency to which he is appointed) or at any other station to which he may be appointed or directed to proceed.

575. (a) A Chaplain on the Bengal Establishment who is posted in England to the Lahore Diocese or to any station in the Central Provinces, or north of Allahabad, who comes to India *viâ* Bombay, or by direct steamer to Karachi, and who is instructed by the Secretary of State to enquire from the Secretary to the Government of Bombay, or, at Karachi, from the Commissioner in Sind, for orders as to his ultimate destination, is held to have arrived in India on the date on which he reports his arrival at the station to which he is directed to proceed in the orders he receives at Bombay, or at Karachi, if he travels by direct steamer to that port.

(b) A Chaplain who is *not* on the Bombay Establishment and who is *not* posted to any station in the Lahore Diocese or to any station in the Central Provinces or north of Allahabad, but who comes out to India *viâ* Bombay, is held to have arrived in India from the date on which he reports his arrival at the Presidency town of the Presidency to which he is attached, or if he receives orders at Bombay to proceed to any particular station, from the date of his arrival at that station.

(c) The report of arrival, in each instance, is to be made to the Bishop of the Diocese to which the Chaplain is attached. In the case of the Church of Scotland report of arrival is made to the Presidency Senior Chaplain of the Presidency to which the Chaplain is appointed.

Probationers.

576. A Chaplain serves on probation for three years, at the end of which he is, if reported fit by a Medical Board in India and considered qualified by the Bishop of his Diocese (in the case of the Church of Scotland by the Presidency Senior Chaplain of the Presidency) confirmed as a Junior Chaplain. Time spent in India on service under the Additional Clergy Society, or on other approved service, may be included in the period of probation. Probationary service, which is passed under the Government, counts in all cases towards leave and gratuity, and if the Chaplain was appointed after the 17th March 1892, it also counts towards pension. Probationary service, which is not passed under the Government, does not count towards leave or gratuity, but

if the Chaplain was appointed after the 17th March 1892, it counts towards pension.

NOTE.—[A clergyman must have been three years in orders and must be in priest's orders, and must have attained the age of 27 years before his nomination as a probationer, or before he can count approved service not passed under Government towards probation.]

577 to 579.—*Cancelled.*

Rules regarding Leave.

NOTE.—[A Chaplain on probation is entitled to the same leave as if he held a substantive appointment.]

580. The amount of Furlough "admissible" to a Chaplain is limited to six years. All the rules in this Section are subject to this limitation.

581. The amount of Furlough "earned" by a Chaplain is one-fourth of his Active Service, and (in the case of Chaplains appointed before the 29th July 1906) three months in addition thereto.

582. The amount of Furlough "due" to a Chaplain is the amount which he has earned, diminished by the amount of Furlough which he has enjoyed.

583. (a) To a Chaplain who has rendered three years' Continuous Service, Furlough for not more than two years may be granted as follows:—

Firstly, on medical certificate, unconditionally (see Articles 828 to 832 and 836 to 838, for the procedure rules).

Secondly, without medical certificate, subject to the following provisions:—

- (i) that the Furlough be due to him;
- (ii) that he has rendered seven years' Active Service;
- (iii) that a period of not less than eighteen months has elapsed since his last return from Privilege leave of over six weeks' duration;
- (iv) that the whole number of Chaplains absent on Furlough and Special leave do not exceed the limit appointed by the Government of India. Except on medical certificate or on very urgent private affairs, Furlough or Special leave may not be granted to a Church of England Chaplain if twenty per cent. of the whole number of Chaplains belonging to his Diocese (or to a Church of Scotland Chaplain if twenty per cent. of the whole number of Chaplains belonging to his Presidency), are already absent on Furlough or Special leave. The Bishop of Calcutta will report to the Government of India when the limit is reached, and the Bishops of Lucknow, Lahore, or Rangoon as the case may be, to their respective Local Governments. In the case of the Church of Scotland, the Presidency Senior Chaplain, Bengal Presidency, will report to the Government of India, and the Presidency Senior Chaplains of Madras and Bombay to their respective Governments.

(b) Furlough taken under this Article may, on medical certificate, be extended to not more than three years.

(c) The Furlough of a Chaplain is strictly limited to a period of three years at one time, and cannot be extended even without allowances. But the Secretary of State reserves to himself the power of allowing a Chaplain to remain in Europe beyond three years, should special and exceptional circumstances require it.

584. (a) To a Chaplain who has not rendered three years' Continuous Service, Furlough may be granted on medical certificate as follows:—

- (i) if the Furlough due exceeds a year—to the extent due, not exceeding two years;
- (ii) if the Furlough due does not exceed a year—for not more than one year.

(b) Furlough granted for less than two years under clause (a) (i), or less than one year under clause (a) (ii), may, on medical certificate, be extended to the extent of the Furlough due not exceeding two years, or to one year, respectively.

Furlough Allowances.

585. (a) A Chaplain on Furlough is entitled to allowances as follows:—

	Ordinary Furlough. £	Other Furlough. £
Archdeacon of Calcutta, Madras, or Bombay, and the Presidency Senior Chaplain of the Church of Scotland at the same places.	600 a year.	480 a year.
Senior Chaplain	500 „	384 „
Junior Chaplain	350 „	300 „

An Archdeacon of Rangoon or Lahore draws no extra furlough allowance by reason of his office as Archdeacon.

NOTE 1.—[A Junior Chaplain appointed a Senior Chaplain while on furlough is entitled to the higher furlough allowance specified in this Article from the date of such appointment.]

NOTE 2.—[A Chaplain on probation while on furlough is entitled to the same furlough allowance as a Junior Chaplain.]

(b) To a Chaplain proceeding on Furlough to England (not combined with privilege leave), an advance of the first quarter's allowances may be made, which advance is not recoverable in the event of his death.

(c) Ordinary Furlough includes—

- (i) the first two years of each separate period of Furlough under Article 583;
- (ii) so much of Furlough under Article 584 as may be due: Provided that the Chaplain has rendered six months' Continuous Active Service.

A Chaplain on Furlough or Special leave does not forfeit his past leave allowances by resigning the service without returning to India.

586. A Chaplain returning from Furlough out of India is not granted an advance of allowances for more than thirty-five days beyond the date of embarkation for India.

Special Leave.

587. Special leave on urgent private affairs may be granted at any time for not more than six months :

Provided that a Chaplain who has had Special leave must render six years' Active Service before he can again have such leave.

588. For the first period of a Chaplain's Special leave he is entitled to the leave allowance admissible during ordinary Furlough. In subsequent periods he is entitled to no leave allowance.

Subsidiary Leave.

589. The Subsidiary leave of a Chaplain and the beginning and ending of his Furlough and Special leave are regulated by the rules in Chapter XIII.

590. A Chaplain on subsidiary leave is entitled to the same allowances as during the leave to which it is subsidiary.

591. A Chaplain may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave, for which, if he were not retiring from the service or going on furlough or on special leave, privilege leave would be admissible to him.

Privilege Leave and Extraordinary Leave.

592. Privilege leave may be granted—

(a) to a Chaplain appointed on or after the 29th July 1906, under the rules in Chapter XII.

(b) to a Chaplain appointed before the 29th July 1906, as follows:—

(i) After five months' uninterrupted duty,—for not more than one month.

(ii) After ten months' uninterrupted duty,—for not more than two months.

(iii) After fifteen months' uninterrupted duty,—for not more than three months.

NOTE.—[Time spent by a Chaplain in Kashmir under Foreign Department Order No. 84, dated 13th March 1863, counts as time spent on duty, except for the purposes of this Article.]

593. Privilege leave to the amount due may be prefixed as such to Furlough, Special leave on urgent Private Affairs, and Extraordinary leave without allowances, under the conditions prescribed in Article 233: Provided that when Privilege leave is so combined, the amount of the Privilege leave due shall be calculated under the rules in Chapter XII.

594. In applying for Privilege leave, a Chaplain must, except when the leave is combined with other leave under Article 593, record the declaration prescribed in Article 826.

1. An officer who has been granted privilege leave in combination with other leave is not permitted to resign the service until a period of at least six months has elapsed from the beginning of his combined leave.

PART V.

595. A Chaplain may not take Privilege leave under Article 592 (b) in instalments.

596. A Chaplain on Privilege leave is entitled to the same pay and house-rent as if he were on duty.

1. An Archdeacon, Presidency Senior Chaplain of the Church of Scotland, or a Chaplain on Privilege leave, may draw any Local Allowance attached to his office, such as Conveyance allowance, or Jail allowance, provided that it is not drawn by his *locum tenens*.

2. An Archdeacon, or Presidency Senior Chaplain of the Church of Scotland, on Privilege leave, may draw his Special allowance (see Article 571). An officiating Archdeacon or Presidency Senior Chaplain of the Church of Scotland may not, during Privilege leave, draw his Special allowance.

3. The Chaplain's substitute may draw the house-rent, although it is also drawn by the absentee.

597. Extraordinary leave may be granted under Article 332.

Benefices in the United Kingdom.

598. The orders in the following despatch from the Secretary of State, No. 132 Public, dated 27th December 1888, regarding the acceptance by Chaplains of Benefices in the United Kingdom should be strictly adhered to:—

“A Chaplain accepting a Benefice in the United Kingdom must forthwith report his having done so to the Government under which he is serving, if he is in India, or to the Secretary of State if he is out of India on furlough; and on the expiry of any leave which may (whether before or after such acceptance) have been granted to him, his Indian appointment will be deemed vacant. If he desires to retain his Indian appointment, he must, before the expiry of his leave, resign the Benefice, having first obtained the consent of the Secretary of State and of the Bishop of the Diocese in which the Benefice is situated to his doing so.

“No extension of leave will, under any circumstances, be granted to a Chaplain on furlough who has accepted a Benefice in the United Kingdom, unless he has resigned the same before the expiry of such furlough with the consent before mentioned.”

NOTE.—[In applying these orders in the case of a Chaplain of the Church of Scotland the word “Presbytery” should be substituted for the words “Bishop of the Diocese” in the 7th line.]

Right and Title to Pension.

599. Chaplains are entitled to pension according to the following scale:—

Gratuity and Pension on Medical Certificate.

Chaplains appointed before 17th March 1892	Per annum.	Chaplains appointed after 17th March 1892.	£ s. d.
Seven years' residence and over	127 15 0	Under ten years' residence, for each completed year, a gratuity of	80 0 0
Ten years' residence and over	173 7 6		Per annum.
Fifteen years' residence and over	292 0 0		£ s. d.
		Ten years' and over a pension of	127 15 0
		Thirteen years' and over a pension of	173 7 6
		Eighteen years' and over a pension of	292 0 0

Retiring Pension.

Chaplains appointed before 17th March 1892.		Chaplains appointed after 17th March 1892.	
	Per annum.		Per annum.
	£ s. d.		£ s. d.
After 17 years' residence and 20 years' service .	365 0 0	After 20 years' residence and 23 years' service .	365 0 0

NOTE.— (a) Gratuities are subject to a maximum of £800 and a minimum of £200.

(b) The invalid pensions of £127-15-0 and £173-7-6 a year are admissible only after a trial of a temperate climate and upon a certificate from the Medical Board attached to the India Office that the officer is permanently unfit to serve in India.

599A. A non-statutory Bishop of Lahore, Rangoon, Lucknow or Nagpur, if not borne upon the ecclesiastical establishment previous to appointment, shall be entitled to reckon as residence and service qualifying for retiring pension (but not for invalid pension) the number of completed years by which his age may at the time of appointment have exceeded 30 years, subject to the proviso that five years shall be the maximum period which can be so added.

Compulsory Retirement.

600. A Chaplain must retire after twenty-five years' service, unless specially exempted by the Secretary of State, on the recommendation of the Governor-General in Council, or if he belongs to the Madras or Bombay Establishment, of the Governor in Council of his Presidency.

Leave after Completion of Period of Service.

601. No leave, other than Privilege leave under Article 592, may be granted to a Chaplain who has completed twenty-five years' service. Leave other than Privilege leave granted to a Chaplain before completion of twenty-five years' service ceases to have effect on such completion.

NOTE.— Articles 600 and 601 do not apply to the Bishops of Lahore, Rangoon, Lucknow and Nagpur. (See Article 570.)

Section IV.—Ministers other than Chaplains.

602. A Clergyman appointed under the orders of the Government to perform the duties of a Chaplain on the regular establishment is entitled to an allowance of Rs. 100 a month.

603. The allowances of a Clergyman (whether of the Additional Clergy Society or any other recognised Society) are regulated by the Local Government within an annual grant for each Government.

PART V.

Chapter XXVIII.—Military Officers.⁽¹⁾

Section I.—Pay, Allowance, and Leave Rules.

604. The acting allowances of Military Officers in Civil employ are governed by the rules in Articles 104 to 116, and the leave of Military officers subject to the Civil Leave Rules is granted under the European Service Leave Rules in Chapter XIII.

605. The Local Government may grant Furlough or leave under Military Rules or Special leave under Article 316 to a Military Officer subject to the Military Leave Rules.

NOTE 1.—[The grant of furlough other than on medical certificate to a Military Officer in Civil employ is subject to the condition that a period of not less than eighteen months has elapsed since his last return from privilege leave of over six weeks' duration.]

NOTE 2.—[The grant of furlough or leave, other than privilege leave, out of India to a Military Officer subject to the Military Leave Rules carries with it the grant of subsidiary leave under the provisions of Article 322.]

606. A Local Government may also grant Short Leave (under Civil or Military rules, as the case may be) to a Military Officer subject to the Military Leave Rules.

NOTE 1.—[This Article also applies to officers of the British Service employed in a Civil Department in India.]

NOTE 2.—[Privilege leave in combination with other leave is admissible to a Military Officer in Civil employ under the conditions and limitations in Article 233, but not under the military rules promulgated with India Army Order No. 64, dated 1st February 1904.]

NOTE 3.—[A Military Officer employed in the Army Department Secretariat of the Government of India, or as Private Secretary to a Lieutenant-Governor, or as an A.-D.-C. appointed from Military employment, is not entitled to privilege leave under Chapter XII of these Regulations.]

607. No other leave of absence may be granted under the Regulations in Part III to a Military Officer subject to the Military Leave Rules.

1. An officer proceeding on furlough or leave under Military Leave Rules forfeits, *ipso facto*, his lien on any acting appointment. Consequently, a Military Officer, with no substantive appointment in the Civil Department, loses, on proceeding on such furlough or leave, his lien on any temporary or officiating appointment in the Civil Department that he may have held. It is not, therefore, competent to a Local Government to grant furlough or leave under the Military Leave Rules to such an officer unless it is prepared to re-employ him immediately on the expiry of his furlough or leave.

608. No leave can be granted, under the rules in Part III, to a Departmental Officer or Warrant Officer, except under Article 606.

(1) The following is the rule of the Military Department for regulating the treatment of regimental officers selected for temporary employment in certain Civil Departments:—

Clause 129.—With the sanction of the Secretary of State for India, it is notified that a regimental officer selected for temporary employment with a department of the State in an

<p>* Army or personal staffs appointments tenable for fixed periods.</p>	<p>appointment other than those * whose seconding is regulated by the provisions of paragraph 4 of G. G. O. No. 811 of 1877, will, on the expiration of a year of such temporary duty, be seconded, provided that the department employing him certifies that there is a fair likelihood of his being brought on the permanent establishment of that department; otherwise he must immediately be returned to his regiment.</p>
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An officer so seconded must either return to his regiment at the end of five years, or be struck off its strength on retention in a department for any period beyond that term.—*Indian Army Circulars, Military Department, No. 1451, dated 20th October 1880.*

609. The allowances of a Military Officer subject to the Military Leave Rules during Subsidiary leave are regulated as if he were subject to the Civil Leave Rules: Provided that—

- (i) If under the action of the Leave Rules such an officer has lost his lien on his appointment, he draws allowances under Military Leave Rules during his Subsidiary leave.
- (ii) His allowances on Subsidiary leave must not be less than his allowances during the Furlough to which the leave is subsidiary.

NOTE.—[The subsistence allowance of a Military Officer subject to the Military Leave Rules is that prescribed in Article 108 (b).]

610. Subsidiary leave preparatory to his retirement from the service may be granted to a Military Officer subject to the Military Leave Rules, provided such leave does not vitiate his claim to retire on the date fixed.

611. Whenever the Furlough of a Military Officer subject to the Military Leave Rules begins before embarkation or ends after disembarkation, the Audit Officer should inform the Government of India in the Military Department, and the account officer in charge of the officer's record of pension service of the date on which it begins or ends.

Section II.—Compulsory Retirement from Civil Employ.

Ordinary Rules.

612. (a) A Military or Naval Officer in Civil employ, after attaining the age of fifty-five years, shall not, except for special reasons, with the sanction of the Secretary of State, retain his office or be appointed to any new office: Provided that, if such an officer has held his office for less than five years, he may, for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years. The term "office" in this Article includes an officiating appointment, and the currency of the period of five years is not interrupted by any subsequent temporary promotion to a higher appointment.

NOTE.—[When the sanction of the Secretary of State is required to the extension of the term of service of a Military Officer in Civil employ after attaining the age of 55 years, it should be obtained previous to the event. Sufficient notice must therefore always be given to the Government of India in such cases to admit of a timely reference being made to the Secretary of State.]

(b) The period of five years begins from the date on which the officer first takes up the office, whether substantively or temporarily: Provided that, if temporary, he is confirmed without reverting to his substantive appointment; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment.

Exception.—Medical Officers of the Administrative grades—namely, Surgeon-Generals and Colonels—are not compelled to retire from the service, until they attain the age of 60 years.

613. The undermentioned officers cease to be in Civil employ on attaining the age of 55 years:—

(a) Military Officers in the Survey of India, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the department for a further definite period;

PART V.

(b) Officers of the Indian Medical Service below the rank of Colonel except Lieutenant-Colonels who are granted extensions of service beyond the age of 55 years until they complete 30 years' service ;

(c) Departmental Officers and Warrant Officers.

614. On succession to the Colonel's allowance, a Military Officer (not holding an appointment the tenure of which is limited to five years) must vacate any Civil appointment which he then holds. But, with the sanction of the Secretary of State in Council, he is eligible for re-appointment or for employment in the same or any other appointment, at the discretion of the Government of India in the Military Department. In such a case, his Civil pay will be reduced by the amount of his Colonel's allowance, which will be included in, and not given in addition to, his consolidated salary.

Public Works Department.

615. A Military Officer in the Public Works Department or in the Engineering Department of State Railway, who on reaching the age of 50 years has not attained the rank of Superintending Engineer, will be liable to be called upon to vacate his appointment.

616. Military Officers in the Public Works, Railway and Telegraph Departments cease to be in Civil employ on attaining the age of 55 years.

617. A Military Officer serving in the Public Works or Railway Department must vacate absolutely any appointment he may hold in that Department on succession to the Colonel's allowance.

618. *Omitted.*

619. (a) Article 616 applies to officers of Royal Engineers serving in the Public Works and Railway Departments.

(b) Officers of the Royal Engineers, who have attained or hereafter may attain the rank of General Officers, must vacate their appointments in the Public Works and Railway Departments. But if an officer at the time of so vacating office is a Chief Engineer, 1st class, or holds a post carrying that rank, he may be continued in the position which he had been required to vacate, for the remainder of the term of five years referred to in clause (c), unless in the meantime he must vacate office by some other regulation. Officers of the Royal Engineers holding rank below that of Chief Engineer, 1st class, vacating office under this rule are not ordinarily eligible for re-appointment to the Public Works or Railway Department, but exceptions to this rule may, at the discretion of the Government of India, be made in the case of officers who, on account of specially accelerated Military promotion for distinguished service in the field, have reached the rank of Major-General without attaining the departmental rank of Chief Engineer, 1st class.

(c) No Chief Engineer of the Corps of Royal Engineers shall, without re-appointment, hold the same post for more than five years.

(d) The foregoing rules are applicable to officers of Royal Engineers who hold the post of Secretary or of Deputy Secretary to the Government of India in the Public Works Department.

NOTE.—[The period of five years referred to in clause (c) begins to run from the date on which the officer first becomes entitled to draw the full pay of the appointment whether holding the appointment substantively or only in an officiating capacity: provided that, if officiating he is confirmed in the appointment without a break of service.]

Leave after Completion of Period of Civil Employ.

620. (a) No leave but privilege leave may be granted to a Military Officer in Civil employ, whether subject to the Civil or Military Leave Rules, or to any Naval Officer who is more than 55 years old. Any leave, other than privilege leave, granted in the Civil Department to a Military or Naval Officer in Civil employ before he is 55 years old ceases to have effect on his fifty-fifth birthday, on which date he reverts to Military employ. The absentee allowances of a Military Officer in Civil employ on leave other than privilege leave become a Military charge, and he becomes subject to Military Rules on his fifty-fifth birthday, whether his leave was granted in the Military or the Civil Department.

NOTE.—In the case of a Military or Naval Officer in Civil employ, who reverts to Military employ under the operation of the rules, in this section, privilege leave cannot be granted at the end of his service in the Civil Department for any period which will expire within the three months previous to his reversion.

(b) In applying clause (a) to Medical Officers of the Administrative grades, namely, Surgeon-Generals and Colonels, "sixty" or "sixtieth," as the case may be, should be substituted for "fifty-five" or "fifty-fifth."

Chapter XXIX.—Civil Veterinary Department.

NOTE.—[The rules contained in this chapter apply only to those officers of the Civil Veterinary Department who were transferred to it from the Army Veterinary Department.]

Acting Allowance and Leave Rules.

621. Officers officiating in the Department draw the pay of their Military rank *plus* half the Civil allowance attached to that rank.

622. The leave and leave allowances of Civil Veterinary Officers are regulated by the rules in Chapter XIII applicable to Military Officers subject to the Civil Leave Rules, with the following special conditions:—

(a) Officers on ordinary furlough draw half the pay of their Military rank *plus* half their Civil allowances.

(b) Civil Veterinary Officers are treated in applying the rules mentioned, as if they had, before entering the Civil Department, been subject to the leave rules for the Staff Corps (1886) from the date of their arrival in India.

NOTE 1.—[For the purposes of this rule, the date of arrival in India must be held to be the date of arrival on the last tour of service.]

NOTE 2.—[An officer must be substantively appointed to the Department or have officiated continuously in it for three years, before he can become subject to the Civil Leave Rules; but an officer subject to Civil Leave Rules at the time of joining the Department counts all services rendered under those rules as service for Civil furlough.]

NOTE 3.—[Previous service in an appointment which has been absorbed into the Civil Veterinary Department counts, for the purposes of this rule, as service (substantive or officiating, as the case may be) in that Department.]

Pension Rules.

623. The pension rules of the Civil Veterinary Department are as follow:—

(a) No officer becomes qualified for pension under the scale fixed for the Department until he has rendered ten years' service in it.

PART V.

(b) Pensions are granted at the rates prescribed for the Army Veterinary Department by the Army Regulations in force for the time being plus an addition made on the following scale :—

	£
After 10 years' service in the Civil Veterinary Department	72 a year.
" 15 " " " "	96 "
" 20 " " " "	120 "

(c) Leave, apart from privilege leave, counts as service qualifying towards pension to the extent of two months for every year of actual service.

(d) Retirement is optional after twenty years' service and allowed on medical certificate after fifteen years' service. An officer, other than the Inspector-General, who resigns the Civil Veterinary Department before retirement, forfeits all claims to pension under the scale fixed for the Department.

The pension of the Inspector-General, if he has qualified under clause (a), is at the rate of £700 a year after three years' tenure of office. Should an officer have completed five years' tenure of the post of Inspector-General before having rendered ten years' service in the Department, he is eligible for a pension of £600 a year.

Officers retiring before having completed ten years' service in Civil employ are dealt with under Military rules for pension or gratuity. In the case of an officer invalided before completing ten years' service in the Civil Veterinary Department, the gratuity or pension earned by him under Military rules is increased in the same proportion as the total Civil allowances bear to the total Military allowances earned by him during his period of service in India.

NOTE.—[Previous service in an appointment absorbed in the Civil Veterinary Department counts as service rendered in that Department for the purposes of this rule.]

624. The rules in Chapter XXVIII relating to the retirement of Military Officers in Civil employ upon attaining the age of 55 years apply to Army Veterinary Officers in the Civil Veterinary Department.

625. *Cancelled.*

Family Pensions.

626. The family of a Civil Veterinary Officer recruited from the Veterinary Staff of the Army are eligible for pension under the provisions of the Royal Warrant, "Pay and Non-effective Pay," applicable to the families of Army Veterinary Officers.

Chapter XXX.—Civil Engineers and Telegraph Officers.

Section I.—Pay and Leave Allowances.

627. The rules in this Chapter apply, to the extent stated in the several Articles, to the following officers :—

(a) Officers of the Public Works, Railway and Telegraph Departments appointed from the Royal Indian Engineering College at Coopers Hill.

PART V.

- (b) Stanley Engineers.
- (c) Other Civil Engineers and Telegraph Officers appointed by the Secretary of State.
- (d) Indian College Engineers appointed in India.
- (e) Other Civil Engineers not of purely Asiatic descent appointed in India.

NOTE.—[Section III of the Chapter applies not only to the Civil Engineers and Telegraph officers enumerated in the Article, but also to the following classes:—

- (a) Superior Civil officers of the Telegraph Department not included in clauses (a) and (c);
- (b) Civil Engineers of the class described in clause (e) who are of pure Asiatic descent.]

Commencement of Service.

628. If a Coopers Hill Engineer lands in India on or before the 1st December of the year in which he passes out of College, his service counts from the preceding 1st October, unless another date should be specified in his letter of appointment.

629. If a Coopers Hill Engineer is, after completing his three years' residence at College, required to go through a course of practical engineering in England under a Civil or Mechanical Engineer, his service, unless another date should be specified in his letter of appointment, will reckon from the commencement of the practical course, or from such later date as will be consistent with the regulation that he may count as service towards pension the time spent on such practical course to the extent of one year only.

630. The service of a Coopers Hill Engineer, whose case is not provided for in Article 628 or 629, and who does not land in India by the 1st December, and that of any other Civil Engineer appointed by the Secretary of State, counts from the date on which he lands in India.

631. The service of an officer appointed, to the Telegraph Department, after training or competitive examination, by the Secretary of State, begins as follows:—

- (i) If appointed after competitive examination, from date of covenant.
- (ii) If appointed after training at Coopers Hill, from date of sailing of vessel selected by the Secretary of State, or 1st October in the year of passing out of the College, whichever is named in his letter of appointment, provided that he reaches India within two months of that date or other approximate date named in his letter of appointment; otherwise from date of arrival in India.

632. The service of an officer appointed in India begins ordinarily from the date on which he takes charge of the office to which he is first appointed.

Rules regarding Pay and Allowances and Leave.

633. Unless there be something repugnant in the subject or context, the rules in Part II govern the pay and allowances of officers to whom the

rules in this Chapter apply, the acting allowance rules applicable to them being those in Chapter VI.

634. The Civil Engineers and Telegraph Officers whose leave is regulated by the European Service Leave Rules (Chapter XIII) are enumerated in Article 297, clauses (c) and (e). The leave of all other officers is regulated by the Indian Service Leave Rules (Chapter XIV).

Section II.—Pension Rules.

635. The rules in this Section apply to all officers of the classes described in clauses (a) to (c) of Article 627.

NOTE.—[The rules in Article 643 apply to classes of officers of the Public Works, Railway and Telegraph Departments.]

636. The pensionary claims of Indian College Engineers and of other Civil Engineers (whether of purely Asiatic descent or not) appointed in India, and of Telegraph Officers not included under clauses (a) and (c) of Article 627, are governed by the ordinary rules in Part IV. But in the case of officers of this class who may rise to the rank of Superintending Engineer, or in the Telegraph Department, of Superintendent, 1st grade, or in the Indo-European Telegraph Department, of Director, the Government of India will be prepared to consider favourably their admission to the pension rules, including those contained in Article 642, applicable to the officers specified in Article 635 :

Provided that Civil Engineers and Telegraph Officers who are members of the Provincial Services of the Public Works, Railway and Telegraph Departments are not eligible for the concession described in this Article.

1. The concession made under this Article do not affect the operation of the rules which determine the age from which qualifying service begins.

637. The Government of India may, on special grounds, recommend for sanction of the Secretary of State the grant of an invalid pension on the scale below to an officer belonging to the classes referred to as appointed in India in Article 627, provided that he be not of purely Asiatic descent. This Article does not apply to officers of the Provincial Service.

Not less than Rs. 1,000 or more than Rs. 2,000 a year :—

<i>If the qualifying service of the officer be not less than—</i>	<i>Forty-fifth part of the officer's Average Emoluments.</i>
10 years	10
11 "	11
12 "	12
13 "	13
14 "	14

638. Unless there is something repugnant in the subject or context the rules of Part IV apply to officers defined in Article 635, but they are modified in the points noted in the following Articles.

639. The rule which excludes service under the age of twenty years does not apply to the officers defined in Article 635 or to Indian College Engineers.

640. Privilege leave and Subsidiary leave count as service. Other leave counts to the extent stated in Article 408.

641. The following special scale of pensions is admissible to the officers defined in Article 635 :—

(a) After a service of less than ten years, an invalid gratuity on the scale laid down in Article 474 (a).

(b) After a service of not less than ten years, an invalid pension not exceeding the following amounts :—

Years of completed service.	Scale of Pension.	Maximum limit of Pension.	
		Rs.	Rs.
10 . . . 20	sixtieths of Average Emoluments . . .	1,000 a year or	83½ a month.
11 . . . 21	" " " " . . .	1,400 "	116¾ "
12 . . . 22	" " " " . . .	1,800 "	150 "
13 . . . 23	" " " " . . .	2,200 "	183¼ "
14 . . . 24	" " " " . . .	2,600 "	216¾ "
15 . . . 25	" " " " . . .	3,000	250 "
16 . . . 26	" " " " . . .		
17 . . . 27	" " " " . . .		
18 . . . 28	" " " " . . .		
19 . . . 29	" " " " . . .		

(c) After a service of not less than twenty years, a retiring pension not exceeding the following amounts :—

20 to 24	} 30 sixtieths of Average Emoluments	4,000 a year or	333½ a month.
25 and above		5,000	416¾ "

Special Additional Pensions.

642. One or other but not both of the following special additional pensions over and above those allowed in Article 641 may be granted by the Local Government to officers of the classes specified in Article 635, limited in the case of the Engineer Establishment to those appointed not later than 1898 and of the Telegraph Department to those appointed not later than 1897, as rewards of approved service in the responsible positions mentioned below :—

(a) *Additional pensions of Rs. 2,000 per annum to those who have served three years as—*

- (i) Chief Engineers, or officers who may have been graded as such.
- (ii) Director-General, or Deputy Director-General of Telegraphs.
- (iii) Managers, North-Western, Oudh and Rohilkhand and Eastern Bengal State Railways.

NOTE.— If an officer to whom this clause applies is compelled to retire under the 55 years' rule, or on medical certificate, before he has served the full period of three years, he may, with the special sanction of the Local Government, receive a special pension, which bears the same ratio to the full pension of Rs. 2,000, as the number of complete months' service in the grades referred to in this clause bears to the full period of three years.

(b) *Additional pensions of Rs. 1,000 per annum to those who have served three years as—*

- (i) Superintending Engineers.
- (ii) Director of Construction ; Director of Traffic ; Deputy Director of Construction ; Deputy Director of Traffic ; or Chief Superintendent in the Indian Telegraph Department.

(iii) Directors of the Persian and Persian Gulf Telegraphs in the Indo-European Telegraph Department.

NOTE 1.—[For the purpose of awarding these special additional pensions, Civil Engineers of the classes enumerated in Article 635, in Class I of the State Railway Revenue Establishments or in classes I, II, and III of Examiners, Public Works Accounts, and the Under Secretary to the Government of India, Public Works Department (Civil Works Branch), are treated as of equivalent rank to a Superintending Engineer.]

NOTE 2.—[The provisions of this Article apply to officers of the Indo-European Telegraph Department appointed up to the 28th July 1896. Those appointed thereafter come wholly under Article 643.]

NOTE 3.—[It is important to bear in mind that these additional pensions cannot be claimed as a matter of right, but will be granted at the discretion of the Local Government as rewards of "approved service." See special addition to certificate in Form No. 26 (Pension).]

643. For officers to whom special additional pensions under Article 642 are not admissible, the following special additional pensions may be allowed by the Local Government:—

Additional pensions of Rs. 1,000 per annum to those who have rendered not less than three years of effective service in the following appointments, provided that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession. In the case of officers entering Government service after the 31st December 1909, the grant of the additional pension is subject to the further condition that they must, in the event of voluntary retirement, have completed twenty-eight years of qualifying service. Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465.

Secretary to the Government of India, Public Works Department.
Accountant-General, Public Works Department, and Deputy Secretary,
Public Works Department, Accounts Branch.

*Chief Engineers and Officers of corresponding rank in the Public Works and Railway Departments.

Officers graded as Chief Engineer and seconded from the Department holding appointments of corresponding rank and responsibility in foreign service.

*Detailed list of appointments referred to in this head under Public Works Department as at present held.

Madras (2)	Chief Engineer and Secretary, and Chief Engineer and Joint Secretary, Public Works Department.
Bombay (2)	Ditto ditto ditto ditto.
Bengal (2)	Ditto and Secretary, Buildings and Roads Branch and Irrigation Branch.
United Provinces (2)	Ditto and Secretary, Buildings and Roads and Irrigation Branches.
Punjab (3)	Ditto and Secretary, Buildings and Roads Branch, and Chief Engineer and Secretary and Chief Engineer and Joint Secretary, Irrigation Branch.
Burma (2)	Ditto and Secretary, and Chief Engineer and Joint Secretary, Public Works Department.
Eastern Bengal and Assam (1)	Ditto ditto Public Works Department.
Central Provinces (1)	Ditto ditto ditto.

Railway Department—(5).†

Managers, North-Western, Oudh and Rohilkhand and Eastern Bengal State Railways.
Senior Government Inspector of any constituted circle, when the appointment is held by a Chief Engineer.

Engineers-in-Chief of Railways under Survey, Construction, or open, when the appointment is held by a Chief Engineer.

† N.B. [The present sanctioned number of appointments carrying the rank of Chief Engineer in the Railway Department is five.]

- Director-General of Telegraphs in India.
 Deputy Director-General of Telegraphs in India.
 Director-in-Chief of the Indo-European Telegraph Department, when the office is held by a member of either the Indian or the Indo-European Telegraph Department.
 Deputy Managers, Traffic Superintendents, Locomotive Superintendents, and Carriage and Wagon Superintendents in the 1st grade, class I, of the State Railway Revenue Establishment.
 Examiners, class I, Superior Accounts Branch, Public Works Department.
 Director and Deputy Director of Traffic, and Director and Deputy Director of Construction, Indian Telegraph Department.
 Superintending Engineers, class I, Public Works and Railway Departments.
 Under Secretary to the Government of India, Public Works Department (Civil Works Branch).

644. (a) An officer who holds a qualifying appointment substantively counts all active service, whether in the appointment or on deputation on special duty, and also periods of privilege leave taken by him during his incumbency of the appointment. Periods of leave, other than privilege leave, do not count.

(b) All officiating and temporary service counts, except periods during which an officer officiates for another absent on privilege leave.

645. The following officers of the Indo-European Telegraph Department are subject to the pension rules in this Section for officers of the Public Works Department:—

LEACH, E. A.

KELLY, J. H. C.

1. Officers of the Indian Telegraph Department, who may be transferred to the Indo-European Telegraph Department, retain the pensionary privileges of their own branch of the department.

Section III.—Compulsory Retirement.

646. The tenure of the appointment of Director-General of Telegraphs is limited to five years. Extensions of this term can be sanctioned by the Secretary of State alone.

647. No Chief Engineer of the Engineer Branch of the Public Works or Railway Department, nor any officer of corresponding rank in the Superior Revenue Establishment of State Railways, or in the Superior Accounts Establishment of the Public Works Department, nor any officer holding the office of Secretary or Deputy Secretary to the Government of India in the Public Works Department, can, without re-appointment, hold the same post for more than five years.

NOTE.—[The period of five years referred to in Articles 646 and 647 begins to run from the date on which the officer first becomes entitled to draw the full pay of the appointment, whether holding it substantively or only in an officiating capacity: provided that, if officiating he is confirmed in the appointment without a break of service.]

648. The following rules apply to officers, whether Civil or Military, holding the appointments enumerated below :—

Secretary to the Government of India, Public Works Department.

Accountant-General, Public Works Department.

Chief Engineers, Class I, who have held one appointment with that rank for five years continuously.

Director-General of Telegraphs.

- (1) An officer who is granted a special extension of time in any high appointment in the Public Works, Railway or Telegraph Department, the tenure of which is limited by rule, shall not be allowed any leave during such extension except Privilege leave; and, should longer leave be necessary on account of ill-health, urgent private affairs, or other cause, the extension shall, *ipso facto*, cease from the departure of the officer on such leave.
- (2) An officer who has served his full time in any of the above appointments, who is not given an extension, and for whom no other suitable appointment is available, or who vacates his appointment under rule (1), may be allowed any leave admissible under rule.
- (3) Appointments vacated under the above rules will be treated as substantively vacant from the date of commencement of furlough whether taken by itself or as combined leave.

649. Any Civil Engineer of the Public Works Department or in the Engineering Department of State Railways, who, on reaching the age of 50 years, has not attained the rank of Superintending Engineer, will be liable to be called upon to retire.

650. All Civil Engineers in the Public Works and Railway Departments, Civilian Under and Assistant Secretaries in the Public Works Secretariat of the Government of India, or of a Local Government or Administration, and Civilians in the Superior Accounts Branch of the Public Works Department, in the Superior Railway Revenue Establishment, and in the Superior Establishment of the Telegraph Department, are required to retire on attaining the age of 55 years.

NOTE—[The above rule is applicable to all Civilians of the several establishments named, whatever the source of their appointment may be.]

Chapter XXXI.—Law Officers.

651. In this Chapter, unless there is something repugnant in the subject or context the term "Law Officer" includes—

An Advocate-General; a Standing Counsel; the Administrator-General at Madras; an Official Trustee; an Official Assignee.

A Receiver of a High Court; an Officer of a High Court who holds an appointment which by law can be held only by a Barrister.

A Secretary in the Legislative Department to a Local Government.

A Remembrancer or Deputy Remembrancer of Legal Affairs.

PART V.

A Government Advocate, or Assistant to the Government Advocate in Burma, and the Junior Government Advocate in the Punjab.
 A Clerk of the Crown ; a Government Solicitor ; a Government Pleader.
 A Government Prosecutor ; the Assistant Secretary to the Government of Bengal in the Legislative Department.

652. The leave of absence and acting allowances of a Law Officer who is a member of the Indian Civil Service, or a Statutory Civil Servant, are regulated by the rules applicable to the service to which the officer belongs.

653. A Government Pleader or Government Prosecutor is entitled to such leave of absence and allowances when on leave, and to such acting allowances as the authority who appoints him may think fit to grant, provided that no extra expense be caused to the Government.

Officers on full-time Salaries.

654. The leave of absence and acting allowances of a Law Officer who is not a member of the Indian Civil Service, or a Statutory Civil Servant, or a Government Pleader, or a Government Prosecutor, but whose pay is fixed, and whose whole time is retained for the service of Government, are regulated as if he were a member of the Indian Civil Service.

NOTE.—[See the rule under Article 546.]

Officers retained on fixed Allowances.

655. The leave of absence and acting allowances of a Law Officer who is not a member of the Indian Civil Service, or a Statutory Civil Servant, or a Government Pleader, or a Government Prosecutor, whose pay is fixed, but whose whole time is not retained for the public service, are regulated by the following rules :—

Active Service.

1. "Active Service" includes, besides time spent on duty, leave of absence taken under Rule 3, and Subsidiary leave of absence taken under Rule 8.

Application.

2. An application for leave of absence must be submitted through the officer who passes his pay to the authority to whom the officer is directly subordinate.

Leave during Vacation.

3. Leave of absence during the vacation of the High or Chief Court within whose jurisdiction the officer serves may be granted without deduction of pay, provided that no expense be caused by the grant of such leave.

Medical Certificate.

4. Leave may be granted on medical certificate for a period not exceeding one year, and leave so granted may, on medical certificate, be extended to twenty months.

5. Leave of absence on medical certificate may not be granted again until after three years' "Active Service."

Private Affairs.

6. Leave of absence on private affairs for a period not exceeding six months may be granted once only to an officer who has rendered six years' "Active Service."

PART V.

Furlough.

7. After four years' "Active Service," Furlough without pay, but with retention of appointment, may be granted for a period not exceeding one year.

Subsidiary Leave.

8. In very urgent cases, Subsidiary leave of absence may be granted under Chapter XIII, provided that no expense be caused by the grant of such leave.

Commutation of Leave.

9. Excepting Subsidiary leave, no kind of leave may be granted in continuation of any other kind of leave; but any leave granted under these rules may be retrospectively changed for any other kind or amount of leave which might at first have been granted.

Commencement and Termination of Leave.

10. If an officer who has obtained leave of absence makes over charge of his office before noon, his leave begins on, and includes, the day on which he makes over charge; otherwise, it begins on, and includes, the following day.

11. If an officer resumes charge of his office after noon, his leave of absence ends on, and includes, the day on which he resumes charge; otherwise, it ends on, and includes, the day before he resumes charge.

Leave Allowances.

12. An officer while on leave under Rule 4, 5, or 6, is entitled to half-pay: Provided that his maximum leave allowance shall be, if paid in India, Rs. 833½ a month, and if paid at the Home Treasury £250 a quarter.

NOTE.—[An officer compelled to take leave out of India under Rule 4, 5 or 6 owing to ill-health is entitled to the benefits of Article 342. In amending that Article the word "pay" should be substituted for the word "salary."]

Acting Officers.

13. (a) An officer officiating for an officer on leave under these rules is entitled to the pay of the appointment, less the fraction of it drawn by the absentee, in addition to the same fraction of the pay of his own substantive office, if any. In calculating this fraction the maximum leave allowance of £250 a quarter, payable from the Home Treasury, is held to be equal to Rs. 2,500.

Illustrations.—A, the Remembrancer of Legal Affairs in Bombay (pay Rs. 1,000 a month), officiates for B, the Advocate-General (pay Rs. 2,000 a month), who is on leave with an absentee allowance of £1,000 a year = Rs. 833½ a month, or ⅓ths of the pay of the Advocate-General. A is entitled to ⅓ths of the pay of the Advocate-General = Rs. 1,166½, and ⅓ths of that of Legal Remembrancer = Rs. 416½, i.e., to a total of Rs. 1,583½ a month.

(b) Provided that—

- (i) The minimum salary of a Standing Counsel at Calcutta is Rs. 1,000 a month:
- (ii) The minimum salary of a Government Advocate at Lahore, Allahabad, Rangoon, or Moulmein, is three-quarters of the pay of the appointment.

Deputation Vacancy.

14. An officer officiating for an officer deputed to act in another appointment or on special duty is entitled to two-thirds of the pay of the appointment in which he officiates, plus one-third of the pay of his own substantive appointment if any.

Combination of Offices.

15. If an officer holds more than one appointment, his salary is regulated by Chapter VIII.

Officers paid by Fees.

656. Leave may be granted under the rules in the preceding Article to a Law Officer who is paid by fees, whether his whole time be retained for the service of Government or not, on condition that he makes such arrangements for the performance of his duties as are satisfactory to the authority by which he is appointed, and on condition that, in case of his obtaining leave on private affairs under rule 6, the officiating officer shall receive the whole of the Fees attached to the office.

Other Officers.

657. An officiating Law Officer, who is not subject to the foregoing rules, draws, as acting allowance, the difference between the allowance attached to the appointment and the portion of it drawn by the absentee for whom he officiates: Provided the maximum salary (see Article 96) is not exceeded.

Extraordinary Leave.

658. Extraordinary leave under Article 332 may be granted to the officers in this Chapter.

Chapter XXXII.—State Railway Establishments.

Section I.—Revenue Establishments.

Classification of Service.

659. In the State Railway Revenue Establishment the different classes of service are as follow:—

(a) *Permanent pensionable*.—that is, service in all permanent appointments made before 1st September 1881, and service of officers, such as Civil Engineers and members of the Engineer and Upper Subordinate Establishment, who may be transferred to the Revenue Establishment, as Managers, etc., even after 31st August 1881.

The service of an officer in the Traffic Department (appointed before 1st September 1881), before he passed the test examination, does not qualify.

NOTE 1.—[If after 1st September 1881 it is considered advisable to employ on a State Railway any permanent servant of the State, whose transfer is not covered by this clause, the case must be specially referred to the Government of India.]

NOTE 2.—[A pensionable servant transferred in the interests of the public service and by competent authority, from one Railway to another, in the same capacity, or on analogous work in the same Department of the Railway Establishments, and on a salary which does not exceed by more than 25 per cent. his pay in the pensionable appointment, retains his pensionable status.]

(b) *Permanent non-pensionable*.—that is, service in all permanent appointments made after 31st August 1881, except as allowed for in clause (a).

PART V.

(c) *Temporary*,—that is, service in appointments made from time to time for periods not exceeding twelve months according to the requirements of traffic.

(d) *Special service*,—that is, service of engine-drivers, firemen and mechanics, etc., under covenant with the Secretary of State, or who, on the expiry of the term of their covenant, have renewed their engagement under a covenant with the Government of India.

660. A subordinate officer transferred before 1st September 1881 from the temporary to the permanent Revenue Establishment of a State Railway may, with the sanction of the Local Government, count towards pension the whole or a part of so much of his temporary service as immediately preceded his qualifying service, without interruption.

Ordinary Leave Rules.

661. (a) Leave on medical certificate with half-pay to the extent of sixty days in any calendar year may, in addition to any leave admissible under the Indian Service Leave Rules in Part III, be granted, at the discretion of the Manager, to drivers and other subordinate employés of the State Railway Revenue Establishment, whose service is classed as *Permanent* "pensionable" or "non-pensionable" under clauses (a) and (b) of Article 659, and who are not employed exclusively on in-door work, provided the illness has not been caused by the man's misconduct.

(b) It may be granted without prejudice to Privilege leave and in continuation of Privilege leave, or *vice versa*. (See also Rule 1 under Article 260.)

(c) The leave thus granted is included in the leave to which the limit of three years prescribed in Article 336 applies.

662. Leave to members of superior and subordinate State Railway Revenue Establishments classed as "pensionable" or "non-pensionable" under Article 659, clauses (a) and (b), other than those referred to in the preceding Article, is governed by the ordinary leave rules for European or Indian Services (as the case may be) laid down in Part III.

Special Service Leave Rules.

663. Members of subordinate State Railway Revenue Establishments whose service is classed as "special" under clause (d) in Article 659, may be allowed leave as follows, at the discretion of the Manager:—

(a) Privilege leave on full pay to the extent of one month in twelve, irrespective of the conditions laid down in Article 260. Any subordinate may, however, be permitted to exercise the option of allowing his privilege leave to accumulate up to three months under the usual conditions.

(b) Leave on medical certificate on half-pay to the extent of sixty days in one calendar year, provided that the illness has not been caused by misconduct. This leave may be granted without prejudice to privilege leave, and in continuation of privilege leave, or *vice versa*. (See also Rule 1 under Article 260.)

(c) In the case of deserving men, the Manager may extend the leave on medical certificate admissible under clause (b) to a maximum of six months in one calendar year.

664. The Manager may grant furlough according to the following scale to any of the officers mentioned in the preceding Article who can be conveniently spared :—

(a) A first furlough for a period not exceeding—

12 months, after 7 years' service.	
14 ditto	8 ditto.
16 ditto	9 ditto.
18 ditto	10 or more ditto.

(b) A second or subsequent furlough for a period not exceeding—

6 months, after 3 years' further service,		} dating from the expiration of the previous furlough, or sick leave.
8 ditto	4 ditto,	
10 ditto	5 ditto,	
12 ditto	6 ditto,	
14 ditto	7 ditto,	
16 ditto	8 ditto,	
18 ditto	9 ditto,	

(c) The period of service upon which furlough may be granted is to be exclusive of time spent on leave of absence of any kind whatever except privilege leave. No second or subsequent furlough shall be granted till after a further actual service of three years, commencing from the date of the expiration of the previous furlough ; and no single furlough shall be granted for a longer period than eighteen months.

(d) An officer on furlough is entitled to half the substantive pay of his appointment, excluding all allowances, except personal allowances.

NOTE.—[An officer compelled to take furlough, or leave on medical certificate, out of India owing to ill-health is entitled to the benefits of Article 342. In applying that Article the term "pay" should be substituted for "salary."]

(e) The service towards first or subsequent furlough is not cancelled by the grant of sick leave ; but an interval of three years of service must elapse between the return of an officer from sick leave lasting more than sixty days and the grant of any furlough that may be due to him.

(f) When an officer has earned either first or subsequent furlough, if from any cause it may be found inconvenient to grant him the whole of the furlough earned, an instalment may be granted, leaving the balance at his credit to be taken when convenient, subject, however, to the maximum limit of eighteen months prescribed above.

Leave in Consequence of Accidents.

665. To subordinates on salaries not exceeding Rs. 250 a month, leave in India on full pay may be granted by Managers of State Railways in addition to any leave otherwise admissible for the period during which they may be absent from duty for medical treatment, in consequence of accidents met with in the execution of duty, subject to a limit of six months and to record

in the minutes of official meetings. The period of absence is treated entirely as duty and does not interrupt privilege leave or deprive the absentee of any allowance of the character of salary or local allowance.

Labourers.

666. Labourers in State Railway workshops employed upon daily wages when temporarily absent from work in consequence of injuries sustained while on duty in workshops, etc., may, under the authority of the Managers of the State Railways concerned, be granted allowances, during their absence, as under, the amount not to exceed—

- (i) fifty rupees; (ii) one month's pay; (iii) (in cases where the absence is less than a month) the pay which the absentee would have earned during the period of leave if he were present on duty.

Recovery of Advances.

667. (a) Advances whether made in India (*see Articles 64 to 66*) or by the Home Government should be recovered by monthly instalments of one-third salary except in the case of Covenanted Mechanics, Boiler Makers, etc., from whom the recoveries shall be in monthly instalments of one-sixth salary.

(b) In the case of Covenanted Engine-Drivers the recovery should be made in such a manner as will ensure their receiving in any month not less than Rs. 25, exclusive of overtime or other allowances.

Section II.—Lower Subordinates and Office and Petty Establishments on Lines under Construction or Survey.

668. Subject to the exception noted below, the service of all Lower Subordinates, Sub-Storekeepers, and members of the Office and petty Establishment, appointed to or engaged for lines under construction or survey, on or after the 21st July, 1880, is non-pensionable.

Exception.—The pensionable service of officers who, before the 21st July 1880, were transferred from permanently sanctioned posts, not attached to railways under construction, is in no way prejudiced by their fresh employment, and they will continue to enjoy their right to pension even if transferred from the line on which they were on that date engaged, to another line under construction.

Section III.—Other Offices.

669. The services of all clerks appointed after the 31st January 1889 to all Consulting Engineers' and Port Store-keepers' Offices, and of all Accountants and clerks appointed after the 16th July 1889 to any of the Offices of Examiners of Guaranteed Railway Accounts, do not qualify for pension unless transferred from a permanent pensionable post.

Chapter XXXIII.—The Bengal Covenanted Pilot Service.

Section I.—Pay and Leave Rules.

670. For the purposes of the Leave Rules, the pay of the several grades of the Service shall be taken to be as follows:—

	Rs.		Rs.
Branch Pilot . . .	1,000 a month.	1st Mate Leadsman passed as Mate Pilot after 1st September 1894 . . .	175 a month.
Master Pilot . . .	700 "	1st Mate Leadsman . . .	150 "
Mate Pilot appointed before 1st October 1894 . . .	450 "	2nd Mate Leadsman . . .	125 "
Mate Pilot appointed with effect from 1st October 1894 . . .	400 "	Leadsman Apprentice . . .	100 "

Furlough.

671. Furlough may be taken to the extent of four years during the entire period of service, in the following instalments, *viz.*, after ten years' service, two years, and after every subsequent eight years, one year, on an allowance of half the average pay for the last three years: Provided that no Furlough can be granted to an officer who has taken leave on medical certificate until three years after his return from leave on medical certificate, or to an officer who has taken privilege leave of over six weeks' duration until 18 months have elapsed between last return from such leave, and the furlough, or privilege leave, if any, with which the furlough is combined.

If a portion of an instalment is taken, the remainder may be added to any later instalment: Provided that not more than two years' furlough may be taken at one time.

NOTE.—[An officer compelled, owing to ill-health, to take leave out of India under Article 671, 672 or 673, is entitled to the benefits of Article 342. In applying that Article the word "pay" should be substituted for the word "salary."]

Leave on Medical Certificate.

672. Leave on medical certificate may be taken to the extent of three years during the whole period of service, but not for more than two years at a time, and not more than twice out of India. Such leave cannot be taken for more than one year, except after three years' continuous service immediately preceding. Leave on medical certificate cannot be counted as service for furlough, and no leave on medical certificate can be taken while any furlough is due. An officer on leave under this Article is entitled to half his average pay for the first fifteen months of each period of such leave, but not for more than thirty months in all. For the rest of his leave under this Article he is entitled to a quarter of his average pay. The minimum furlough allowance during leave on medical certificate to the officer to whom any allowance is due shall be—

	Rs.
In the case of a Branch Pilot, Master Pilot, and Mate Pilot	100 a month.
In the case of a Mate Leadsman and Leadsman Apprentice	50 "

Special Leave and Extraordinary Leave.

673. (a) Special leave on urgent private affairs may be granted at any time for not more than six months: Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave.

(b) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to a leave allowance of half his average pay for the last three years.

(c) Thereafter he is entitled to no leave allowance.

674. Extraordinary leave may be granted under Article 332.

Subsidiary Leave.

675. Subsidiary leave on the terms and conditions prescribed in Articles 321 to 331 may be prefixed and affixed to furlough, leave on medical certificate, and special leave on urgent private affairs, taken out of India.

Privilege Leave.

676. (a) Privilege leave may be taken either under the ordinary rules, or

(b) For a period of two months in every twelve, on half pay (which cannot be accumulated), on a medical certificate showing that the applicant requires, through sickness, more leave than he could take under the ordinary Privilege Leave Rules. When such leave is taken in extension of ordinary Privilege leave, the period of ordinary Privilege leave first taken under clause (a) must be commuted to double the period on half pay under this clause. Leave taken under this clause is reckoned as Active Service, but it cannot be combined with other leave under Article 233, and if it is extended under medical certificate, the whole of the leave is treated as leave on medical certificate under Article 672.

(c) The leave authorised in clause (b) may be taken in instalments; but a Pilot may not take leave under clause (a) either by itself or combined with other leave under Article 233 for eleven months after his return to duty from his last leave taken under clause (b).

Leave after Superannuation Age.

677. A Pilot is eligible after he attains the age of 55 years for privilege leave and for any special leave on urgent private affairs to which he may be otherwise entitled. No leave, other than privilege leave or special leave granted to a Pilot before his fifty-fifth birthday, has effect after that date.

NOTE.—[Except in the case of an officer who, after the age of 54 years, has been refused leave owing to the exigencies of the public service, the grant of leave under this Article is subject to the condition that the officer returns to duty at the end of the leave. In applying for leave the officer must record a declaration that he has no intention of retiring for three months after his return to duty].

Section II.—Pension Rules.**Retiring Pension.**

678. After an actual service of thirty years in India, a Pilot is entitled to a Retiring pension according to his rank, as follows:—

Branch Pilot	Rs.
Any lower rank	200 a month.
	100 „

Invalid Pension.

679. Upon a certificate (in the form prescribed in Article 445 or 447, as the case may require) of incapacity for further service, from the Medical Board at the India Office, or from the Administrative Medical Officer in Calcutta, or from a Medical Committee over which the Administrative Medical Officer should, when practicable, preside, a Pilot is entitled to an Invalid pension, according to his rank, as follows:—

Branch Pilot	Rs.
Master	200 a month.
Mate	100 „
	60 „
Leadsman, Apprentice	{ (1) Appointed before 3rd Oct. 1909. 30 „
	{ (2) Appointed on or after ditto. A gratuity on the scale laid down in Article 474 (a).

680. A Pilot retiring on an Invalid pension while absent on leave in England or in the Colonies will receive the pension of the rank which he held when his leave began, unless he have been promoted within twelve months from that date, in which case he will receive the pension of the rank to which he has been thus promoted.

Superannuation Pension.

681. A Pilot who has attained the age of 55 years may be required to retire unless the Local Government considers him efficient and permits him to remain in the service. But as the premature retirement of an efficient officer imposes a needless charge on the State, the rule should be worked with discretion. A Pilot who has attained the age of 55 years may not at his option retire from the service on a Superannuation pension. In every case the question whether retirement should be allowed is one for settlement by the Local Government.

682. The scale for Superannuation pensions is the same as that laid down in Article 679 for Invalid pensions.

Section III. — Family Pension Rules.**Contributions.**

683. (a) Members of the Bengal Covenanted Pilot Service, other than those described in clause (b), must make the following monthly contributions towards the cost of pensions for their widows and orphans:—

Branch Pilot	Rs. 40	Mate Pilot	Rs. 10
Master	„ 20	Leadsman Apprentice	„ 4

(b) The Pilots whose names are entered below, by monthly contribution of Rs. 16 each, secure for their widows pensions of Rs. 100 a month, and full pension for their children —

Anderson, G. M.		Hudson, E. F.		Williams, W. R.
Christie, J.		Raynor, E. T.		

Amount of Pension.

684. Pensions are granted to the widows of Pilots married before their husbands retired on pension from the Service at the following monthly rates:—

	Rs.		Rs.
(i) The widow of a Branch Pilot	100	The widow of a Leadsman	
(ii) " " Master "	50	Apprentice . . .	15
(iii) " " Mate "	30		

685. Pensions are granted at the following monthly rates to the children of Pilots of all ranks by wives married before their husbands retired on pension from the service:—

(a) To each son until the age of fifteen years	Rs. 12
(b) " daughter until the age of ten years	" 14
(c) " " over the age of ten years until marriage . .	" 20

686. A wife married to a Pilot after his retirement on pension from active service and her children are entitled to no pension.

Miscellaneous Rules.

687. To entitle widows and orphans to pensions, Pilots must forward to the Port Officer certificates of their marriage, and of the births and baptisms of their children, within a month of the occurrence thereof. Notices of death are in like manner to be forwarded to the Port Officer.

688. Subscriptions by a Pilot for the purpose of securing pensions for his wife and children are refunded in the event of his resignation or dismissal.

689. Widows and female orphans above the age of 15 years must forward to the Accountant-General, Bengal, declarations, half-yearly, in May and November, that they are not married, and that they have not been married at any intervening period. The declarations are to be countersigned by the Executor to the estate of the deceased member of the Pilot Service or pensioner, or by the guardian of an orphan, and by a member of the Pilot Service, or a person exercising any of the powers of a Magistrate, or of a Minister of Religion, certifying to the truth of the declaration to the best of their knowledge and belief. Forms of the declaration will be furnished on application to the Accountant-General, Bengal.

690. If a widow pensioner marries, her pension ceases during her coverture; but in the event of her again becoming a widow, she is readmitted to the pension to which she was entitled during her first widowhood unless her second husband was a member of the Pilot Service, and at his death, of a higher grade than her first husband, in which case she is entitled to the pension of the higher rank.

691. No widow who may have been legally divorced or separated from her husband for adultery, or who, at the period of her husband's demise, may have quitted his protection and be living in a state of notorious adultery, though not divorced or separated from him by law, or who, after her husband's decease may be living in a notorious state of incontinence, and no female orphan living in such a state shall be entitled to receive, or continue to receive, any pension under these rules.

Section IV.—Rate of Exchange for Pensions.

692. (a) The pension of a Pilot who was in the service prior to the 30th August 1883, if drawn in England or in the Colonies, is payable at the rate of 1s. 11d. per rupee.

(b) The pension of the family of a Pilot who was in service on the 15th September 1881, if drawn in England or in the Colonies, is payable at the rate of 1s. 11d. per rupee.

(c) The pension of a Pilot or of the family of a Pilot, who was appointed to the service after the dates named in clauses (a) and (b), is payable at the rate of exchange fixed yearly for the adjustment of financial transactions between the Imperial and Indian Governments.

Chapter XXXIV.—Port Blair Police.

Leave Rules.

693. (a) Privilege leave on full pay may be granted to subordinate Police officers and men as under—

(i) Two months after thirty months' consecutive service.

(ii) Three months after thirty-six months' consecutive service.

(b) Such leave, if taken to India, may be overstayed without forfeiture of pay by such period not exceeding eight days as may intervene between the end of the leave and the date preceding that on which the next mail steamer leaves Calcutta for Port Blair.

(c) Privilege leave to the amount due may in the case of Inspectors be prefixed to furlough, leave on medical certificate and extraordinary leave without allowances under the conditions prescribed in Article 233.

694. (a) Inspectors may be granted furlough and leave on medical certificate under the Indian Service Leave Rules.

(b) Officers of lower rank may after five years' continuous service in the Settlement be granted furlough on half-pay for from four to six months according to the distance of the applicant's home from Calcutta. In the case of married men who have their families at the Settlement, furlough is given only in special cases at the discretion of the Superintendent.

695. Extraordinary leave under Article 339 may be granted to all ranks.

PART V.

696. Policemen of all ranks below that of Inspector proceeding to India on leave of any kind are entitled to free passages both ways by sea, and Sergeants and Constables proceeding on furlough or leave on medical certificate are also entitled to free passages by rail to and from their homes.

697. (a) Policemen proceeding to India on leave of any description should ordinarily be employed on the voyage in guarding transferred convicts.

(b) On the expiration of their leave, they will report themselves to the Commissioner of Police, Calcutta, with a view to their employment as convict guards on the return journey.

698. The total number of men on leave at one time from all causes other than privilege leave shall not exceed ten per cent. of the Force.

699. While ill in hospital at Port Blair or Nancowri, absentee allowances are granted as follows :—

(a) Constables and Sergeants,—Full pay for so long as they may be in hospital.

NOTE.—[This concession does not interfere with the grant of any leave admissible under this section.]

(b) Subadars and Jamadars and Inspectors,—In accordance with the Indian Service Leave Rules.

700. During leave on medical certificate spent in India an absentee allowance is granted at the following rates :—

(a) *Constables*.—Subsistence allowance of Rs. 6 a month.

(b) *Naiks*.—Subsistence allowance of Rs. 8 a month.

(c) *Sergeants*.—Subsistence allowance of Rs. 10 a month.

(d) *Subadars and Jamadars*.—Half pay for fifteen months and subsistence allowance of Rs. 15 a month after that term.

Pension Rules.

701. Members of the Force are entitled to pensions under the Regulations in Part IV, for the calculation of ordinary pensions for Superior service. Native officers, Non-Commissioned officers and Sepoys of the Indian Army recruited direct from the Army and whose services are obtained on special application, count their previous Army service as qualifying service under the rules in Part IV, provided they complete 10 years' qualifying service in the force. Those who retire before completing 10 years such service are granted the military pension of their rank—their service in the police being included as qualifying under Military rules.

702. Time spent in hospital at Port Blair or Nancowri by Constables and Sergeants of the Force, during which they receive full pay under Article 699 does not qualify for pension.

Travelling Allowance Rules.

702A. Subadars and Jamadars are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance.

Chapter XXXV.—Assam and Dacca Military Police.

703. Pensions are granted to Policemen and, in the exceptional cases specified in the rules, to their heirs in accordance with Parts IV and VI.

PART V.

704. Furlough on private affairs on half Assam or Dacca pay for not more than six months, from date of departure from head-quarters to date of return thereto, may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not exceed 5 per cent. of the strength of the Battalion from 15th October to 15th April, and 10 per cent. from 16th April to 14th October.

705. Leave on medical certificate for not more than six months, from date of departure from head-quarters to date of return thereto, may be granted by Battalion Commandants to all ranks. A man taking such leave forfeits his turn for furlough, and his name is placed at the bottom of the furlough roster. Leave on medical certificate for a longer period than six months requires the sanction of the Local Government.

706. Allowances on leave on medical certificate are full pay for as long a time as the man is entitled to privilege leave, and half pay for the remainder of the first six months; and, in case of extension being granted, half pay. The leave allowance of a man on leave on medical certificate taken in extension of furlough is half Assam or Dacca pay.

707. Sick leave on full pay for a period not exceeding one month may be granted by Battalion Commandants to all ranks while in hospital. In exceptional cases, *e.g.*, in consequence of wounds received in action or for other special reasons this privilege may be extended to two months under the special sanction of the Local Government. After this period, such leave may be granted on half pay. Leave granted under this rule shall not interfere with the grant of ordinary leave on medical certificate.

708. The Battalion Commandant may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good.

709. The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Battalion Commandants in granting furlough and leave.

710. Native Commissioned officers are entitled to travelling allowance as second class officers for journeys by rail and by river steamer.

711. Free passages by steamer and rail are allowed—

- (a) to and from their homes, to men proceeding on or returning from furlough on private affairs or leave on medical certificate, but not to men proceeding on or returning from privilege leave,
- (b) to their homes, to men who are not natives of the Province when retiring on Invalid pensions, but not to men granted Retiring or Superannuation pensions.

712. Any member of the Force belonging to races foreign to Assam or Dacca who may be recruited outside the Province, may, with the written permission of the Battalion Commandant, and if quarters are available in the Police lines, bring his children, one wife and one relative to Assam or Dacca.

For the conveyance of families, third class passages will be granted by railway, and deck passages by steamer, in the case of all Native officers, on payment of one-third of the passage money and fare; in the case of 20 per cent. of the Non-Commissioned officers of each Battalion, free of charge; in the case of 5 per

cent. of the privates of each Battalion, free of charge. The percentage must be reckoned on the number of foreigners only.

Return passages to their homes will be granted to the families of such officers and men dying in Assam or Dacca.

Chapter XXXVI.—Calcutta and Suburban Police Forces.

713. The leave of absence and acting allowances of officers and men of the Calcutta and Suburban Police Forces, whose pay does not exceed Rs. 20 a month, are regulated by the following rules :—

(1) One month's leave may be granted at any time, but without pay ; such leave is only to be granted in special cases, and when good ground exists for granting the indulgence.

(2) One month's leave may be granted after eleven months' actual service, without deduction of pay.

(3) Special leave for four months may be granted on half pay to any officer or constable who has served for four years without taking leave of any description whatsoever.

(4) Officers and constables whose homes are more than 400 miles from Calcutta may in special cases have the leave, granted under rule (3), extended to five months, and those whose homes are more than 800 miles, to six months.

(5) Sick leave may, at any time, be granted for one month on full pay.

(6) Sick leave, on production of a certificate signed by the Police Surgeon declaring such leave to be absolutely necessary, may be granted for four months on half pay. (The longer periods granted to men, whose homes are more than 400 and 800 miles from Calcutta, in Rule (4), may be also granted to applicants under this rule.)

(7) Leave granted under Rules (1), (2), (3) and (4), cannot be claimed as a right, but may be granted at the discretion of the Commissioner of Police, provided that no inconvenience to the public service will be occasioned, and that the funds admit.

(8) The place of any officer or constable absent from duty on leave, under Rule (3), (4) or (6), may be filled up by the temporary promotion of a substitute from the next lower grade, whose place again may, in like manner, be filled up by promotion from the lower grades.

(9) Any officer or constable acting for another absent from duty under Rule (3), (4) or (6), shall draw half his own salary *plus* half that of the superior officer for whom he is acting, and any saving accruing from such arrangement shall be carried to the credit of the Leave Fund.

(10) The half salary of any officer or constable on leave, whether special or on medical certificate, will be payable only on return to duty. Should the absentee not rejoin upon the expiration of the leave granted to him, he will be liable to forfeit all claim to the half pay he would otherwise receive upon return. All sums thus forfeited are to be carried to credit of the Leave Fund.

(11) The number of men allowed to be absent on Special leave is not to exceed 10 per cent. of the effective numerical strength.

Chapter XXXVII.—Burma Military Police.

714. The rules in this Chapter apply to—

(a) All members of the Burma Military Police who originally enlisted on an engagement under the direct orders of the Government of India, and on a renewal of their engagement, to all members who joined the Force from the Army prior to 1st January 1889.

(b) All members of the Burma Military Police enlisted by the Government of Burma.

(c) Soldiers who join the Force from the Native Army after the 31st December 1888, or who, having joined before that date, are now serving in Lower Burma, not having been transferred from Upper Burma in the interests of the public service.

(d) Karen recruits.

(e) All members not being soldiers of the Native Army on renewal of their engagements who were enlisted under the direct orders of the Government of India.

(f) Kachins enlisted in the Military Police.

(g) Salutries and Armourers.

Leave and Leave Allowances.

715. Furlough on private affairs on half Burma pay (except for members mentioned in Article 714 (a) who will draw full Burma pay) for not more than six months may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not, except under the special orders of the Government of India, exceed $7\frac{1}{2}$ per cent. of the strength of the Battalion.

716. Leave on medical certificate for not more than six months may be granted by Battalion Commandants to all ranks. A man taking such leave forfeits his turn for furlough and his name is placed at the bottom of the furlough roster. Extensions of leave on medical certificate beyond a period of six months in the aggregate may be sanctioned by the Inspector General of Police, Burma, but the amount of leave which may be granted with pay at one time is limited to two years.

717. (a) Allowances on leave on medical certificate are :—

(i) In the case of the members mentioned in clause (a) of Article 714, full Burma pay for the first six months and afterwards at the rate of one quarter the Burma pay: provided that the Local Government may in any case by special order direct that a man on leave on medical certificate after the first six months shall draw any allowance not exceeding one-half the Burma pay.

(ii) In the case of the members mentioned in clauses (b) to (g) of Article 714, half full Burma pay for the first six months and, in case of extension being granted, not more than one-fourth full Burma pay without the sanction of the Local Government.

(b) The leave allowance of a man on leave on medical certificate taken in extension of furlough is one-fourth full Burma pay.

NOTE 1.—[An advance of three months' pay may be made to the men mentioned in Article 714 (a), going on sick leave. A man who obtains an advance of three months' pay is not eligible for another remittance for four months.]

NOTE 2.—[The language allowances, or extra pay, of Military Policemen for passing examinations in Yunnanese, Burmese, Shan, Chin and Kachin are treated as salary for the purpose of calculating leave allowances, but are not taken into account in calculating pension.]

718. Sick leave on full pay for a period not exceeding two months may be granted by Battalion Commandants to all ranks while in hospital in Burma and on half pay for any period in excess of two months. Sick leave on full pay may, however, be granted to all ranks while in hospital in Burma on account of wounds received in action until they are discharged from hospital. Leave granted under this rule does not interfere with the grant of leave to India on medical certificate.

719. Battalion Commandants may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good.

720. The Inspector-General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave.

Travelling Allowance.

721. Subadars and Jamadars of the Military Police both in Upper and Lower Burma are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance.

722. Free passages by sea, river and rail are allowed to and from their homes to men [except those mentioned in Article 714 (f) unless they belong to the Myitkyina Battalion having been recruited from the Bhamo district and travel *viâ* Katha] proceeding on or returning from furlough on private affairs or leave on medical certificate, but not to men proceeding on or returning from privilege leave unless the privilege leave is commuted into furlough or leave on medical certificate, when the grant of free passages or the cost thereof will be admissible.

NOTE 1.—[Charges for conveyance by road of Military Policemen proceeding on sick leave may be paid in cases where the Civil Surgeon certifies that they are unable to proceed on foot.]

NOTE 2.—[Free passages are allowed to members of the Military Police, both of Upper and Lower Burma, detailed as attendants on sick Native and Non-Commissioned officers and sepoy's proceeding to India on furlough and sick leave or on retiring from the service on pension or gratuity in cases in which the Civil Surgeon certifies that the sick officer or sepoy is too ill to travel alone. It should, however, be understood that a special attendant should only be sent when it is thought absolutely necessary to do so, and that ordinarily the invalid should be put in charge of a comrade proceeding on leave at the same time.]

723. Free passages from the place of enlistment may be granted to Karen recruits who have to travel by rail or steamer to the head-quarters of their Battalion. The passage of recruits for the Upper Burma Military Police enlisted in India as well as of gunkahars, cooks, bhisties, and transport drivers is paid by Government from the place of enrolment to the head-quarters of the Battalion.

from the Police, the amounts deducted are refunded and the Police service counts towards Army pension.

(c) In the case of policemen who elect for Military Rules, the claims of heirs to pension are regulated by Military Rules, and in the case of those who elect the rules of the Civil Service Regulations, heirs can claim pension only in the special cases provided for in Chapter XXXVIII.

(d) Men who joined the Force, otherwise than from the Army, are only entitled to such pensions and on such conditions as the Civil Service Rules for Policemen permit.

(e) Service in Burma is held to be "Foreign Service" within the meaning of Article 573 of the Army Regulations, India, Volume I, Part II, in case of all men of the Native Army not being Natives of Burma, and is, therefore, so considered in the case of all men of the Upper Burma Military Police subject to the Military Pension Rules of the Native Army.

727. (a) In the case of members of the Burma Military Police mentioned in clauses (b) to (g) of Article 714, the rules in the Civil Service Regulations apply as regards pensions, except Salutries and Armourers who joined the Upper Burma Military Police from the Army before the 1st January 1889 who are subject as regard pensions to Article 726, clauses (a) to (c).

(b) Pension under the Civil Rules for the period of their past Military as well as their Police service is granted to the Native Officers and Non-Commissioned Officers of the Burma Military Police referred to in clause (a) who have been or may be recruited direct from the Army after 1888, when volunteering was closed, on the condition that they complete 10 years' qualifying service in the Burma Military Police in addition to their service in the Army; but those who retire with less than 10 years' qualifying service in the Burma Military Police will be granted pension on the Military scale according to their rank for the whole period of their service, that in the Police being included. This concession applies only to those men whose services were obtained from the Army on special application.

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

GENERAL ARRANGEMENT.

	ARTICLES	PAGE
CHAPTER XXXVIII—WOUND AND OTHER EXTRAORDINARY PENSIONS :—		
I.—Wounds on Military Service	728—731	195
II.—Special Cases	732—733	197
III.—Injuries received on Duty	734—744	198
IV.—State Railway Rules	745	200
V.—Procedure	746—747	201
VI.—Re-employment of Wound Pensioners	748—749	201

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

Chapter XXXVIII.—Wound and other Extraordinary
Pensions.

Section I.—Wounds on Military Service,

728. Gratuities and pensions to officers wounded, and to the families of officers killed, in action, or in the execution of duty otherwise than in action, and to the families of officers whose death is due to illness contracted on service with an army in the field may, in cases in which, under the Army Regulations, India, they would be admissible to the officers or men of the Regular Forces or to their families, be granted under the following rules, the grant being reported to the Secretary of State.

NOTE.—[In a case falling clearly and strictly within the letter of the rules, the Local Government may grant the pension admissible, the report to the Secretary of State being made through the usual channel.]

729. Officers of Government, being Volunteers who are called out on actual Military service, are entitled (themselves and their families) to the pensions, allowances, or gratuities admissible under Army Regulations, India, Volume IX, Section XIX: Provided that, if any such officer is wounded or killed in such actual Military service, and he or his family are in consequence thereof, entitled by the following rules or by the rules of the Service to which he belongs, to a higher pension, allowance or gratuity than is provided by the Military rules above referred to, then he or his family shall receive such higher pension, allowance, or gratuity in lieu of that provided by those rules. Provided also, in every case, that he has given to the head of his office if he is a member of an office establishment, or to his superior officer in other cases, notice of his having been called out.

730. Gratuities and pensions are granted to Civil officers wounded, and to the families of such officers killed, while serving (in circumstances justifying their presence) with a Military force, and to the families of such officers whose death is due to illness contracted on service with an army in the field, according to the scale applicable to officers or men of the Army or their families, the rank of the officers being determined with reference to the actual

196 WOUND AND OTHER EXTRAORDINARY [CHAP. XXXVIII.
PENSIONS.

Military rank in the field or by the following tables, whichever is more favourable to the recipients :—

(i) Members of the Indian Civil Service :—		(ii) Other Civil officers, not being native officers :—	
An officer of—	Ranks as a—	An officer whose salary is—	Ranks as a—
Less than 5 years' standing	Lieutenant.	Below Rs. 16 a month . . .	Sepoy.
More than 5 " "	Captain.	Rs. 16 a month or upwards	Naik.
" 12 " "	Major.	" 25 ditto . . .	Havildar.
" 18 " "	Lieutenant-Colonel.	" 50 ditto . . .	Jemadar.
" 23 " "	Colonel.	" 100 ditto . . .	Subadar.
" 31 " "	Major-General.	" 200 ditto . . .	Lieutenant of less than 3 years' service.
Lieutenant-Governor or Chief Commissioner	Lieutenant-General.	" 300 ditto . . .	Lieutenant of more than 3 years' service.
		" 500 ditto . . .	Captain.
		" 1,000 ditto . . .	Major.
		" 1,500 ditto . . .	Lieut.-Col.
		" 2,000 ditto . . .	Colonel.
		" 2,500 ditto . . .	Major-General.

(iii) The wound and family pensions of native Civil officers are fixed in rupees as follows :—

An officer whose salary is	Wound pension.	FAMILY PENSION.				Maximum amount of pension admissible.
		INTERMEDIATE RATE.		HIGHEST RATE.		
		For widow.	For each child.	For widow.	For each ch id.	
	R	Rs.	Rs.	Rs.	Rs.	
Below Rs. 16 a month						} Half the salary of the officer.
Rs. 16 a month or upwards						
" 25 ditto						
" 50 ditto						
" 100 ditto						
" 200 ditto	80	60	12	80	16	
" 500 ditto	120	90	18	120	24	
" 1,000 ditto	240	120	24	180	36	
" 1,500 ditto	360	150	30	225	45	
" 2,000 ditto	360	180	36	270	54	
" 2,500 ditto	420	210	42	315	63	

The rates are determined in accordance with Army Regulations, India, Volume I, officers ranking as in clause (ii) above.

(iv) A Viceroy of India or Governor of a Presidency ranks as a Field Marshal, General, or Lieutenant-General Commanding-in-Chief.

(v) A person who is not in the service of Government ranks according to his status in life as compared with an officer of the Regular Forces.

Place of payment.

731. A Civil officer in receipt of a wound pension cannot draw it from the Home Treasury while serving or residing in India, but must draw it at the place where his pay, absentee allowance, or pension is disbursed.

Section II.—Special Cases.

732. In special cases, as, for instance, when an officer is wounded in an encounter with dacoits, the Government of India may relax the condition of Article 730 as to service with a Military force. In such cases the pension or gratuity granted to a Civil officer will be calculated according to the scale laid down in the Army Regulations, India, Volume I, for wounds and injuries received in the execution of Military duty otherwise than in action, the rank of the Civil officer being determined as in Article 730.

NOTE.—[Military officers in Civil employ, who receive wounds or injuries in the discharge of Civil duties, have no claim to injury gratuity or pension under Military rules, and will be dealt with under Article 732. At the same time, it is necessary to apply to such cases a similar restriction to that in Article 735, on the grant of compensation for injuries, so as to prevent claims being preferred for gratuities or pensions in consideration of ordinary accidents. Subject to this restriction the families of Military officers dying from wounds or injuries received through the performance of Civil duties may be granted the 'intermediate' rate of Royal-Warrant Pension.]

Wound Leave.

733. An officer compelled to absent himself from duty, in consequence of wounds received in action, or of illness contracted by active service in the field (in circumstances justifying his presence) with a Military force (*i.e.*, service recognised as such by the Government of India), or of illness which was originally contracted on such service, being aggravated or reproduced by subsequent service of a similar nature, may be allowed extraordinary leave on medical certificate, irrespective of the period which has elapsed since his last return from leave of any description. Such leave will not reckon as part of the maximum admissible under general rules, and it will, except as regards the earning of Furlough, count, up to a maximum of 12 months as active service, provided that—

- (a) it must be taken immediately in consequence of the wound or illness, *i.e.*, without any intervening period of active service;
- (b) it is certified by the Medical Board, before which the officer appears, that the disability owing to which leave has become necessary, originated on active service in the field and was solely caused by hardship and exposure undergone or by wounds received, during such service;
- (c) it cannot be combined with any other kind of leave, except Leave on Medical Certificate;

- (d) allowances during such leave will be half average salary, subject to the maxima applicable to ordinary Furlough; and no allowances will be paid for any leave in excess of two years
- (e) the medical certificate must state the term for which leave is necessary in consequence of the wound or illness, and any extension of that period can be granted only on a fresh medical certificate;
- (f) an interval of three years must intervene between expiry of such leave and Furlough, except in the case of Furlough on medical certificate, when the interval need not exceed six months.

NOTE.—[In the special cases referred to in Article 732, the Government of India may relax the condition of this Article as to service with a Military force. In such cases the certificate of the Medical Board referred to in clause (b) must state that the disability, owing to which the leave has become necessary originated on the *quasi*-Military service referred to in Article 732, and was solely caused by hardship and exposure undergone, or by wounds received, during such service.]

Section III.—Injuries Received on Duty.

734. (a) The rules in this Section are analogous to the Regulations for the grant of pensions to soldiers wounded in action and to the heirs of soldiers killed in action, and provide for a pension or gratuity in cases of injury or death:—

(i) to a man so injured in the execution of a public duty as to be incapacitated for earning a livelihood;

(ii) to the family of a man killed in the execution of a public duty;

(b) They apply to any person employed in the service of the Government, whether permanently, temporarily, or even casually, and when remunerated by fixed pay, or (as, for example, miners in the Salt mines) for piece-work.

(c) They apply also to a village watchman (including a Municipal chowkidar in the United Provinces) or his family, even though he receives no pay from the State.

735. A Wound or Extraordinary pension or gratuity is granted only when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk. This condition governs the grant of pensions or gratuities under Articles 739 and 740. The Government recognises no claims on account of loss of life or bodily injury resulting from an ordinary accident. The following are examples of cases of ordinary accident:—

A Policeman falling from a horse; a Policeman on escort duty killed by sunstroke; a Lascar killed by the snapping of a hawser; a Labourer falling under a burden.

NOTE.—[As this rule is based upon the analogy of the regulations for the grant of pensions to soldiers wounded, and to the families of soldiers killed in action, its application is strictly limited to the cases for which it is intended to provide; it is obviously inexpedient for the Government to dispense charity in individual cases, or to do anything which might weaken the inducements to officers to secure proper provision for their families.]

736. The Government does not bind itself to grant pension in every case, or, if it grants pension, to grant it for life.

737. The amount of pension is to be regulated by—

- (i) the character and service of the injured or killed;

PART VI.

(ii) the nature of the risk undergone, and the conduct of the man in accepting it;

(iii) the nature and extent of the injury received;

(iv) the pecuniary circumstances and prospects of the claimant.

738. Injuries for the purposes of this Section are classed in four degrees :—

1st Degree.—Men losing two limbs or both eyes from wounds; or being so severely wounded as to be totally incapable of earning a livelihood and to require the care and assistance of some other person.

2nd Degree.—Men losing one limb or one eye; or being so disabled as to be incapable of earning a livelihood, though not requiring the care of another person.

3rd Degree.—Men not losing a limb or an eye who have received an injury equal to the loss of a limb, or who are otherwise so disabled as to be capable of contributing in only a small degree towards earning a livelihood.

4th Degree.—Men able to contribute materially towards a livelihood, although unfit, from wounds, for the ordinary duties of the service.

739. A pension or, when a pension is not justified by the circumstances of the case, a gratuity may be granted by the Local Government or the Government of India as follows :—

Pensions.

(a) by the Local Government, not exceeding Rs. 10 a month.

(b) by the Government of India, not exceeding—

(i) Rs. 100 a month, in the case of State Railway servants.

(ii) Rs. 25 a month in other cases.

Gratuities.

(c) by the Local Government, not exceeding six months' pay and not exceeding Rs. 600.

(d) by the Government of India, not exceeding six months' pay or Rs. 1,000 whichever is greater.

(e) by the Railway Board, not exceeding six months' pay or Rs. 3,000, whichever is greater in the case of State Railway servants.

740. Pensions granted under the preceding Article are subject to the following limits :—

(i) To an officer wounded in the first or second degree, not exceeding full pay.

(ii) To an officer wounded in the third or fourth degree, not exceeding half pay; or, if the officer is entitled to an Invalid pension of half pay under the ordinary rules for Superior or Inferior service, then not exceeding three-quarters pay.

(iii) To the family of an officer killed in the execution of his duty, not exceeding half the pay of the deceased officer, and not less than Rs. 2½ a month.

NOTE.—[The term "family" includes only wife, legitimate child, father or mother, dependent upon the deceased for support. The words "for the support of the family" should be inserted in every order sanctioning a pension under this rule.]

741. (a) A pension granted under clause (i) or (ii) of the preceding Article will, unless the pensioner is more than sixty years old (in which case it will be permanent), continue, in the first instance, for two years only.

(b) At the end of eighteen months, the pensioner shall be examined afresh by a Medical Officer in charge of a Civil station, upon whose report the Local Government will decide whether the pension shall be continued or not for a further term, or permanently, and whether the pensioner shall be subjected or not to further medical examination.

742. (a) If a pension is granted to a family under Article 740 (iii), it is allotted for the support of the family to the eldest surviving son:—

- (i) failing sons, to the eldest widow, for the same purpose;
- (ii) failing both sons and widows, to the eldest surviving unmarried daughter, for the same purpose;
- (iii) these failing, to the father, for the same purpose;
- (iv) and failing all others, to the mother for the same purpose.

(b) To a male, pension is given as follows:—

- (i) if the pensioner is under six years of age, till he is eighteen years old;
- (ii) if above six and under fifty years, for twelve years;
- (iii) if not under fifty years, for life.

(c) The pension to a female is for life or until marriage; ⁽¹⁾ but, on her suitable marriage, the Local Government may, at its discretion, grant her five years' pension as a dowry.

NOTE ⁽¹⁾.— [A Political, Extraordinary, or other pension granted in the Civil Department to a female infant, native of Asia, shall, in the absence of special orders to the contrary, last until she leaves her own family to cohabit with a husband, or, being married, attains the age of sixteen years, whichever event happens first.]

(d) A pension is given to only one member of each family, and no transfer of the pension to another member is permitted on its lapse either by the demise of the pensioner or for any other reason, or on its remaining in abeyance under the operation of the rules in Chapter XXI.

743. The Government of India have also the power to grant in any case, even where no pension or gratuity is admissible under these rules—

- (a) a gratuity not exceeding Rs. 1,000; or
- (b) when injury or death is due to devotion to duty, a pension not exceeding Rs. 25 a month or a gratuity of equivalent amount.

NOTE.—The powers of the Government of India under Clause (a) above may be exercised by the Railway Board in the case of Railway servants.

744. A Local Government may, as a special case, grant a gratuity not exceeding Rs. 20, or two months' pay, whichever is less, to a day-labourer or mechanic injured, or to his representatives if he is killed, in the execution of duty by causes beyond his control, if the injury is not such as to allow of a Wound or Extraordinary pension being granted under the foregoing rules.

NOTE.—[The powers of a Local Government under this Article may be exercised by Superintending Engineers in the Public Works Department.]

Section IV.—State Railway Rules.

745. A Local Government having State Railways under its control and Managers of State Railways not under Local Governments may grant a gratuity to any State Railway servant who may be injured, or to the representatives of any State Railway servant who may be killed, by the working of trains or engines, otherwise than through his own negligence or wilful action: provided that such gratuity shall not exceed a sum equal to six months' pay of the servant injured or killed, or a maximum of Rs. 200. If Rs. 200 is considered insufficient, a reference must be made to the Government of India.

1. Officials of the Railway Mail Service are eligible in the same way as State Railway servants under Article 745 for the grant of gratuities to those who may be injured or to the representatives of those who may be killed, in railway accidents. For the purpose of this rule the Director-General of the Post Office of India exercises powers similar to those exercised by Managers of State Railways in respect of State Railway servants.

Section V.—Procedure.

746. When a claim for Wound or Extraordinary pension arises, the head of the office in which the man killed or injured was employed must hold a formal inquest, taking evidence as to —

- (i) the circumstances under which the injury was received, or the life lost;
- (ii) the relationship (in the case of a death) and the pecuniary circumstances of the claimants.

747. The head of the office will then submit the case, with a statement of the circumstances, through his official superiors, to the Government. The application, which should be in Form No. 25 in the case of a man injured and Form No. 22 in the case of a man killed, should be accompanied by the report of the Audit Officer upon the claim.

Section VI.—Re-employment of Wound Pensioners.

748. A Wound or Extraordinary pension granted under these Regulations, or under Military Rules, to a Native Commissioned officer or a Non-Commissioned officer or soldier for wounds and injuries, may, in the event of the pensioner's subsequent employment in the Civil Department, be, during such employment, reduced or suspended by the Government which granted the pension.

NOTE. — [“ The withdrawal of pension is optional with the Local Government, and it should not be withdrawn except in cases of complete recovery. If A B is still capable of contributing in only a small degree towards earning a livelihood, his pension should not be withdrawn now that he is serving in the Custom House, Bombay, as he is not earning as much as he might have done had he not suffered from the wound or injury.”— (Military Department, to Bombay, No. 500 S., dated 13th September 1878.)]

749. If, however, the Wound or Injury pension of a Native Commissioned officer or a Non-Commissioned officer or soldier includes an Invalid pension, he may, if the Wound or Injury pension is withheld, draw the Invalid pension in addition to Civil salary.

PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

GENERAL ARRANGEMENT.

	ARTICLES.	PAGE.
CHAPTER XXXIX.—GENERAL DEFINITIONS AND CONDITIONS . . .	750—752	205
CHAPTER XL.—FOREIGN SERVICE OF THE FIRST AND SECOND KINDS:—		
I.—Conditions of Foreign Service of the first kind.	753—763	205
II.—Conditions of Foreign Service of the second kind.	764—769	213
III.—Rules for payment of Contributions . . .	770—778	214
IV.—General conditions of service . . .	779—791	217
V.—Special cases . . .	792—793	220
CHAPTER XLI.—FOREIGN SERVICE OF THE THIRD KIND . . .	794—795	220
CHAPTER XLII.—SERVICE UNDER LOCAL FUNDS:—		
I.—Pensions . . .	796—809	221
II.—Leave, Acting and Travelling Allowance Rules	810—814	225

PART VII.—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

Chapter XXXIX.—General Definitions and Conditions.

750. Foreign Service is of three kinds, viz. :—

First.—When an officer of Government is allowed to take service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to pension and leave in the same way as if he were still in the service of Government.

Examples.—Officers lent to Egypt, or to the Colonies, or to a Native State, or a Port Trust, or a Municipality, or a Railway Company.

Second.—When Government having obtained control over or having received in trust certain funds other than General Revenues, creates special appointments or special establishments at the cost of the said funds for the purpose of exercising such control or trust.

Examples.—Administrators of Native States, Managers of Courts of Wards Estates.

Third.—When additions are made to an existing service or an existing establishment to provide for work which has to be done under the supervision and control of the supervising and controlling officers of the service or establishment, the cost of the additions being charged to, or recovered from, the persons or bodies in whose interest the work is done.

Examples.—Political Agents appointed at the cost of the States concerned; Assistant Opium Agents in Native States and their establishments; establishments employed in Government offices for the control of local funds the members of which are appointed and controlled by Government, but the cost of which is recovered from the Foreign Services or Local Funds.

751. (a) Foreign Service of the first and second kinds qualifies for leave and pension or for pension only in the case of officers transferred by competent authority from qualifying service under Government with the privilege of retaining their title to leave or pension which in all but special cases is made subject to payment of contributions to Government in respect of the cost of such leave or pension.

(b) Foreign Service of the third kind qualifies for leave and pension in the same way as service in the rest of the department or establishment, of which the appointment forms a part; but arrangements are made for the recovery of the cost, as laid down in Chapter XLI.

752—Cancelled.

Chapter XL.—Foreign Service of the first and second kinds.

Section 1.—Conditions of Foreign Service of the first kind.

Sanction to Transfer.

753. An officer may not be transferred to Foreign Service of the first kind unless the following conditions are complied with :—

(i) The service required of the officer transferred is such as should for

Public reasons (and not merely in the interest of the officer concerned) be provided for by a servant of the Government of India.

(ii) The transfer is made by competent authority—

(a) In the case of transfer to Foreign Service in India the sanction of the Local Government under which the officer is serving is sufficient, provided his pay in Foreign Service does not exceed that specified in clause (iv) of this Article, and that, if transferred to a Native State, he is not allowed any further emoluments other than those specified in Rule III of Appendix No. 31.

NOTE—[In the case of service in a Court of Wards the power of a Local Government under this clause may be exercised by—

(a) The Board of Revenue in respect of the transfer of subordinate officers in the Revenue Department up to and including the grade of Tahsildars and in other Departments up to the grade corresponding to a Tahsildar subject to the consent of the officer's departmental head.

(b) Commissioners of Divisions and Collectors of Districts, in respect of the transfer of non-gazetted subordinates to such appointments under the Court of Wards as can be filled up by them on their own authority.]

(b) The sanction of the Government of India is required to all transfers to Foreign Service out of India and also in cases of transfer to Foreign Service in India which do not fall within the terms of clause (ii) (a) above.

(iii) The officer transferred either—

(a) has ten years' qualifying service (for pension) under Government :—

NOTE.—[This condition may be relaxed by the Local Government in any case in which the transfer is for not more than one year. It does not apply to the following officers :—

(i) Assistant Surgeons and Hospital Assistants—employed under Local Bodies, Railway Companies and other bodies to which their services may be lent by the Local Government.

(ii) Any Government officer appointed to service under the Court of Wards.

(iii) Officers of the Agricultural and Civil Veterinary Departments—employed under Local Bodies; or under Agricultural Associations or Societies such as those for the prevention of cruelty to animals.

(iv) Agricultural Assistants—deputed to Foreign Service in connection with agricultural experiment or demonstration.]

(b) or belongs to one of the following services :—The Indian Civil Service; the Army; the "Commission" of any Non-Regulation Province; the graded Political Departments; the Superior Service of the Public Works (including Railway Revenue and Account Branches), Telegraph, Survey, or Forest Department; the graded Educational Service; the Indian Educational Service; the Royal Indian Marine.

(iv) The pay admissible shall ordinarily be determined by the following rules, but the Local Government may (subject in the case of transfers to Native States to the rules laid down in Appendix No. 31) sanction convey-

ance and local allowances in addition thereto, and also travelling allowance under the ordinary rules of the Civil Service Regulations or under the local rules of the foreign employer if those are not more favourable :—

- (a) If an officer is transferred to a post the duties of which are similar to those of the appointment which he held at the time of his transfer, his pay,
- (1) if he belongs to a graded service, shall not exceed that of the grade to which he would next rise if he remained in British service ;
 - (2) if he does not belong to a graded service, shall not exceed by more than 25 per cent. his pay in British service.

NOTE.—[If at the time of transfer an officer is receiving acting allowance for officiating in an appointment from which it is unlikely that he will revert, his initial pay in Foreign Service may be calculated with reference to his salary at the time of transfer.]

- (b) If an officer is transferred to a post the duties of which entail unusual responsibility and require special capacity, or to a post belonging to a branch of the public service different from that in which he was previously serving, his pay, whether he belongs to a graded service or not, shall not exceed the pay ordinarily allowed for similar duties in British service.

(c) Increases of pay are regulated as follows :—

- (1) When an officer, whose pay was originally fixed under Clause (a) (1), would have been promoted in the British service, to a higher grade, he may be permitted to draw the pay of the grade next above that to which he would have been so promoted with effect from the date of such promotion.
- (2) In all other cases no increase of pay above the amount sanctioned at the time of transfer will be granted to any officer until he has served for three years in Foreign Service. After that period and subsequently at intervals of not less than three years increments not exceeding 20 per cent. of the original pay in Foreign Service may be allowed on the *intimation of the foreign employer*, if, in the opinion of the Local Government or the Government of India, as the case may be, the increase is justified both with reference to the qualifications of the officer and the nature of his duties.

(d) The officiating allowance of an officer appointed to officiate during the absence of a permanent incumbent of a sanctioned appointment in Foreign Service, shall be regulated in accordance with the rules in Part II.

(v) The officer transferred shall remain, while on Foreign Service, subject to the general and disciplinary rules which apply to officers on active Government service.

Public reasons (and not merely in the interest of the officer concerned) be Provided for by a servant of the Government of India.

(ii) The transfer is made by competent authority—

(a) In the case of transfer to Foreign Service in India the sanction of the Local Government under which the officer is serving is sufficient, provided his pay in Foreign Service does not exceed that specified in clause (iv) of this Article, and that, if transferred to a Native State, he is not allowed any further emoluments other than those specified in Rule III of Appendix No. 31.

NOTE.—[In the case of service in a Court of Wards the power of a Local Government under this clause may be exercised by—

(a) the Board of Revenue in respect of the transfer of subordinate officers in the Revenue Department up to and including the grade of Tahsildars and in other Departments up to the grade corresponding to a Tahsildar subject to the consent of the officer's departmental head.

(b) Commissioners of Divisions and Collectors of Districts, in respect of the transfer of non-gazetted subordinates to such appointments under the Court of Wards as can be filled up by them on their own authority]

(b) The sanction of the Government of India is required to all transfers to Foreign Service out of India and also in cases of transfer to Foreign Service in India which do not fall within the terms of clause (ii) (a) above.

(iii) The officer transferred either—

(a) has ten years' qualifying service (for pension) under Government :—

NOTE.—[This condition may be relaxed by the Local Government in any case in which the transfer is for not more than one year. It does not apply to the following officers :—

(i) Assistant Surgeons and Hospital Assistants—employed under Local Bodies, Railway Companies and other bodies to which their services may be lent by the Local Government.

(ii) Any Government officer appointed to service under the Court of Wards.

(iii) Officers of the Agricultural and Civil Veterinary Departments—employed under Local Bodies ; or under Agricultural Associations or Societies such as those for the prevention of cruelty to animals.

(iv) Agricultural Assistants—deputed to Foreign Service in connection with agricultural experiment or demonstration.]

(b) or belongs to one of the following services :—The Indian Civil Service ; the Army ; the " Commission " of any Non-Regulation Province ; the graded Political Departments ; the Superior Service of the Public Works (including Railway Revenue and Account Branches), Telegraph, Survey, or Forest Department ; the graded Educational Service ; the Indian Educational Service ; the Royal Indian Marine.

(iv) The pay admissible shall ordinarily be determined by the following rules, but the Local Government may (subject in the case of transfers to Native States to the rules laid down in Appendix No. 31) sanction convey-

ance and local allowances in addition thereto, and also travelling allowance under the ordinary rules of the Civil Service Regulations or under the local rules of the foreign employer if those are not more favourable :—

- (a) If an officer is transferred to a post the duties of which are similar to those of the appointment which he held at the time of his transfer, his pay,
- (1) if he belongs to a graded service, shall not exceed that of the grade to which he would next rise if he remained in British service ;
 - (2) if he does not belong to a graded service, shall not exceed by more than 25 per cent. his pay in British service.

NOTE.—[If at the time of transfer an officer is receiving acting allowance for officiating in an appointment from which it is unlikely that he will revert, his initial pay in Foreign Service may be calculated with reference to his salary at the time of transfer.]

- (b) If an officer is transferred to a post the duties of which entail unusual responsibility and require special capacity, or to a post belonging to a branch of the public service different from that in which he was previously serving, his pay, whether he belongs to a graded service or not, shall not exceed the pay ordinarily allowed for similar duties in British service.

(c) Increases of pay are regulated as follows :—

- (1) When an officer, whose pay was originally fixed under Clause (a) (1), would have been promoted in the British service, to a higher grade, he may be permitted to draw the pay of the grade next above that to which he would have been so promoted with effect from the date of such promotion.
- (2) In all other cases no increase of pay above the amount sanctioned at the time of transfer will be granted to any officer until he has served for three years in Foreign Service. After that period and subsequently at intervals of not less than three years increments not exceeding 20 per cent. of the original pay in Foreign Service may be allowed on *the intimation of the foreign employer*, if, in the opinion of the Local Government or the Government of India, as the case may be, the increase is justified both with reference to the qualifications of the officer and the nature of his duties.

- (d) The officiating allowance of an officer appointed to officiate during the absence of a permanent incumbent of a sanctioned appointment in Foreign Service, shall be regulated in accordance with the rules in Part II.

(v) The officer transferred shall remain, while on Foreign Service, subject to the general and disciplinary rules which apply to officers on active Government service.

753A. A copy of the order sanctioning an officer's transfer to Foreign Service must always be communicated to the Audit Officer (Article 772) by the authority by whom the transfer is sanctioned.

NOTE.—[Service under a landholder who retains the management of his own estate is not "Foreign Service" for the purpose of these Regulations, unless, in an altogether exceptional case, the importance of the estate or its owner is, in the opinion of the Local Government, such as to justify the transfer of the services of a Government officer to occupy an important position, such as manager, etc.)

Contribution required.

754. Whatever may be the actual pay and allowances drawn by an officer in Foreign Service from his employers, his salary, for the purpose of calculating the pension and the share of the leave allowances payable to him by Government, and of requiring a contribution towards the cost of such pension and leave allowances, shall be assumed to be as follows:—

(a) *If he is a member of any of the special services mentioned in Article 753 (iii)—*

	Members of the Indian Civil Service. Rs.	Other Special Services. Rs.
(i) During the first two years of his service reckoning from the first day of April next following his arrival in India, or date of appointment if he was appointed in India	400	350
(ii) For each subsequent year of service	100	50
Up to a maximum of 2,500		Twice the maximum Furlough allowance admissible to the officer concerned. (1)

Example (1).—[If the official rate of exchange for the year is 16 pence per rupee, the maximum on which a contribution is required would, in a case in which the maximum furlough allowance is £250 a quarter, be Rs. 2,500 a month, and in one in which it is £120 a quarter, Rs. 1,200 a month.]

Exception.—In the case of an officer promoted from a subordinate grade to any of the special services who was lent to Foreign Service after the 30th August 1905, assumed pay shall be taken as the pay he would draw from time to time on the Government list of the special service.

NOTE 1.—[Percentage deductions (*e.g.*, for Civil Fund in the case of a member of the Indian Civil Service) will be calculated upon the "assumed salary".]

NOTE 2.—[In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article as the date of arrival in India, will be the date following the completion of two years from date of first commission. In making the calculation, service, both at home and abroad, is to be taken into account.]

(b) *If the officer is not a member of any of the above services, then—*

(i) If he belongs to a graded service, his name will be retained on it (as seconded), substantive promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is.

NOTE.—[If the officer belongs to a graded service in which the pay of appointments is progressive, his assumed pay will be the pay he last drew in Government employ. If he is promoted to a higher grade while in Foreign Service, his assumed pay will be the minimum pay of the grade to which he is promoted.]

(ii) If he does not belong to a graded service, the assumed pay will be that which he last drew in Government service. If, while

he remains in Foreign Service, he is substantively promoted by the Local Government under which he was last employed to another appointment on higher pay, the assumed pay shall be the pay of such appointment.

NOTE.—[No such officer may, while on Foreign Service, be substantively promoted to an appointment in Government service on higher pay than that which he drew when last in Government employ, unless the nature of his duties while in Foreign Service and the manner in which he has discharged them qualify him for the same: nor shall any such officer on reversion to Government employ be appointed to any post on higher pay than he drew when last in Government employ except on the same condition.]

755. (a) From every officer transferred in the manner specified in Article 753 to Foreign Service in India, who does not wholly resign the service of the British Government, or who is not, for recorded special and public reasons, exempted from the operation of the rules in this Chapter, a contribution is levied as follows:—

- (i) In the case of officers of the special services mentioned in Article 753 (iii), on account of leave allowances (excepting Privilege leave) and pension—one-fourth of the assumed pay: provided that in the case of an officer whose pension is subject to the maximum of Rs. 5,000 a year, the contribution shall not be calculated on a higher salary than Rs. 1,500 a month if he is subject to the European Service Leave Rules and Rs. 1,250 a month if he is subject to the Indian Service Leave Rules.

NOTE 1.—[In the case of officers transferred to Foreign Service before 1st September 1896, the maximum salaries on which contribution is calculated are Rs. 1,250 and Rs. 1,000 respectively for officers subject to the European and the Indian Service Leave Rules.]

NOTE 2.—[In the case of officers subject to the European Service Leave Rules, a higher limit has been fixed because of the higher maximum Furlough allowance drawn by them.]

NOTE 3.—[The pensions of officers who, though not yet eligible, may in the future become eligible for the special additional pensions admissible under Article 642, are not considered to be subject to the maximum of Rs. 5,000 a year.]

- (ii) In the case of others, on account of pension only—one-eighth of the assumed pay: Provided that, in the case of an officer whose pension is subject to the maximum of Rs. 5,000 a year, the contribution shall not be calculated on a higher salary than Rs. 1,000 a month.

NOTE.—[In the case of an officer transferred to Foreign Service before 1st September 1896, the contribution is not calculated on a higher salary than Rs. 833½ a month.]

(b) An officer is not permitted to withhold the contribution upon condition that the time of his Foreign Service shall not count for pension or leave: he must either wholly resign the British service or, unless he is specially exempted, make the contribution required by this Article.

(c) An officer of a Local Fund transferred to Foreign Service of the first kind cannot make any contribution under the terms of this Section even though the Local Fund by which he is employed may contribute for a pension for him under these Regulations. Transfers to Foreign Service of the first kind can only be made from qualifying (British) service.

NOTE.—[As an exception to this clause, an officer paid from and rendering pensionable service under a Patwari Fund transferred to Foreign Service, may make contributions to General Revenues, and count his Foreign Service for pension as if paid from General Revenues.]

756. (a) The rates of contribution prescribed in Article 755 apply to all officers transferred to Foreign Service after the 7th of January 1889. The rates previously in force continue to operate, in the case of officers transferred before that date, subject to the following conditions :—

- (1) That in the case of officers of the Public Works or Railway Department transferred to the service of a Railway Company, on terms agreed upon between Government and the Company, their appointments under the Company remain unchanged. If their appointments are changed, or if they enter on fresh engagements even without returning to the service of Government, they become subject to the new rates of contribution. It will rest with the Government of India in the Railway Department to decide whether the appointments have been changed or not ;
- (2) That in the case of all officers transferred to Foreign Service, the former rates of contribution will operate only until the new rates are applied, in each case, under the orders of the Local Government by whom the officer was transferred. In all cases in which the new rates have not been so applied, and in which the officers' salary may not, under existing rules, be increased without the sanction of the British Government, such sanction will, in future, be subject to the condition that the increase shall not be liable to contribution, and shall not be reckoned for any purpose of leave allowance or pension.

(b) Previous to the 7th of January 1889, the rates of contribution were determined by the following rules :—

From every officer transferred to Foreign Service who does not wholly resign the service of the British Government, or who is not, for recorded special and public reasons, exempted from the operation of this rule, a contribution is levied as follows :—

(A) In the case of a member of the Indian Civil Service—at the rate of $16\frac{2}{3}$ per cent. (one-sixth) on the gross salary which he receives from his foreign employers.

(B) In the case of any other officer—at the rate of $14\frac{2}{3}$ per cent. (one seventh) on the gross salary which he receives from his foreign employers : provided always that contribution from a Civil officer other than a member of the Indian Civil Service or a Civil Engineer shall in no case exceed Rs. $166\frac{2}{3}$ a month, and from a Civil Engineer, Rs. $233\frac{1}{3}$ a month.

Foreign Service out of India.

757. (a) Officers transferred to Foreign Service out of India contribute for pension only. Such contributions are regulated by the provisions of Articles 754 and 755. The rate leviable in the case of officers of the special services mentioned in Article 753 (iii)(b) is one-sixth of their assumed pay, which represents the proportionate share on account of pension only of the one-fourth prescribed in Article 755 (a) (i) for both leave and pension.

(b) Foreign Service out of India does not count as service for leave under Indian rules ; and the lent officers will be subject to the rules as to leave and leave allowances laid down by their foreign employers ; or to such arrangements as may be made on their behalf by the Government of India, or by the Secretary of State in Council. They should make themselves

acquainted with such rules or arrangements in regard to leave before accepting foreign employment.

NOTE 1.—[Members of the Indian Civil Service on Foreign Service out of India must continue to pay annuity deductions on their assumed pay, as prescribed in Note 1, Article 779.]

NOTE 2.—[In the case of a Military officer, the contribution covers the liability of Indian Revenues for temporary half-pay, or half pay pension in any case of an officer losing his health during Foreign Service out of India before becoming entitled to ordinary so-called full pay pension.]

NOTE 3.—[See note under Article 772 (c).]

Foreign Service during Leave.

757A. An officer on furlough is not permitted to accept employment in Foreign Service except with the previous sanction of the Secretary of State or the Government of India according as his furlough is taken out of or in India.

758. (a) An officer lent for other than Imperial purposes either to His Majesty's Government in England, or to a British Colony or to a Foreign State or Municipality, makes a contribution to the Indian Exchequer in accordance with the rules in this Chapter.

NOTE.—[An officer holding any appointment out of India, Civil or Military, under His Majesty's Government and paid from the Imperial, that is, the Home revenues, as distinguished from Local, Municipal, or Colonial funds, is considered as having been lent for Imperial purposes, and is therefore exempt from payment of contribution.]

(b) But if an officer, while absent on Furlough, is permitted to take employment of the above kind, or if an officer is allowed to take Furlough for the purpose of taking such employment, he may draw his Furlough allowance from Indian revenues in addition to any allowance which may be assigned to him for the employment; in this case the contribution is not required for the period of the officer's employment as above, but will be payable from the date of the expiry of the Furlough should the officer continue in it. Service under His Majesty's Government in England or under any Colonial or Foreign Government outside of India will in this case be held to begin from the date of the expiry of the Furlough.

NOTE.—[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article.]

759. No officer employed as above on any duty unconnected with India shall, except as provided in Articles 758 and 760, receive any allowances from Indian revenues while so employed.

760. If an officer is, when transferred, entitled to Privilege leave and obtains it with the avowed intention of taking employment under the Egyptian Government, he may draw his Privilege leave allowances from Indian revenues in addition to any allowance from the Egyptian Government without being required during the period of leave to contribute for pension in respect of employment in Egypt. The right to receive Privilege leave allowance is, however, contingent on his return to duty under the Indian Government on the expiry of the leave: if, therefore, he continues in the service of the Egyptian Government after the end of seven days from the date of

expiry of his leave, the leave will be considered as cancelled, and the officer's Foreign Service will be held to have begun on the date from which he availed himself of his Privilege leave.

Temporary Transfers.

761. (a) No contribution is levied from an officer transferred to Foreign Service in India for a special temporary duty not lasting more than six months: Provided that exemption can only be claimed under this Article if it is specially provided for from the beginning as part of the terms of the arrangement under which the transfer is made.

NOTE.—[In determining whether contributions are payable or not, the point to be considered is the duration of the appointment or duty to which the officer is transferred, and not the duration of the particular officer's employment in the appointment or on the special duty.]

(b) In these cases the rule in Article 753 (iii) as to ten years' qualifying service need not be applied, and the officer cannot, for the purposes of leave allowance and pension, count for the time passed in such service higher salary than he had when he was transferred to it.

1. In arranging for the transfer of an officer's services under this Article it should always be stipulated that, in the event of the transfer exceeding the limit of six months, the prescribed contribution must be paid for the whole period of transfer.

NOTE.—[The Local Government may, by a general or special order, delegate its powers to sanction transfers for temporary duty, not lasting more than six months, to any officer not below the rank of Political Agent.]

762. The Local Government may remit the contribution for any period during which an officer on Foreign Service is temporarily employed under the British Government on duties additional to, or distinct from, his duties on Foreign Service.

Exemptions from Contribution.

763. The following officers are exempted from contribution under the above rules, and their leave allowances and pensions are calculated according to the rules applied to Government service:—

- (a) Subordinates in the Revenue Survey, temporarily lent to Municipalities for duty, which, though paid for by them, also promotes Imperial interests.
- (b) The Chairman and Deputy Chairman of the Corporation of Calcutta.
The President of the Municipal Corporation of Madras.
The Municipal Commissioner for the City of Bombay.
The President of the Rangoon Municipality.
The Chairman of the Cawnpore Municipality.
The Chairman of the Allahabad Municipality.

NOTE.—[The exemption of these officers from the operation of the rules in this Chapter does not, in the case of members of the Indian Civil Service, relieve them of the liability imposed under Article 556 (b).]

- (c) Officers lent to the Nair Brigade of the Travancore State. The Travancore State pays a portion of the Furlough allowances of officers attached to the Brigade.
- (d) Officers lent to the Travancore State to fill the office of Durbar Physician or any offices held by officers of the British Government on the 29th January 1873.
- (e) Medical officers lent to charitable dispensaries or hospitals in British India.

NOTE.—[This exception does not apply in any Province in which the changes in the conditions of service of Assistant Surgeons authorised by the Resolution of the Home Depart-

ment, No. 1141-1150, of August 22, 1898, have been brought into operation. In those Provinces the payments made by Local Bodies for the services of Assistant Surgeons lent to hospitals and dispensaries must include contributions under the ordinary rules.]

- (f) Deputy Superintendent of Vaccination, Calcutta, who is paid from Municipal Funds; also, except in Bombay, the following officers of the Vaccination Department:—
- (1) Inspectors and Native Superintendents; (2) Vaccinators who were before 27th November 1906 enrolled as officers of Government and are employed in Cantonments or under Municipalities and Local Boards; and (3) all Vaccinators in Upper and Lower Burma other than those employed by Municipal and Town Committees.
- (g) Officers of the Royal Indian Marine lent to Port Trusts. The pensions and leave allowances of these officers are (except in the case of Privilege leave) borne wholly by Government.
- (h) Assistant Opium Agents in Native States, and their establishments, who are paid by the Native States.

Section II.—Conditions of Foreign Service of the second kind.

764. Appointments to this class of Foreign Service require the sanction of the Local Government which controls the expenditure, and the transfer of officers from qualifying service is regulated by Article 753. If the service is paid from the revenues of a Native State, the sanction of the Government of India in the Foreign Department is required to the grant of allowances in excess of the amount admissible under clause (iv) of Article 753, but when an appointment of a permanent character has been sanctioned under proper authority, the separate sanction of the Government of India is not required in the case of each officer who may from time to time be appointed to it.

765. The service must be strictly connected with the management or control of the Government, and appointments existing apart from that management and control can be made only under the conditions of Foreign Service of the first kind. If it is necessary, after Government has relinquished control, to continue the services of the Government officer, he comes under the rules applicable to Foreign Service of the first kind.

Example.—An officer, having been appointed Administrator of a State during the minority of its Chief, is permitted on public grounds to continue in the service of the Chief after he has attained his majority. Such an officer would cease to be in "Foreign Service of the second kind", and arrangements for his continued employment should be made under Section I of this Chapter.

Acting Appointments.

766. The salary of an officer appointed to act for an officer on Foreign Service of the second kind is calculated according to the rules in Part II.

Example.—A B, an officer subject to the European Service Leave Rules, receiving a pay of Rs. 500 from the British Government, officiates in an appointment in Foreign Service, the pay of which is Rs. 1,000. A B's salary is—

	Rs.
Pay	500
Acting allowance ($\frac{2}{3}$ 1,000—500)	333 $\frac{1}{3}$
Salary	833 $\frac{1}{3}$

The charge to the Foreign Service would be Rs. 833 $\frac{1}{3}$ + $\frac{1}{4}$ of Rs. 833 $\frac{1}{3}$ or Rs. 1,041 $\frac{1}{4}$.

Contribution required.

767. Whenever an officer is transferred by competent authority from qualifying service to Foreign Service of the second kind, arrangements should be made not only to pay him the sanctioned salary of the office, but also to recover from the funds of the Foreign Service, or Trust, the prescribed contribution for his pension and leave allowances.

768. For every officer transferred in the manner specified in Article 764, who is not, for recorded special and public reasons, exempted wholly or in part from the operation of the rules in this Chapter, contribution should be levied as follows:—

(a) In the case of an officer subject to the European Service Leave Rules, one-fourth of his actual sanctioned salary.

(b) In the case of an officer subject to the Indian Service Leave Rules, one-fifth of his actual sanctioned salary if he is a gazetted officer, and one-sixth of his actual sanctioned salary if he is not gazetted.

That is, if the officer's sanctioned salary is Rs. 1,000, the foreign funds must pay him Rs. 1,250, or Rs. 1,200, or Rs. 1,166 $\frac{2}{3}$, as the case may be; he will retain Rs. 1,000, and pay the rest to Government as contribution:

Provided that, in the case of an officer whose pension is subject to the maximum of Rs. 5,000 a year, the contribution shall not be calculated on a higher salary than Rs. 1,500 a month in the case of officers subject to the European Service and Rs. 1,250 a month in the case of those subject to the Indian Service Leave Rules.

This rule does not entitle an officer to include "acting allowances" in "emoluments" for the purpose of the calculation of pension.

NOTE 1.—[In the case of officers transferred to Foreign Service before the 1st September 1896 the maximum salaries on which contribution is calculated are Rs. 1,250 and Rs. 1,000 respectively for officers subject to the European and the Indian Service Leave Rules.]

NOTE 2.—[For a member of the Indian Civil Service a sanctioned salary of Rs. 1,000 in Foreign Service is the equivalent of a sanctioned salary of Rs. 1,041 $\frac{1}{2}$ in Government service; as the latter is subject to 4 per cent. deduction, while the former is not. The Civil Fund deductions will be calculated at a percentage on the Rs. 1,000.]

Note 3.—[The provisions of Article 756 (a) apply to Foreign Service of the second kind.]

(c) From inferior servants the contribution required is one anna in the rupee for pension only: the Government of India pay no leave allowances to such servants.

769. No contribution is required from Political Officers employed in offices held by British officers in the Kolhapur State on the 18th August 1875.

Section III.—Rules for payment of Contributions.

770. If the salary of an officer is paid under the orders of the Accountant-General at a British Government Treasury, the required contribution

is deducted at the time of payment. In all other cases the officer himself must pay the amount directly to the British Government in the manner prescribed in the following rules: the Government will not ordinarily enter into any direct arrangements with the foreign employers of its officers or make any direct demands upon them.

NOTE.—[The contributions of officers lent to Mysore and Kashmir are paid by the States through the Comptroller, Mysore, and Accountant-General, Punjab, and not by the officers themselves.]

Rules of Procedure.

771. An officer transferred to Foreign Service of the first or second kind and permitted by competent authority to retain claim to pension or absentee allowances must, immediately on receiving the order of transfer, furnish a copy thereof to the Audit Officer, and must apply for orders, to whom he is to account for the contribution required.

772. (a) If the salary of the officer in his new appointment is to be paid from a Government Treasury upon a bill subject to the audit of the Government Account Officer—it will be the said Account Officer.

(b) Otherwise—it will be the Accountant-General of the Province within which the Municipality, Port Trust, Local Fund or other body concerned, is situated; or, if the case is one of service under a Native State, the Accountant-General of the Government under whose administration the Native State is.

NOTE.—[In the case of officers transferred with the Rajputana-Malwa Railway to the Bombay, Baroda and Central India Railway Company, and of officers transferred with the Bellary-Kistna State Railway to the Southern Maratha Railway Company, the arrangement for payment of the required contributions forms part of the contract with the Company. The contributions are recovered by the Government Examiner of Accounts from the Company, and credited in the "India" Civil Accounts.]

(c) If the Foreign Service is outside India—it will be the Comptroller, India Treasuries.

NOTE.—[The contributions for pension from Military officers lent from India for Foreign Service out of India (see Article 757) will be realised by the Comptroller, India Treasuries, in the manner laid down in these Regulations.]

773. The officer transferred must, immediately he is relieved of his duty under the British Government, report to the Account Officer (Article 772), the time and date on which he made over charge, and furnish particulars regarding his salary in Foreign Service, and his postal address: he should also report the date on which he takes, and that on which he relinquishes, charge of his appointment in Foreign Service. Any change in these particulars, and any leave taken by him, should also be reported to the Account Officer; and he must furnish all information which may at any time be required from him by the Account Officer.

Date from and to which Contribution is payable.

774. (a) The salary of an officer on Foreign Service must be borne by the foreign body to whose service he is transferred, and his contribution

to Government must commence from the date on which he is relieved from his duty under the British Government.

(b) The salary to be paid by the foreign body and the contribution to Government will cease—

- (i) In the case of an officer lent to a foreign employer in India, from the date on which he is relieved from his duty under the foreign body.
- (ii) In the case of an officer lent to a foreign employer out of India, from the date on which he resumes charge of his appointment under the British Government.

• NOTE.—[But when an officer on or after leaving Foreign Service proceeds on Privilege leave, and the foreign body is liable to pay a share of his allowances according to the Rule of Proportions (see Article 779 [a]), the contribution payable to Government must continue to be paid.]

(c) The amount of joining time and of net salary to be paid during joining time are regulated by the rules in Chapter IX.

Remittance required.

775. The officer must, not later than fifteen days after the end of the quarter for which salary in Foreign Service is earned, remit direct to the Account Officer (Article 772) the amount payable by him on account of contribution in respect of his salary for the quarter: the remittance to be advised in such form as the Account Officer may require. When the contribution falls into arrears, the Account Officer should forward to the officer a copy of Article 776 with a request for payment.

776. If the officer fails to make a remittance within the said period of fifteen days, or if the amount remitted is less than that properly payable, interest at the rate of 4 pies a day per 100 rupees will be levied upon the amount due from the date of expiry of the fifteen days until the date of receipt of the remittance by the Account Officer. If any amount due is not paid up, together with the interest for the time it has been overdue, within twelve months of its accrual, the Account Officer should inform the officer that in consequence of the default in payment his claim on the Government for pension and leave allowances has lapsed, and should intimate to him the amount due up to the date of the communication. If the officer desires to have his claim revived, he should pay the amount specified in the Account Officer's letter, and submit a representation to the Local Government who will deal finally with it.

777. In the case of members of clerical establishments transferred to Foreign Service of the second kind, the responsibility for payment of contributions and compliance with the rules rests with the officer entrusted by Government with the control of the Fund or administration of the Trust.

778. No officer has any right of property in contributions made by or for him, or any claim upon Government in respect to such contributions, except to receive such pension or absentee allowance as may become admissible to him in accordance with the rules of the service to which he belongs.

Section IV.—General Conditions of Service.

As to Leave and Pension.

779. (a) In return for the contributions prescribed in Article 755 (a) (i), the Government accepts the charge for the officer's pension, and also that for his absentee allowances [except on Privilege leave, when it pays only its share, according to the Rule of Proportions, calculated on the assumed pay referred to in Article 754 (a), and during which contribution calculated on the share of the leave allowances payable by the foreign body must be paid as if the officer were on duty], in the same manner and to the same extent as if he were in the regular service of Government, saving only that the calculation of pension or absentee allowance is based upon the pay upon which he contributes (see Article 754) and not upon the amount which he receives from his foreign employer.

NOTE 1.—[In calculating the leave allowances of a member of the Indian Civil Service one twenty-fourth must be added to the assumed or actual salary, in order to provide for the four per cent. annuity deduction. For example: if the average salary is Rs. 960 (net), the half average fixed for leave allowance will be Rs. 500, and not Rs. 480; because the leave allowance of Rs. 500 being subject to four per cent. deduction, the net amount payable will be only Rs. 480.]

NOTE 2.—[The allowance admissible under this Article during Subsidiary leave to an officer who has Privilege leave due to him, is the amount which would be admissible during Privilege leave if the salary of the officer were actually payable at the "assumed" rate. The whole of the Subsidiary leave allowance thus paid is chargeable to Government.]

(b) In return for the contribution prescribed in Article 755 (a) (ii), the Government accepts the charge for the officer's pension, but not for his absentee allowances, of which it pays only its share according to the Rule of Proportions, calculated on assumed pay [Article 754 (b)].

780. In return for the contribution prescribed in clauses (a) and (b) of Article 768, the Government accepts the charge for the officer's pension and absentee allowances (except during Privilege leave when it pays only its share according to the Rule of Proportions and during which the contribution is paid as if the officer were on duty) in the same way as if he were in its own service.

781. An officer who contributes for pension only must, during Privilege leave, pay his contribution as if he were on duty, and if, after return to his British appointment, he takes Privilege leave, a portion of which is earned by Foreign Service, he will receive from the General Revenues the Government share of his leave allowance, according to the Rule of Proportions, and must pay to the General Revenues the contribution required by Article 755 (a) (ii) for that portion of his Privilege leave which was earned by his Foreign Service.

782. The pension and leave of an officer on Foreign Service, whether acting or permanent, are regulated by the rules which apply to officers of the

Government of India. And an officer may not get leave unless he actually quits duty and proceeds on leave.

NOTE.—[The Government cannot recognise any leave granted, otherwise than in accordance with these Regulations, to an officer on Foreign Service who is permitted to contribute for leave and pension or for pension only. If such leave is granted to an officer, the Account Officer shall, on the fact coming to his notice, require the leave so granted to be commuted to the leave for which the officer is eligible under rule, and call upon him to refund any allowance drawn by him in excess of the amount admissible. If the officer fails to comply with these conditions, he will be liable to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave allowances. (See also Article 773.)]

782A. An officer lent on Foreign Service conditions to a Native State will not be allowed to retire from British service while remaining in that of the Native State unless and until he has reached an age or period of service at which his retirement from British service would be obligatory under ordinary rules.

782B. When any officer lent on Foreign Service conditions retires from British service (*see Article 782A*), 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 with the view of enabling the foreign employer, if so inclined, to revise the existing terms of employment.

783. Subject to the regular rules, any saving arising from the absence of a permanent officer accrues to his employer, except when an officer is exempted from the payment of the contribution prescribed in Article 755 [*see Article 763, Exception (b)*], when the saving should be paid to the British Government.

Pensions from Native States and other Foreign Bodies.

784. Except with the sanction of the Government of India, no officer belonging to the service of, or in receipt of a pension from the British Government, who is employed under a Native State or other foreign body, may accept a pension or gratuity from such State or foreign body.

Uncovenanted Service Funds.

785. In addition to the contribution prescribed in these rules, subscribers to the following pension funds pay to Government an additional premium of $\frac{1}{4}$ th or $\frac{1}{6}$ th of the premium paid to the Fund:—

- (i) Bengal Uncovenanted Service Family Pension Fund—one-fourth.
- (ii) Bombay Uncovenanted Service Family Pension Fund:—
 - (1) Subscribers who joined the Fund on or before 12th November 1900 one-fourth.
 - (2) Those who joined after that date one-sixth.
- (iii) Bengal and Madras Service Family Pension Fund one-sixth.

Exception.—An officer who has been on Foreign Service and has gone on Furlough retaining a lien upon any appointment in Government service, or who, being a member of any Government establishment, has his allowance on Furlough paid by Government, is not required, while on such Furlough, to pay any extra premium in respect of his fund subscriptions.

NOTE 1.—[Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund, which qualifies for pension payable from the local fund, must, while employed under the local fund, pay the additional premium prescribed in this Article.]

NOTE 2.—[The premium, when due from subscribers to the Bengal Fund, is collected by the Directors of the Fund and adjusted in communication with the Comptroller, India Treasuries.]

In the case of the Bombay Fund, if the subscription is paid at a Government Treasury, the premium is collected at the same time without the intervention of the Directors; but in cases in which subscription is paid to the Directors, they collect the premium also and adjust it in communication with the Accountant-General, Bombay.]

Lien on Government Appointment.

786. Whenever an officer is transferred from qualifying service to Foreign Service, it must be arranged that he does not forfeit a lien upon or a right to return to a substantive office under the British Government. His *locum tenens* can hold the appointment only in subordination to such lien by the absentee, but, subject to this condition, the *locum tenens* may be appointed provisionally if the transfer is to duty of a permanent kind (Article 89) or substantively *pro tempore* if not.

787. An officer so transferred is, when he returns to British service, entitled to resume the position in which he left it; and he cannot return to acting service under the British Government without reverting also to his substantive British office, the *locum tenens* of this office thereupon falling back upon acting allowances. If he holds a progressive appointment, his Foreign Service does not count towards increments; but such service may, with the sanction of the Local Government, be allowed to count, if the officer is doing the same kind of work as that of his Government appointment and is acquiring experience likely to make his services more valuable when he returns to it.

NOTE.—[The object of this Article is to secure to an officer the right to resume, on his return to British service, the position he held when he left it. A Local Government is not debarred from giving an officer any promotion to which his standing in the British service would have entitled him had he not been transferred to Foreign Service, but the officer has no claim to such promotion.]

788. No officer, while acting in any appointment under Government, or the pay of which is regulated by Government, is entitled to allowances on account of any foreign office. But there is no objection to his being permitted to retain a lien upon such an office or to the actual incumbent being appointed thereto, during his absence, substantively *pro tempore*.

Applications for Leave.

789. Privilege leave may be granted by the foreign employer if reported by the Account Officer concerned to be admissible under rule.

790. Applications for any other description of leave should be made through the foreign employer to the Local Government under which the officer was serving before transfer to Foreign Service.

Exception.—Subject to the usual report by the Audit Officer, the authority competent to fill an appointment in the Court of Wards service may sanction leave under this Article to a non-gazetted officer transferred to such service, provided that the leave does not exceed the unexpired period of the deputation and that intimation of its grant is promptly sent to the Audit Officer and to the authority who would have granted the leave had the officer continued in Government service.

791. Article 790 does not apply and no report need be called for from the Account Officer under Article 789 in cases in which the applicant contributes for pension only [*see Article 755 (a) (ii)*], and no claim arises against the British Government for a share of the absentee allowance.

Section V.—Special Cases.

792. An officer of the Education Department, who is transferred by the Local Government in the public interest to a non-departmental College or School managed by a Board on which the Local Government is represented, or which is administered under a constitution and regulations approved, and of which the scale of superior appointments is sanctioned, by Government, may contribute for leave allowances and pension under these Regulations.

793. Officers employed in the Rajkumar College, Kathiawar, are allowed to contribute under these Regulations, and those of them who avail themselves of this concession count service from the date on which they begin to pay the prescribed contribution. The pension and leave allowance due to officers in respect of their service in the College before the date on which they begin to contribute, will be charged to the source from which they received their pay, any adjustment necessary on account of service rendered before the date of contribution being made according to the Rule of Proportions.

Chapter XLI.—Foreign Service of the third kind.

794. In the case of Foreign Service of the third kind, the relations between Government and the officers employed in respect to their pensions and leave allowances are the same as if they were in ordinary Government service.

Contributions required.

795. The cost of the service should be recovered from the person or body on whose account the service is rendered, the officers themselves not being responsible for the payment of contributions. The amount to be recovered should not vary with the actual expenditure of any month. It should be the sum of—

- (1) the gross sanctioned cost of the service; and
- (2) the amounts required according to Article 768 to provide for pensions and leave allowances; these amounts being calculated on the sanctioned rates of pay of the members of the establishment.

The amount to be recovered will not be altered, because of the grant of Privilege leave to any member of the establishment, unless additional expense is caused by the appointment of an officiating officer; if additional

expense is so caused, the amount of it should be recovered in addition to the amount fixed as above, but without any provision for leave and pension contribution under (2).

If in any period the expenditure incurred, or to be incurred, should be considerably less than the sanctioned cost, the Local Government may reduce the amount of the recovery, the reduction being roughly proportionate to the difference.

The omission of item (2) from the amount of the recovery will require the same special sanction as is required for the remission of contributions under Article 768.

NOTE 1.—[When a Political Agency is established at the charge of a Native State, the State must pay to the British Government, in respect of the pension and absentee allowances of every member of the establishment, whether gazetted or not, the contribution prescribed in Article 768.]

NOTE 2.—[The undermentioned officers are exempted from the payment of contribution under this Article:—

(a) The Superintendent of Vaccination, Karachi, and the clerk in his office, the Assistant Superintendent of Vaccination, Bombay, and the head and 2nd to 5th clerks in the Presidency Vaccination Office, Bombay, all of whom are paid from Municipal Funds.

(b) Native Superintendents of Vaccination and Vaccinators in the Bombay Presidency enrolled as officers of Government before 27th November 1906 and employed in Military Cantonments, or under Municipalities, or paid from Local Funds.]

Chapter XLII.—Service under Local Funds.

Section I.—Pensions.

796. Apart from any special provisions made under the following rules service paid for from a Local Fund does not qualify for pension.

797. In the case of the Local Funds which up to 1st April 1908 were treated as Incorporated, the Local Government may, subject to any provisions of law applicable to the case, allow the Trustees, Committee, or Managers to treat the service as qualifying, and may itself do so in the case of funds under its own direct administration.

798. The same procedure should be observed in the calculation, grant and payment of pensions for service treated as qualifying under Article 797, as is prescribed for pensions payable from General Revenues, but the pensions must be paid from and charged against the Local Fund.

NOTE.—[See the notes under Article 807.]

799. When part of the pensionable service of an officer qualifies for pension from the General Revenues and part from the Local Funds which up to 1st April 1908 were treated as Incorporated, his pension is paid and charged according to the Rule of Proportions: it is not admissible to disregard the pensionable Local Fund service, and award a pension only for the service paid from General Revenues: Provided that if, under this rule, less than one-fourth of the pension would be payable from either source, no distribution shall be made; in such case the other source shall bear the whole charge.

800. In the case of other Local Funds, the rule that service does not qualify does not prohibit the grant and payment of pensions in conformity with the general terms of the pension rules by the authorised administrators of the Funds. But Government is in no way responsible for the sanction or continuance of such pensions, and no standing order for their payment may be issued to, or received by, any Government Treasury, and the procedure rules in Part X do not apply to them.

NOTE.—[The restrictions as to the payment of such pensions do not apply to pensions chargeable to the Calcutta Fire Brigade Fund.]

801. Service in the following establishments paid from Local Funds is treated as qualifying, provided that pension for service under the Fund is paid from the Fund, the Rule of Proportions being applied in the case of service paid partly from the Fund and partly from other sources:—

- (i) Establishments paid from Port Funds managed by Government.

NOTE.—[The rule regarding officers of the Royal Indian Marine lent to Port Trusts is given in Article 763 (g).]

- (ii) Members of the establishment of the Fire Brigade, Calcutta, whose pay at date of discharge exceeds Rs. 20 a month.

NOTE.—[The pension of a member of the Fire Brigade who was enlisted on or after 27th December 1905 and whose pay at date of discharge does not exceed Rs. 20, is regulated by Scale B in Article 503 and is paid from the Fire Brigade Fund or from the Fire Brigade Fund and the General Revenues according to the Rule of Proportions as provided above for officers on pay exceeding Rs. 20. The pension of a member of the Fire Brigade who was enlisted before 27th December 1905 and subscribed to Police Superannuation Fund, and whose pay at date of discharge does not exceed Rs. 20 is, on his being invalidated, regulated by Scale A in Article 503 and paid from General Revenues, provided he pays up his subscriptions from 27th December 1905 to the date of his retirement. Failing such payments, his pension or gratuity is regulated by Scale B in Article 503 and paid from the Fire Brigade Fund or from the Fire Brigade Fund and the General Revenues according to the Rule of Proportions as provided above for officers on pay exceeding Rs. 20.]

1. The transfer of Government servants to service under Local Funds should ordinarily be dealt with under the rules regarding Foreign Service. The application of the Rule of Proportions to service partly under a Local Fund (other than those mentioned in this Article and in Article 799) requires the special sanction of the Local Government who before giving such sanction should satisfy itself that the fund in question is not of a merely temporary character, that it is solvent and able to bear the charge, and that the pension can legally be charged to it.

Pensions from the General Revenues.

802. The administrators of a Local Fund which banks with a Government Treasury may, with the permission of the Local Government, make a permanent arrangement for contributing for pensions from the General Revenues for its permanent employes, or for any specified classes of them, by paying to Government a contribution of one-ninth of the sanctioned salaries of the several appointments: provided that the bills on which the establishment charges are drawn from the treasury are subject to the audit of the Accountant-General under the rules prescribed for the audit of Government establishment charges, and that the contribution is added to the establishment bill and paid from the Local Fund by transfer credit to the General Revenues

at the time the establishment bill is cashed. Arrear contributions in respect either of individual officers or classes of officers proposed with a view to render past service qualifying cannot be accepted.

1. The Municipal Corporation of the city of Bombay and the Committees of District Municipalities in the Presidency of Bombay may make a similar arrangement for contribution to pensions from the General Revenues for teachers employed in Municipal Schools, without enforcement of the conditions of banking with a Government Treasury and of audit by the Accountant-General, provided the Accountant-General is furnished with—

- (1) An annual list of the Establishment of teachers in Civil Account Form No. 3 with accompaniment in Form No. 4.
- (2) Health certificates of all new employés.
- (3) Last-pay certificates of all teachers transferred from other schools.

2. (a) Teachers employed in schools maintained from Local or Municipal Funds in Bombay—

- (i) who were appointed to Local (not Municipal) Fund service before the 26th June 1882, and on whose behalf contributions were made from Local Funds to the Local Fund Pension Fund: or
- (ii) who were appointed or transferred from Government Service after the 26th June 1882 (the date the Local Fund Pension Fund was closed to new entrants) and before the 7th January 1889, the date of the new Foreign Service rules, and on whose behalf contributions were specially permitted by the Local Government to be paid to secure a title to pension from General Revenues under the rules in force before 7th January 1889 (see "Note" below), continue to be in pensionable service when they are transferred, together with the schools in which they are employed, from Local to Municipal service, and *vice versa*.

(b) Also teachers, fulfilling either of the conditions (i) and (ii) above, who are transferred under orders of the Local Government and in the interests of the public service, and not for private reasons, between Local Fund and Municipal schools, continue to render service pensionable from the General Revenues: Provided that contributions are paid in all cases under the rules in this Chapter.

(c) In case (i) any pension granted is charged to the Local Fund Pension Fund and to the General Revenues according to the Rule of Proportions.

NOTE.—[Under the rules in force prior to January 1889, an officer paid from a Local Fund was allowed on first appointment with the permission of the Local Government, and upon production of the health certificate prescribed in Article 49, to subscribe for a pension from the General Revenues, the contribution being calculated at one-eleventh of the gross salary received from his foreign employers subject to a maximum of Rs. 100 a month. This permission, in so far as it relates to individual officers (apart from the regular system of contribution under the above Article), is withdrawn, but officers who have already been permitted to subscribe may continue to do so subject to the conditions prescribed in Article 756 (a). These Regulations will then apply to such officers so long as they continue to subscribe for pension as if they were paid from the General Revenues.]

803. An officer who is in qualifying service under Government may be transferred by the Local Government to service under a Local Fund under the same limitations and conditions as are applicable to transfers to Foreign Service. If the establishments are fixed and controlled by Government in the same way as Government establishments, the limitations and conditions are those applicable to Foreign Service of the second kind; otherwise they are those of Foreign Service of the first kind.

804. Teachers and other members of the pensionable establishments of Government Schools, who are transferred with the schools to which they belong to service under Local Boards, continue to render service qualifying for pension from the General Revenues, and are entitled to the concession even though they may be moved from the school with which they are transferred to another school which was formerly under Government management.

Teachers appointed to schools transferred to the management of Local Boards are entitled to pension from the General Revenues if the Local Government makes a part of its contribution to the school in the form of free pensions.

805. If an officer, whose service is reckoned as pensionable under the provisions of Article 802, is transferred to the similarly pensionable establishment of another Local Fund, the transfer will not interrupt the continuity of service for pension. Transfers may also be made between such service under Local Funds and service in Government establishments.

806. Article 786 does not apply to an officer transferred to service under a Local Fund under the conditions and limitations of Foreign Service of the second kind otherwise than as a merely temporary arrangement; but it does refer to transfers to service under a Local Fund under the conditions and limitations of Foreign Service of the first kind.

Post Office Annuities.

807. With the permission of the Government, the Trustees, Committee or Managers of any Local Fund may purchase from the Post Office a pension or annuity for any of their servants for whom such pension or annuity is not otherwise admissible: Provided that such pension shall not exceed the amount which the servant might have obtained if his service had been paid from the General Revenues.

NOTE 1.—[When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may pay the capitalised value (calculated according to Table A in Appendix No. 10) of its share of the pension into the Government Treasury instead of purchasing an annuity from the Post Office.]

NOTE 2.—[A District Board or Municipality may, with the previous sanction of the Commissioner of the Division (in Madras of the Local Government), grant a gratuity, as such, to any of its servants in lieu of the annuity purchaseable under this Article, if the gratuity proposed is not large enough to purchase an annuity of Rs. 2 a month or more.]

Local Fund Pension Funds.

808. The Government does not guarantee the solvency of Funds formed by the subscriptions of Local Fund officers, and established to provide pensions for the subscribers thereto.

Exceptional Cases.

809. In the following cases, service paid from Local Funds qualifies:—

- (a) Service paid from the Cotton Frauds Improvement Fund which qualified for pension payable from that Fund prior to its exhaustion.
- (b) Second writers and daroghas on Jail establishments in the Bombay Presidency formerly paid from a Jail Labour Fund.
- (c) Muharirs attached to the Court of any Honorary Magistrate in the Central Provinces, and paid from Municipal Funds.
- (d) Officers in the United Provinces transferred in connection with the introduction of the Local Self-Government scheme before the 1st April 1885 to service under Local Committees constituted under Acts III and IV of 1878.

PART VII.

(e) Officers in Assam transferred after the 10th May 1882, and before the 12th May 1884, to service under Local or District Committees constituted by the Assam Local Rates Regulation (1879).

(f) Officers in the Punjab transferred before the 1st July 1886 to service under District Boards constituted under Act XX of 1883.

(g) Service paid from the "Quetta Revenue Fund" before the 1st April 1883, from which date the charges previously paid from the Fund became charges on the General Revenues.

Section II.—Leave, Acting and Travelling Allowance Rules.

810. Service under the Local Funds which up to 1st April 1908 were treated as Incorporated may qualify for leave under Part III; but the allowances given during such leave must be disbursed from the Local Funds and General Revenues according to the Rule of Proportions: Provided that, if less than one-fourth of the said allowances would be payable from either source, the whole of the allowances shall be charged to the other source.

811. Except in the case of employes of Local Funds which under legal enactment, or under rules framed under such enactment, have special rules regulating all or any of such matters, no leave, or allowances during leave, or acting allowances to an officer paid from a Local Fund, or from any other sources under the control of a Government officer, shall, without the express sanction of the Local Government, exceed what would be admissible under the rules which apply to an officer paid from General Revenues.

812. The salary of an officer whose substantive office is paid from a Local Fund appointed to act in an office paid from the General Revenues is calculated as it would be if his substantive office also were paid from the General Revenues.

813. Applications for leave are ordinarily made to the Managers of the Local Fund concerned; but when the officer contributes for pension and leave or pension only, Articles 789 to 791 should be complied with.

814. The travelling allowance rules in Part XI do not apply to officers paid from a Local Fund or from any sources other than General Revenues under the control of any Government officer; but the travelling allowance paid to such officers shall not, without the express sanction of the Local Government, exceed what would be admissible to similar officers under Part XI.

PART VIII.—RECORD OF SERVICE

GENERAL ARRANGEMENT.

	ARTICLES	PAGE
CHAPTER XLIII.—RECORD OF SERVICE :—		
I.—Gazetted Officers	815	229
II.—Non-Gazetted Officers	816—822	229
III.—Non-Gazetted Police Service	823—824	230

PART VIII.—RECORD OF SERVICE.

Chapter XLIII.—Record of Service.

Section I.—Gazetted Officers.

815. (a) A record of the service of gazetted officers and of Myooks in Burma is maintained by the Audit Officer under arrangements which differ in different departments. The general arrangement to be observed is that the Service Registers should be kept by the Audit Officer who audits the salaries, and that, when an officer passes from one audit circle to another, a record of his past service should be passed on from the Audit Officer whose circle he leaves to the Audit Officer to whose circle he is transferred.

(b) In the case of Chaplains the record is kept by the Comptroller, India Treasuries, for Chaplains of the Bengal establishment, and by the Accountants-General of Bombay and Madras for those of the Bombay and Madras establishments.

(c) When a Chaplain of the Church of Scotland is posted to or relieved from the charge of a regiment, the Military Department should inform the Accountant-General concerned.

1. When a gazetted officer is transferred to Foreign Service, a copy of his Service Register will be sent by the Audit Officer whose duty it was to keep it, to the Accountant-General who will account for the contribution and the latter will return the register (or an extract from it), duly written up to date, when the officer is re-transferred to British Service.

2. Examiners of Public Works or of the Railway Accounts will keep the Service Registers and Service Books, of officers and subordinates of the Public Works or Railway Department as the case may be, transferred to Foreign Service, and will issue their last-pay certificates, all contributions paid into the Treasuries on account of these officers being reported to the Examiners by the Accountant-General.

Section II.—Non-Gazetted Officers.

816. With the exceptions noted below, every non-gazetted officer holding a substantive appointment on a permanent establishment is required to keep up a Service Book (Form No. 23) in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office. If the officer is himself the head of an office (e.g., a Postmaster or a Sub-Inspector of Police), the contemporaneous attestation should be made by his immediate superior. The following are the exceptions referred to:—

(1) Non-gazetted officers the particulars of whose service are recorded in the "History of Services of gazetted and other officers" or in Service Registers maintained by the Accountant-General. (2) Police officers whose pay does not exceed Rs. 20. (3) Officers of the Northern India Salt Revenue Department and of the Salt and Customs Department in the Bombay Presidency whose pay does not exceed Rs. 10. (4) Postmen, village postmen, and inferior servants of the Post Office Department for whom the Director-General considers service books unnecessary. (5) Menial and inferior servants belonging to local offices of the Telegraph Department for whom the Director-General of Telegraphs may consider Service Books to be unnecessary. (6) Mandals employed in the Assam Valley Districts. (7) Myooks in Burma. (8) Permanent subordinate non-pensionable employes on State Railways for whom a special form of record has been prescribed. (9) Excise menial staff in the Bombay Presidency.

817. Except in the case of runners, boatmen, and coolies in the Post Office Department, and permanent subordinate non-pensionable employés on State Railways, in all cases where Service Books are not kept, Service Rolls, such as those prescribed for the Police in Article 823, should be maintained.

818. A Service Book is supplied at his own cost, to every officer on his first appointment. It is kept in the custody of the head of the office in which he is serving, and transferred with him from office to office. It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect.

819. It is the duty of every officer to see that his Service Book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for pension.

820. Personal certificates of character should not, unless the Local Government so directs, be entered in column (13), but if an officer is reduced to a lower substantive appointment, the cause of the reduction should always be briefly stated thus—"Reduced for inefficiency," "Reduced owing to revision of establishment," etc.

821. Every period of suspension from employment, and every other interruption in service, should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer.

1. The head of the office should take efficient measures to see that these entries are made with regularity. The duty should not be left to the non-gazetted officer concerned.

822. (a) If the officer is transferred to Foreign Service, the head of the office or department should send his Service Book to the Accountant-General, who will return it after noting therein, under his signature, the orders of Government sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service, and any other particulars which the Accountant-General may consider to be necessary in connection with the transfer. On the officer's re-transfer to the British Service, his Service Book should again be sent to the Accountant-General, who will then note therein, under his signature, all necessary particulars connected with the officer's Foreign Service.

1. No entries made in the Service Book of an officer on Foreign Service of the first kind can be attested by any officer except the Accountant-General.

2. Rule 1 does not apply in the case of Public Works and Railway Subordinates (*vide rule 2 under Article 815*).

(b) In cases in which the salaries are audited by an Accountant-General this Article does not apply to Foreign Service of the second and third kinds.

Section III.—Non-Gazetted Police Service.

823. In the case of Police officers whose pay does not exceed Rs. 20, there shall be kept up for each district by the District Superintendent of Police a Service Roll in English, in which shall be recorded the date of the

enrolment of each man in the Constabulary; his caste, tribe, village, age; height, and marks of identification when enrolled; his rank, promotion, reduction or other punishment; his absences from duty, on leave or without leave; the interruptions in his service; and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension. The roll shall be checked by the Vernacular Roll and Order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police.

824. From this Roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, as prescribed in Article 908, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count.

PART IX.—PROCEDURE RELATING TO LEAVE.

GENERAL ARRANGEMENT.

	ARTICLES	PAGE
CHAPTER XLIV.—APPLICATIONS FOR AND GRANT OF LEAVE :—		
I.—Applications	825—838	235
II.—Grant of Leave	839—845	237
III.—Rules regarding Chaplains	846—854	238
IV.—Rules regarding Military Officers	855—861	239
CHAPTER XLV.—PAYMENT OF LEAVE ALLOWANCES	862—873	242
CHAPTER XLVI.—LAST-PAY CERTIFICATES AND WARRANTS :—		
I.—Last-pay Certificates	874—892	244
II.—Rules for preparing Last-pay Certificates	893—904	247

PART IX.—PROCEDURE RELATING TO LEAVE.

Chapter XLIV.—Applications for and Grant of Leave.

Section I.—Applications.

825. Except as provided in Articles 841 to 845 and 848, an application for leave should be submitted to the Local Government, or other authority whose duty it would be to fill up the appointment of the applicant if it were vacant.

1. When a gazetted officer applies for leave, he should quote the Article or Section of these Regulations under which he considers himself entitled to the leave.

Privilege Leave.

826. An officer applying for Privilege leave must, except when the leave is combined with other leave under Article 233, record a declaration that he has no intention of retiring or of taking long leave of any kind, for three months after his return to duty. Though not absolutely debarred by this declaration from applying for permission to retire or to take long leave within the three months, he should, if he does so, explain his change of mind.

1. Formal joining at the end of Privilege leave with the intention of taking other leave within a few days is not permitted, as the other leave granted in such circumstances would practically be in continuation of the Privilege leave. The principle on which this rule and the requirements of this Article should be enforced, is that no deliberate or intentional evasion of the rule should be permitted: but so long as this condition is satisfied, it is left to the discretion of the authority granting the leave to grant or refuse it, as may seem proper in each case.

2. An officer who has been granted Privilege leave in combination with other leave is not permitted to resign the service until a period of at least six months has elapsed from the beginning of his combined leave.

827. In applying the preceding Article to officers of the State Railway Revenue Establishments referred to in Article 661 (a), the words "otherwise than as provided by Article 661 (a)" should be added after "kind."

Medical Certificates—Gazetted Officers.

828. An application from an officer in India for leave, or extension, or commutation of leave on medical certificate, must be accompanied by a certificate in the following form, or as nearly in this form as the circumstances allow:—

I, A B, Surgeon at (or of) _____, do hereby certify that C D, of the _____ service, is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea [or to such place as the Surgeon may think proper, expressing it in the certificate].

829. With the cognizance of the head of his office, or if he is himself the head of his office, of the head of his department, the applicant must, except in the cases provided for in Article 831, present himself with two copies of

the statement of his case at the seat of the Government under which he is serving, or at such other place as may be appointed by that Government, where a Committee of Medical officers can be assembled under the orders of the Administrative Medical Officer of the Province, and when practicable, presided over by him. From this Committee the officer should obtain a certificate as follows:—

We do hereby certify that according to the best of our professional judgment, after careful personal examination of the case, we consider the health of *C D* to be such as to render leave of absence for a period of (*x*) months absolutely necessary for his recovery.

830. Before deciding whether to grant or refuse the certificate the Committee may, in a doubtful case, detain the applicant under professional observation during a period not exceeding fourteen days. (*See Article 325.*)

831. If the state of the applicant's health be certified by a Medical officer-Commissioned or in charge of a Civil Station, to be such as to make it inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the authority by whom the leave is granted may accept either,

(1) a certificate signed by any two Medical officers, Commissioned or in charge of a Civil Station, who need not belong to the same Province as the applicant; or

(2) if the authority concerned considers it unnecessary to insist upon the production of two medical opinions, a certificate signed by an officer in medical charge of a Civil Station and countersigned by either the District Officer or the Commissioner of the Division.

832. The certificate obtained should then be submitted to Government for orders. The grant in Article 829 of the option of undergoing medical examination at the seat of the Government under which he is serving, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the Government to which he is subordinate.

Medical Certificates—Non-gazetted Officers.

833. Application for leave or extension or commutation of leave on medical certificate must, in the case of an officer in Superior service, be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is at a Presidency town, and in all other cases, by the officer in chief medical charge of the district where the applicant resides.

834. The countersigning officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey, in which case such officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office.

835. If the leave be for more than six months, the papers must, if the officer is in Superior service, be submitted for countersignature by the Administrative Medical Officer of the Province in which the leave is being spent. It is not necessary that the applicant for leave should appear in person before the Administrative Medical Officer, unless that officer calls upon him to do so. The Administrative Medical Officer should not, except for very special reasons, require an applicant from a distant station to appear.

1. In the case of an officer who is granted leave on medical certificate for three months and who subsequently applies for an extension which, if granted, would have the effect of making the entire period of leave more than six months, it is necessary that the application for extension should be supported by a medical certificate countersigned by the Administrative Medical Officer.

Medical Certificates—Gazetted and Non-gazetted Officers.

836. If the officer is going on leave out of India, he should take with him one copy of the medical report upon his case.

837. A duplicate of the medical report upon the case of an officer going to Europe on leave on medical certificate should be forwarded without delay direct to the Under Secretary of State for India, by the Local Government under which the officer is employed, for the information of the Medical Board attached to the India Office, so as to arrive as soon as the officer reaches England.

838. An applicant for an extension or commutation of leave on medical certificate who is residing out of India must satisfy the Medical Board at the India Office as to the necessity for the extension or commutation. 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 and signed by two medical practitioners may be accepted. A certificate obtained abroad and signed by foreigners must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

Section II.—Grant of Leave.

839. Leave may be granted with retrospective effect from the date on which it is admissible.

840. Unless specially otherwise ordered, leave must begin within thirty five days of the date on which it is granted.

841. (a) After obtaining a report from the Audit Officer upon the title of an applicant who is a gazetted officer to the leave applied for, the Local Government may grant any leave admissible under the Regulations.

NOTE.—[For the purposes of this rule, Myooks in Burma are treated as gazetted officers.]

(b) In the case of an officer who is not gazetted, leave may be granted by the authority whose duty it would be to fill up his appointment, if vacant.

The report of an Audit Officer is not required on the title to leave of an applicant who is not a gazetted officer.

(c) The Local Government may, with or without restrictions, delegate the power of granting leave to any officer who, in its opinion, can judge of the expediency of granting the leave and who can, without reference to higher authority, make the necessary arrangements for carrying on the absentee's duties during the leave. The Local Government may at any time withdraw powers delegated under this clause.

(d) An officer acting under clause (c) must in the case of a gazetted officer, first obtain a report from the Audit Officer that the leave is admissible. If he grants the leave, he must communicate his orders to the Audit Officer by insertion in the Gazette or otherwise. In delegating its powers of granting leave in accordance with clause (c), the Local Government will decide whether, in the case of gazetted officers, either the grant or the refusal of the leave should be reported to it.

842. A Local Government granting leave to a member of the Indian Civil Service on the Bengal, Madras, or Bombay Establishment serving out of his own Presidency, should inform the Government of India, Madras, or Bombay, as the case may be.

843. Leave to an officer appointed by a High Court is granted by the Chief Justice, subject, in the case of gazetted officers, to the report of the Accountant-General that the officer is entitled to the leave.

844—*Cancelled.*

845—*Cancelled.*

Section III.—Rules regarding Chaplains.

Church of England.

846. Subject to the exigencies of the public service, Local Governments are empowered, with the concurrence of the Bishop of the Diocese, to grant any Furlough or Special leave authorised by these Regulations to Chaplains serving within their respective jurisdictions. Priority of claim is determined in accordance with Article 310.

847. If a Chaplain who belongs to the Madras or Bombay Ecclesiastical Establishment, but is serving in the Bengal Presidency, applies for Furlough or Special leave, the Local Government under which he is serving will, if it grants the leave, inform the Government of Madras or Bombay, as the case may be.

848. The Bishop of the Diocese is empowered to grant Privilege leave to Chaplains under Article 592, subject to the public exigencies, of which the Bishop shall be the judge. But the grant, cancelment, or extension of such leave should be reported to the Local Government concerned.

849. All applications for leave should be accompanied by a certificate from the Accountant-General, that the leave asked for is admissible, and should, as a general rule, be forwarded, through the proper channel, to the Bishop of the Diocese, who will transmit applications for Furlough or Special leave, with his remarks to the Local Government concerned, and will himself dispose of applications for Privilege leave. In cases of urgency,

leave on medical certificate may be granted by the Local Government in anticipation of the concurrence of the Bishop, who should, however, be informed without delay.

850. Except under orders of the Secretary of State, the term of Furlough or Special leave cannot be altered without the permission of the Government by which it was granted.

851. Every Chaplain who obtains leave shall supply himself with a last-pay certificate, and with a statement showing the allowances which he is entitled to draw while absent. These documents will be furnished by the Accountant-General (*see Chapter XLVI*), and no leave allowances will be payable without their production.

NOTE.—[If a Chaplain's term of twenty-five years' service expires (*see Article 601*) during his leave, or during the period to which it is stated that it may be extended, the fact should be noted on the last-pay certificate.]

852. A Chaplain shall report his return to duty to the Bishop, and to the Local Government by which his leave or furlough was granted.

853. If any Local Government shall see fit to refuse Furlough to any Chaplain on the ground of the exigencies of the public service, it shall report such refusal for the confirmation of the Government of India. This Article applies only to Chaplains on the Bengal establishment.

Church of Scotland.

854. (a) Leave of absence to a Chaplain of the Church of Scotland attached to a regiment, is granted in the same manner as to officers of the Corps with which he is serving, subject to the recommendation of the leave by the Presidency Senior Chaplain of the Church of Scotland.

(b) The leave of such a Chaplain appointed to a station, is granted by the Local Government and notified in the local Gazette.

(c) In the case of the Presidency Senior Chaplain of the Church of Scotland in Bengal, the leave should be granted by the Local Government and by the Government of India concurrently, and be notified in the local Gazette and in the *Gazette of India*.

Section IV.—*Rules regarding Military Officers.

855 (a) When furlough or leave or an extension of furlough or leave is granted to a Military officer in Civil employ, whether subject to the Civil or the Military Leave Rules, the Civil Audit Officer should intimate to the Account Officer in charge of the officer's record of pension service the date of the beginning and ending of the furlough or leave.

(b) After the furlough or leave out of India (elsewhere than to the Colonies) has appeared in orders, the Account Officer in charge of the officer's

* Officers in Civil employ who are subject to the Military Leave Rules are eligible for Privilege leave under the rules in Chapter XII of these Regulations.

record of pension service should forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form. The statement is not required in the case of officers of the British Army serving in India proceeding on furlough under British Leave Rules or Article 724, Army Regulations, India, Volume I, Part I.

855A. Applications from Military officers in Civil employ who are subject to Military Leave Rules for privilege leave combined with furlough or other leave under the provisions of Note 2 to Article 606 of these Regulations, should be submitted through the Civil Accounts Officer who audits the officer's salary, and the Civil Accounts Officer when forwarding the application to the Local Government should report on the applicant's title to the combined leave after consultation with the Controller, Military Accounts, in charge of the officer's record of pension service.

856. (a) An application for furlough or leave in or out of India under Indian Military furlough or leave rules from an officer in permanent Civil employ or an officer holding an appointment in the Civil Department, the tenure of which is limited, should be submitted through the Account officer* in charge of the officer's record of pension service, who will forward it to the Local Government, stating the furlough or leave regulations to which the officer is subject; and in addition—

- (i) if the applicant is subject to the Military Furlough Regulations of 1868 or 1875—the particular rule or rules of the Regulations under which the furlough is admissible;
- (ii) if the applicant is subject to the Leave Rules for the Indian Army—the year of service for pension he has entered upon, and the date on which that year commenced;
- (iii) if the application is for leave in India—the particular rule of the Regulations under which the leave is admissible.

(b) In the case of officers subject to the leave rules applicable to Regimental officers of the British Army serving in India and holding Civil appointments, applications for leave should be submitted direct to the Local Government. The Controller of Military Accounts will, on application, furnish the Civil auditors concerned with a certificate showing the rate of pay admissible during leave and how the leave may be extended or commuted.

(c) In the case of an officer in Civil employ proceeding on furlough under the Military Furlough Regulations of 1868 or 1875, the Account Officer in charge of the officer's record of pension service will furnish the Civil auditors concerned with the necessary certificate as in Form I.

857. (a) After the furlough or leave has appeared in orders, the Local Government will, in the case of furlough or leave out of India (elsewhere than to the Colonies) on medical certificate, forward the medical statement of the officer's case to the Under Secretary of State for India.

* The Account Officer is defined in paragraphs 2, 3, 4 and 5 of the General Order in the Military Department, No. 134, dated 8th February 1895, as modified by the General Order in that Department, No. 1080 of 1895.

(b) All reports of officers' arrival from, and departure on, furlough or leave in or out of India with dates of embarkation and debarkation, as well as those of being struck off or of resuming duty, should be forwarded to the Account Officer in charge of the officer's record of pension service.

(c) On the return of an officer from furlough or leave, it will be the duty of the Account Officer in charge of his record of pension service to satisfy himself that he has returned within his leave; and if not, to report the case to the sanctioning authority.

858. When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be.

859. An application from a Military officer subject to the Military Leave Rules for Special leave under Article 316 should be submitted to the Local Government for sanction with a certificate from the officer in charge of the officer's record of pension service that he is entitled to it.

860. A Military officer subject to the Military Leave Rules proceeding on Furlough or Special leave, cannot obtain a last-pay certificate or a warrant, as the case may be, until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service.

Commissioned Medical Officers.

861. (a) An application for any leave except Privilege leave and leave on medical certificate from a Commissioned Medical officer in permanent or temporary Civil employment, should be submitted by the applicant, together with the Audit Officer's certificate, to the Local Administrative Medical Officer, by whom it will be forwarded to the Director-General, Indian Medical Service.

The Director-General will countersign the application if the state of the public service admits of leave being granted, and forward it to the Local Government. If the state of the public service does not admit of leave being granted, he will abstain from countersigning the application. On the application so countersigned, or from which countersignature has been withheld, the Local Government will be in a position to pass orders. The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs.

(b) An application for any leave except Privilege leave and leave on medical certificate from a medical officer appointed by the Government of India should be forwarded, with the Audit Officer's certificate, through the Administrative Medical Officer and Local Government, to the Department of the Government of India concerned, who, after consultation with the Director-General, Indian Medical Service, will pass the necessary orders.

NOTE.—[A Local Government granting leave or extension of leave to a Commissioned Medical officer in temporary Civil employ should communicate a copy of the order to the Principal Medical Officer, His Majesty's Forces in India.]

Chapter XLV.—Payment of Leave Allowances.

862. Leave allowances are payable in India after the end of each calendar month ; but an officer on leave out of India may, at his option, take payment at the Home treasury, and, if he proceeds to any Colony named in Appendix 15, in such Colony. Any balance of leave allowances undrawn at the time that an officer returns to duty in India, should be drawn there in rupees.

An officer having selected the country in which he desires to draw his leave allowances is permitted to change only once during any one period of leave.

Payment in India.

863. Except in the Public Works, Railway and Telegraph Departments, a gazetted officer on leave in India may draw his allowance at any treasury in India. An officer on leave out of India may draw his allowance in India either at his own head-quarters or at the chief town of the Province, or capital town of the Presidency in which he is employed.

NOTE 1.—[For the purposes of this Article, Bombay may be treated as their chief town in the case of officers serving in Rajputana and Central India.]

NOTE 2.—[For the purposes of this Article, Myooks in Burma are treated as gazetted officers.]

864. If a gazetted officer signs his bill himself, he must either appear in person at the place of payment, or furnish a life certificate signed by a responsible officer of Government, or some other well-known and trustworthy person. If he draws his allowances through an authorised agent, the agent, whether he has or has not a power-of-attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

NOTE.—[The proper stamp duty upon bonds executed under this Article is that chargeable upon Indemnity Bonds according to the First Schedule of the Indian Stamp Act, II of 1899.]

865. The leave allowances of a non-gazetted officer on leave in India can be drawn only at the treasury where his salary is paid, and under the signature of the head of his office, who is responsible for any overcharges : no other security is required.

866. The payment of the leave allowances of officers and subordinates of the Public Works and Railway Departments and of officers of the Telegraph Department during leave in India is regulated by special departmental rules.

Payment out of India.

867. An officer proceeding on leave out of India cannot draw his leave allowance at the Home or any Colonial treasury unless he is provided with a last-pay certificate or warrant in accordance with the rules laid down in Chapter XLVI.

868. When payment is made at the Home treasury or in a Colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being, for the adjustment of financial transactions between the Imperial and the Indian treasuries, subject to the condition that conversion into sterling shall, for the present, be effected at the minimum rate for 1*s.* 4*d.* to the rupee for Privilege Leave, and at 1*s.* 6*d.* to the rupee for Leave other than Privilege Leave. Any payments made at a different rate or otherwise erroneously, should be adjusted in subsequent payments.

Exception.—The officers whose names are mentioned in Appendix 16, have been specially authorised by the Secretary of State to receive leave allowances, while on leave out of India at the rate of exchange of 2 shillings to the rupee.

1. If in any covenant or contract dated before the 23rd day of November 1871, with any officer for service in India, it is provided that, in payments to be made under, or in pursuance of, the contract, a pound sterling shall be considered an equivalent or equal to, and calculated after the rate of ten rupees, any leave allowance which the officer is, under his covenant or contract, entitled to receive in England, shall be converted into sterling at that rate. But if, in such contract, no provision is made for the payment of any allowances during leave, the aforesaid rate of exchange will not apply to any leave allowances.

NOTE.—[When leave allowances are converted into sterling at 1*s.* 6*d.* to the rupee, each fraction of less than one-third of a rupee is treated as a complete third (=6*d.*), each fraction of more than one-third and less than two-thirds, as two-thirds, and each fraction of more than two-thirds as a whole rupee.]

869. The leave allowances of all officers are issued at the Home treasury monthly in arrear on the first day of each calendar month.

They are made up to the following quarterly dates, 31st March, 30th June, 30th September and 31st December, and they are paid in monthly instalments, the first two instalments in each quarter being the net amounts accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter.

Payment is made:—

- (i) to the officer on his personal application; or
- (ii) to his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate, filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof): or
- (iii) on presentation of a draft, duly filled up and signed by the officer, in a form which, with the requisite form of life certificate attached, may be obtained from the India Office, on the officer's written application.

Certificate of Leave.

870. (a) Privilege leave allowances, when such leave is taken by itself, are not payable out of India; but in case an officer leaving India should afterwards want to combine his leave with other leave, he should take with him a certificate in Form 9.

(b) This certificate should be furnished to those officers only who may apply for it, and the Audit Officer need make no enquiries as to the place in which an officer intends to spend his Privilege leave. A Military officer subject to the Military Leave Rules must himself obtain the certificate prescribed in Rule 1 of Article 871, and submit it to the Audit Officer with a view to the preparation of his Privilege leave certificate, should he require one.

NOTE.—[Duplicate of a Privilege leave certificate is not forwarded to the India Office.]

871. (a) An officer proceeding on Long Leave to Europe who does not intend to draw allowances from the Home treasury should take with him a Certificate of Leave in Form 10 from the Audit Officer in whose circle of audit his appointment is held. If he visits England, this certificate is to be presented at the India Office.

1. A Military officer subject to the Military Leave Rules proceeding on Furlough cannot obtain the certificate in this Article until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service.

(b) If the officer afterwards desires to draw his leave allowances at the Home treasury or at some Colonial treasury, he must obtain a last-pay certificate from the Audit Officer in whose circle of audit he was employed when he proceeded on leave.

872. An officer proceeding on Long Leave to a Colony in America or the West Indies must take with him a certificate in the form prescribed in the preceding Article. If he visits England or has some occasion to apply for an extension of leave, the certificate should be presented at the India Office. If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for.

873. An officer proceeding on Extraordinary leave without allowances to Europe or to a Colony in America or the West Indies, must take with him a certificate of leave in Form 11 from the Audit Officer in whose circle of audit his appointment is held. If the officer visits England, or has occasion to apply for an extension of leave, the certificate should be presented at the India Office. If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for. The Audit Officer should, when he issues this certificate, send a duplicate to the India Office.

Chapter XLVI.—Last-pay Certificates and Warrants.

Section I.—Last-pay Certificates.

874. Except as provided in Article 879, no officer can begin to draw his leave allowances at any treasury in India, or at the Home treasury without

producing a last-pay certificate from the Accountant-General of the Province to which he belongs.

1. No-demand certificates are not required by an officer going on leave.

875. Last-pay certificates (and warrants) cannot be issued to Military officers subject to the Military Leave Rules, until Article 860 has been complied with.

876. Except in respect to Colonial Warrants (Articles 888 to 891), this Section does not apply to Public Works and Railway officers whose last-pay certificates are issued under departmental rules.

Extensions and Commutations.

877. If the leave of an officer, whether in or out of India, is extended or commuted, the Audit Officer within whose jurisdiction the officer is employed must, on receiving advice of such extension or commutation, forthwith communicate it to the Audit Officer within whose jurisdiction his leave allowances are drawn. He should also communicate any other circumstances connected with the leave which may be required to be known to the Audit Officer who passes the officer's leave allowances.

Leave in India.

878. When an officer proceeds on leave from one place to another in India, he should obtain a certificate in Form 16 from the Accountant-General of his Presidency or Province. If during leave the officer desires to change the treasury at which he receives payment of his allowances, he must obtain a new last-pay certificate.

879. An officer on leave, who does not leave his district, does not require a last-pay certificate: nor does an officer who leaves his district on leave in India without allowances.

Leave out of India.

880. When an officer proceeds out of India on leave with allowances, other than Privilege leave taken by itself, the Accountant-General who audits his pay will, as soon as the leave is gazetted or otherwise notified, send him a letter in Form 12 or 13 with enclosure in Form 14 or 15 as the case may be, requiring him to call at his office or give the necessary information.

881. If the officer calls at the Accountant-General's office, he will be paid up to the day before he leaves India, and will be given a last-pay certificate in Form 16 if he intends to draw his leave allowances at the Home treasury, and in Form 17 if he is proceeding to a Colony and intends to draw his leave allowances there.

NOTE.—[The salary of an officer proceeding on combined leave out of India with a last-pay certificate entitling him to draw his privilege leave allowances from the Home Treasury or in a Colony, will be paid up to the date of his making over charge.]

882. If the officer is unable to call at the Accountant-General's office, the Accountant-General will prepare a bill for his allowances from the end of the month preceding that of his making over charge, to the day before he sails, and will (if the officer intends to draw leave allowances at the Home treasury or in a Colony) forward it with the certificate in Form 16 of 17 as the case may be, to the Treasury Officer, for delivery to the officer according to the instructions in Form 18.

NOTE.—[The salary of an officer proceeding on combined leave out of India with a last-pay certificate entitling him to draw his privilege leave allowances from the Home Treasury or in a Colony, will be paid up to the date of his making over charge.]

883. With every such last-pay certificate a blank Form 19 will be given, on which the officer will report to the Accountant-General, from the first port at which the vessel touches, the day of his departure from India.

884. When the Audit Officer delivers, or receives from the Treasury Officer, a report in Form 20 that he has delivered a last-pay certificate to the officer concerned, he will, if the certificate is in Form 16, forward a duplicate of the certificate to the India Office.

885. When the officer proceeding to England is compelled to leave without a last-pay certificate, the necessary document should be forwarded to him, and a duplicate to the India Office, at the earliest possible date.

886. An officer proceeding to Europe should present his last-pay certificate at the India Office. When he returns to India, he should obtain a last-pay certificate from the India Office.

887. A last-pay certificate in Form 16—the 11th and 13th columns and the notes below it being omitted—is required in the case of an officer proceeding on leave out of India whose leave allowances, payable in India, are required to be paid in a circle of audit other than that under which the officer's appointment is held. If change of treasury is at any subsequent time desired, a new last pay certificate in the same form must be issued by the Accountant-General who last paid the allowances.

Colonial Warrants.

888. (a) An officer, including an officer of the Public Works or Railway Department (*see Article 876*), proceeding to a Colony should submit his last-pay certificate to the Comptroller, India Treasuries, at Calcutta, or if he embarks at any port in the Provinces of Madras, Bombay, or Burma, to the Accountant-General, Madras, Bombay, or Burma, as the case may be.

(b) The Comptroller, or the Accountant-General, as the case may be, will retain the last-pay certificate, and, in lieu thereof, issue a Warrant in Form 21 upon the Colonial authority concerned.

889. Every Warrant shall be issued in triplicate. The original, bearing the payee's signature, should be forwarded to the Colonial authority concerned, the duplicate to the Secretary of State, and the triplicate should be made over to the payee. Each payment should be endorsed on the back of both the original and the triplicate Warrant, an acknowledgment of receipt of money being rendered by the payee. When no space for such entries remains, or

when a Warrant is lost or destroyed, a fresh Warrant shall be issued by the officer who issued the original Warrant, on application being made through the Colonial disbursing officer.

890. Upon his return to India, an officer should deliver up his copy of the Warrant which will serve the purpose of a last-pay certificate.

891. The Government of India recognise the proceedings of the Colonial authorities sanctioning the transfer of the payment of leave allowances from one Colony to another, but such transfer should be reported separately by the absentee to the Government of India and to the Under-Secretary of State for India.

NOTE.—[Articles 888 to 891 apply to Military officers subject to the Military Leave Rules.]

Copy of Rules to be furnished.

892. Every officer going on leave out of India should procure from the Account Office and take with him a copy of the "Memorandum of information issued for the guidance of officers proceeding on leave (other than privilege leave taken by itself) out of India."

Section II.—Rules for preparing last-pay certificates.

893. In Forms 16 and 17 it should be stated to which Presidency an officer belongs, in which Presidency or Province he is employed, and whether the absentee allowance is chargeable to the Civil, the Military, or the Public Works Department.

894. To enable the Home authorities to ascertain at once the Department to which the absentee allowance is to be charged, the certificates of officers proceeding on leave to Europe shall be prepared—

- (i) in Black ink for officers in the employ of the Military Department.
- (ii) in Blue ink for officers in the employ of the Public Works or Railway Department.
- (iii) in Red ink for officers in the employ of the Civil Department.

895. Except in the case of Chaplains, allowances should be stated in rupees a month, and not in pounds a year; and in entering "the rate of absentee allowances," it should be stated, in the first place, without reference to the maximum or minimum applicable, and then, if a maximum or minimum applies or if the allowance is such that a future change in the official rate of exchange may render a maximum or minimum applicable, the words should be added, "subject to a maximum (or minimum) of," etc.

896. In Form 16 it must be shown whether an officer is entitled to the full amount of Furlough permitted by the rules.

NOTE.—[See Note under Article 851.]

897. In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned.

Amended Certificates.

898. (a) Every corrected last-pay certificate whether original or duplicate should be marked "Amended Certificate." If it becomes necessary to amend a last-pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made; this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office.

(b) The last-pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner. No alteration may be made in the certificate as issued by the Accountant-General unless there is time to send it to him for alteration.

(c) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last-pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last-pay certificate requires correction, unless the officer is known to have started on his return to India. If the amended last-pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India.

Source from which Absentee Allowance is payable.

899. In making entries against the heading "Source from which," etc., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated.

900. When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account:—

(a) *Privilege Leave, under Articles 246 to 278:—*

Privilege leave; duty without interruption for a period eleven times as long as the Privilege leave.

(b) *Long Leave, European Services, under Chapter XIII:—*

Furlough on Medical certificate (Articles 303 to 311); the whole continuous service.

Furlough without medical certificate, including extensions (Articles 308 and 309) the whole continuous active service.

Special leave; active service for six years.

Subsidiary leave; as for the leave to which it is subsidiary.

PART IX.

- (c) *Military Furlough Regulations of 1868* :—
 Furlough without medical certificate—
 First two years (Rule IX); actual service in India for eight years.
 The rest; actual service in India for six years.
- (d) *Military Furlough Regulations of 1875* :—
 Furlough without medical certificate (Rule 1); proportion of service in India or under the Government of India taken into calculation in the grant of furlough.
- (e) *Leave Rules for the Indian Army* :—
 All leave; the whole pensionable service; but in this case, in calculating the charge to be borne by a Foreign and the British Government, the period of service, and not the aggregate salary drawn, is taken into account.
- (f) *Long Leave, Indian Services, under Chapter XIV, and Statutory Civil Servants, under Chapter XXVI* :—
 Leave on private Affairs [Article 337 or 566 (Leave Regulations), Section 4 (b)]; service for six years.
 Furlough [Articles 338 or 566 (Leave Regulations), Section 4 (c)]—
 First year; service for ten years counting in the case of the Indian Service from date of last return from leave on private affairs.
 The rest; service for eight years.
- (g) *Other cases* :—
 In unenumerated cases the whole service in India is counted.

Arrears of Indian Pay and Allowances.

901. No entries in regard to arrears of Indian pay and allowances due to an officer proceeding on leave or on retirement to Europe should be made in his last-pay certificate. Such allowances are not paid at the Home treasury.

Completion of Service.

902. The date on which any officer will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from the service, should be shown.

Civil Fund Deductions.

903. (a) The Secretary of State recovers subscriptions on account of the different Civil Funds from subscribers absent from India on leave who draw their leave allowances in England, who either are required by the rules of their Fund to pay their subscriptions in that country during leave, or elect to do so. Particulars of the Fund deductions to be made from the absentee allowances of officers on leave drawing their leave allowances in England should be noted on the last-pay certificates; and where a subscriber elects to make payments of his subscriptions in India while on leave, or to postpone such payments until his return to India, the fact should also be noted on the last-pay certificate. The rules under which the deductions are made, and the method by which they are calculated in the cases of the different Funds will be found in Articles 557 to 560.

(b) The deductions to which the allowances of a member of the Indian Civil Service are subject while he is on leave on account of his annuity should invariably be stated in his last-pay certificate. (*See Article 556.*)

Chaplains.

904. A certificate in Form 30 should be attached to the last-pay certificate of a Chaplain proceeding on leave to Europe.

PART X.—PROCEDURE RELATING TO PENSIONS.

GENERAL ARRANGEMENT.

	ARTICLES	PAGE
CHAPTER XLVII.—APPLICATIONS FOR AND GRANT OF PENSIONS :—		
I.—Applications 905—918	253
II.—Powers of Sanction 922—924	256
III.—Anticipatory Pensions 925—929	257
CHAPTER XLVIII.—PAYMENT OF PENSIONS :—		
I.—General Rules 930—937	258
II.—Payment in India 938—961	260
III.—Payment in England 962—965	264
IV.—Payment in a Colony 966—973	265
CHAPTER XLIX.—PENSIONS TO MEMBERS OF THE INDIAN CIVIL SERVICE :—		
I.—Applications 974—978	267
II.—Payment 979—987	268
CHAPTER L.—PENSIONS TO CHAPLAINS 988—994	269

PART X.—PROCEDURE RELATING TO PENSIONS.

Chapter XLVII.—Applications for and Grant of Pensions.

Section I.—Applications.

905. The rules in this Chapter apply to all officers applying for pension under these Regulations, except—

- (a) Members of the Indian Civil Service—(*Chapter XLIX*) ;
- (b) Chaplains—(*Chapter L*) ;
- (c) Judges of the High Courts, for whom no special procedure is laid down.

906. There is no limitation on the period after retirement within which an application for pension or gratuity must be submitted ; but apart from special orders, a pension applied for after the officer has retired begins from the date of application. (*See also Article 930.*) An officer may be admitted to pension while absent on leave, whether in or out of India.

Non-Gazetted Officers—Preliminary Verification.

907. (a) An applicant for pension, not being a gazetted officer, should submit to the authority whose duty it would be to fill up his appointment, if vacant, his Service Book, and a statement of the following particulars :—

1. The date, by the Christian era, on which the applicant was born.
2. List of appointments, substantive and acting, held during the service for which pension is claimed, showing when any appointment was only an acting one, what substantive appointment was held at the same time. The dates of beginning and ending of each appointment should be stated, and the pay and acting allowance drawn in each.
3. Dates of beginning and ending of each period of leave.
4. An explanation of each interruption in service.

NOTE.—[For the purposes of this Article, Myooks in Burma are treated as gazetted officers.

(b) An officer may submit this statement even though he has not ceased to be borne on the establishment, provided that, before it is sent to the Audit Officer, the authority receiving it certifies that the officer is likely, within six months, to retire from the public service.

(c) This provision is intended to obviate delay in the verification of service, and does not justify the preparation of the formal application in Form 25 before the officer has actually retired.

908. The authority receiving the statement should then proceed to verify the services claimed according to the following procedure :—

(a) If the service has been wholly or in part Inferior (regarding which service the records of the Audit Offices are sometimes incomplete), he should first gather from official records and other sources all the information procurable. In respect to Superior service, it will be sufficient to gather, in the first place, only such information as is easily procurable.

(b) The information thus received should then be forwarded to the Audit Officer concerned for comparison with his office records of the applicant's statements.

(c) If there be any discrepancy, the Audit Officer will detail the nature of such discrepancy; for instance, that the post which the applicant states that he filled during a certain period is shown by the Audit Office registers to have been filled by another man.

(d) If the service claimed cannot be wholly verified from the records of the Audit Offices, reference must be made to the head of the office in which the applicant states that he served during the period in doubt.

(e) If it be found impossible to verify the service otherwise, the officer receiving the application should take the statement in writing of the applicant on plain paper [see *Indian Stamp Act, II of 1899, Schedule I, No. 4 (c)*], and should also collect such collateral evidence as may be procurable; for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants.

NOTE 1.—[The power to admit service verified under this clause may be exercised by all subordinate authorities who are empowered to sanction pensions under the rules.]

NOTE 2.—[“The Governor-General in Council has recently had under consideration a case in which a public officer, the head of a department, in granting a certificate to one of his subordinates, suppressed the true reason for which the subordinate had been removed from his appointment. Such an omission may obviously be injurious to the interests of the public service. I am therefore directed to draw attention to the subject, and to request the issue of orders to all public officers, warning them to be careful, in giving certificates to their subordinates, to state the whole truth in respect of character and cause of dismissal or resignation of appointment.—(Circular, Home Department, dated 15th June 1869.)]

909. In the case of a gazetted officer, part of whose service has been rendered in non-gazetted appointments, the un-gazetted portion of his service should be similarly verified. The statement mentioned in Article 907 (a) may, however, be sent to the Audit Officer direct or through the head of the department.

Formal Application.

910. After completing the verification in the manner prescribed in the preceding Article, the authority receiving the statement of services of a non-gazetted officer should draw up the application in Form 25, and arrange with it all the documents relied upon for verification of the service claimed, in such manner that they can be conveniently consulted, and then forward it, together with the officer's Service Book, through his official superiors to the Audit Officer. If an applicant for pension (not gratuity) is no longer in active service, a last-pay certificate should be attached to the application, except when he retires from the service while on leave in England and desires to draw his pension in England.

911. (a) The officer who submits the application should certify on the application whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government. If the application is for pension on the Superior scale, he must be careful to enter all periods of leave, suspension, etc., which are not reckoned as service.

PART X.

(b) He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not; more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (e) of Article 908, when the exact nature of the investigation made, and the conclusion at which the authority has arrived, must be especially reported.

(c) If the application is for an Invalid pension, and the applicant is less than sixty years old, the requisite medical certificate should be attached to the application. But if omission has been made in this respect, the authority having the power to sanction the pension may accept a certificate bearing a later date.

912. In the case of an officer in superior service, who retires before he is 60 years of age, it should be stated in the column for "any other remarks" on the third page of the application for pension whether retirement is compulsory or optional and, when compulsory, the order sanctioning retirement should be quoted and cause of inefficiency specified.

913. (a) A gazetted officer should submit his application through his official superiors and the Audit Officer to the Local Government.

NOTE.—[For the purposes of this Article, Myooks in Burma are treated as gazetted officers.]

(b) The application of a gazetted officer of the classes mentioned in Articles 297 (c), (d), and (e), 654 and 678, whether appointed by the Secretary of State or not, should be prepared in Form 26. In the case of other gazetted officers the application should be prepared in Form 25 either by the officer himself or by the head of his department; and the rules in Article 910 apply, save that it is not necessary, if all the service has been gazetted, to have the service formally verified before forwarding the application.

Submission to Government.

914. (a) The last officer through whom the application passes should send it to the Audit Officer, who will (after verifying the service in the manner prescribed in Article 908 or satisfying himself that it has already been so verified) submit the application to the Local Government with a report upon the claim for pension and the rules applicable to the case.

In the case of officers whose service has been partly gazetted and partly non-gazetted, the verification statement prepared in the Audit office should be attached to the application on its submission to the Local Government.

(b) The Audit Officer will also certify the correctness of the calculations of service and of pension, and retain the last-pay certificate (Article 910) unless the pension is to be paid in another circle of audit, in which case he will forward the certificate to the Audit Officer of that circle, along with a copy of the order sanctioning the pension.

1. If the case is plainly incorrect or incomplete, the Audit Officer should return it for correction or explanation.

2. In the column of Form 25 reserved on the second page for the remarks of the Audit Officer, or in his certificate and report on the third page of Form 26, he should note briefly his reasons for disallowing any service claimed, and his explanation of any apparent discrepancies, and the like.

3. The Audit Officer should always call special attention to Article 470 in his report of the amount of pension admissible.

Premature Applications.

915. (a) The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires, because their premature discussion occupies valuable time almost always to no purpose, and uselessly.

(b) Accordingly, no question about the pension of an officer who has not retired from the public service should be submitted either to the Local Government, or by the Local Government to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule. The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf. But this rule should not be read as prohibiting the consideration until an officer retires or is about to retire, of a proposal to condone a break in his service.

916. Except under orders from the Government of India or the Local Government, an Audit Officer should, as a rule, decline to advise upon any questions connected with the claim of an officer to pension until he retires or is about to retire. Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned.

917. Articles 915 and 916 do not prohibit the submission of a preliminary application for pension [see Article 907 (b)] on behalf of an officer intending to retire immediately, while he is still in employ.

Section II.—Powers of Sanction.

918. A pension which is certified by the responsible Audit Officer to be clearly and strictly admissible under rule may be sanctioned,

(a) in any case, by the Local Government,

(b) in the case of non-gazetted officers, by the officer who has the authority to fill the appointment vacated by the retiring officer.

919 to 920.—*Cancelled.*

921.—(See Appendix I, Part II, Entry 40.)

922. Should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he will be called upon to refund such excess.

923. (a) If any interpretation of the rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government should submit the case, with its opinion and recommendation, to the Government of India in the Administrative Department concerned.

NOTE.—[In respect to such recommendations, see orders printed as Appendix 9.]

(b) Until the orders of the Government of India are received, a recommendation for any special indulgence should never be communicated, directly or indirectly to the officer concerned.

PART X.

(c) The Government of Madras and Bombay should, upon questions of pension, communicate with the Secretary of State, through the Government of India.

(d) An application in Form 25 or 22, as the case may be, should accompany every special recommendation made under this Article.

924. (a) Pensions in excess of the amounts admissible under these Regulations, or involving any relaxation of rule, require the sanction of the Secretary of State.

NOTE.—[See Note under clause (a) of the preceding Article.]

(b) The Government of India have, however, been authorised to grant pensions up to a limit of Rs. 10 a month or gratuities not exceeding the equivalent value of that amount, without reference to the Secretary of State, in any case, even where no pension or gratuity is admissible under rule, provided that the general spirit of the Regulations is observed.

(c) When special circumstances appear to justify a departure from the rules laid down regarding "ordinary pensions" to Civil officers, it is generally desirable that the allowance granted should be an arbitrarily fixed sum, rather than any exact proportion of the amount to which it might be supposed that the rules afford a claim.

Section III.—Anticipatory Pensions.

925. (a) When an officer whose pension is payable in India retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed, the Audit Officer may, upon a declaration, as follows, by the officer, sanction the immediate disbursement of the pension to which, after the most careful summary investigation that he can make without delay, he believes the officer likely to be entitled.

Declaration.—Whereas the (here state the designation of the officer sanctioning the advance) has consented, provisionally, to advance to me the sum of Rs. a month, in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that, in accepting this advance, I fully understand that my pension is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled.

(b) If the Audit Officer thinks it likely that the officer would be found entitled to a gratuity only, one-sixth of the amount of such probable gratuity may, upon a similar declaration, be disbursed to him monthly until the amount is finally settled.

(c) The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post.

(d) When the sanction under this Article is given by an Audit Officer other than the Accountant-General, he shall send a copy of his order to the Accountant-General, for the issue of the requisite orders for disbursement from the treasury concerned.

926. When an officer whose pension is payable in England retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed, the Audit Officer, if he sees reason to believe that there will be delay before the pension can be finally sanctioned, should, after the most careful summary investigation that he can make without delay, report to the authority who will sanction the pension, the minimum amount to which he believes the officer to be entitled. This report should be forwarded at once to the India Office by the Local Government by which the pension will in due course be sanctioned. The India Office will then, on receiving from the officer a declaration similar to that in Article 925, at discretion, sanction the immediate disbursement of the amount of pension reported to be the minimum likely to be admissible, or such smaller amount as may be deemed proper. The final pension certificate in due form should follow the provisional certificate with the least possible delay.

927. (a) If, upon the completion of the regular investigation, it be found that the pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payments.

(b) Provided that, if a gratuity summarily assigned under Article 925 proves to be larger than the amount found actually due upon completion of the enquiries, the officer shall not be required to refund any excess actually paid to him, except as provided in Chapter XXI.

928. (a) To enable the Audit Officer to exercise the jurisdiction thus entrusted to him, the head of the office or department from which the officer is removed should furnish to the Audit Officer, as soon as possible, after it becomes known to him that the officer must retire, and without waiting for his actual retirement, the fullest information that can be obtained regarding the officer's service, without correspondence which must cause delay.

(b) This information is to be furnished in anticipation of the regular investigation required by Article 908 or 909, which also should on no account be delayed until the officer has actually retired.

929. All officers should bear in mind that delay in the payment of pensions may involve peculiar hardship, and everything should be done to prevent, or shorten to the utmost, such delays.

Chapter XLVIII.—Payment of Pensions.

Section I.—General Rules.

930. Apart from special orders, a pension, other than a Wound or Extraordinary pension under Part VI, is payable from the date on which the pensioner ceased to be borne on the establishment, or from the date of his application, whichever is later. The object of this latter alterna-

tive is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained.

1. The pension of an officer who, under Article 436, has received a gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

931. The preceding Article applies to ordinary, not to special, cases. If, under special circumstances, a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.

932. In cases where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of the report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

933. When a pension is stated in Rupees, it is payable at any treasury in India; or, at the pensioner's option, at the Home treasury.

934. Pensions granted in rupees which are drawn at or through the Home treasury are converted into sterling at the rate of exchange from time to time fixed for the adjustment of transactions between the British and Indian Governments subject to the condition that in the case of persons resident in any country in which the Indian Government rupee is not legal tender, 1s. 9d. the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected. The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender; but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India.

NOTE 1.—[Ordinarily, a pensioner who has been residing in India or other country in which the Indian Government rupee is legal tender, and who proceeds to a country in which the rupee is not legal tender is entitled to draw his pension from or through the Home treasury at the minimum rate of 1s. 9d. the rupee from the date only when he quitted the former country. But a pensioner who leaves India within six months of his retirement and proceeds to a country in which the rupee is not legal tender is entitled to draw his pension from or through the Home treasury at the minimum rate of 1s. 9d. the rupee from the date to which it has been paid in India, or if no payment has been made there, from the date of its commencement.]

NOTE 2.—[A pensioner who has been drawing his pension at the minimum rate of 1s. 9d. the rupee, if he proceeds to a country in which the rupee is legal tender and continues to draw his pension from the Home treasury, is allowed the benefit of that minimum rate for six months from the date of his arrival in such country.]

NOTE 3.—[In the event of a case arising which appears not to be covered by the foregoing rules, reference must be made to the Secretary of State.]

935. The rule in Article 934 applies to an officer under covenant who is entitled by his covenant to pension; the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, apply to his pension.

Transfers between England and India.

936. Transfer of a pension from an Indian treasury to the Home treasury and *vice versa* is permitted within reasonable limits whenever desired.

NOTE.—[Frequent transfers of a pension to and from are not permissible, and the Accountant-General concerned should report to the Government of India, for special orders, any case in which it appears to him that undue advantage is being taken of the rule.]

937. Application for transfer of payment from India to the Home treasury should be made to the Accountant-General within whose jurisdiction the treasury of payment is, who will grant a last-pay certificate, forwarding a duplicate, with copy of the first page of the application upon which the pension was originally granted, to the India Office.

Section II.—Payment in India.

938. (a) The order granting a pension to be paid in India should be forwarded with a copy of the first page of the application in Form 25 or 26, or of the whole application if in Form 22, to the Audit Officer who submitted the application. He should compare the order with his report and then forward a copy thereof to the Accountant-General of the Province in which payment is to be made.

(b) In the case of persons for whom the forms referred to in clause (a) are not used, the information required for the Pension Payment Order should be communicated in a separate letter to the Accountant-General of the Province where payment is to be made.

(c) In the case of pensions to police officers on pay not exceeding Rs. 20 sanctioned under entry No. 40 of Appendix I, Part II, the order should be forwarded to the audit officer who would have reported on the claim had his certificate not been dispensed with. He will exercise the necessary check with reference to Article 922 and endorse it as in clause (a) above.

939. The Accountant-General of the Province in which payment is to be made will then communicate to the officer who is to pay the pension, authority to make the payment; in the case of a pension, such authority will be a Pension Payment Order in Form 27 or 28.

NOTE.—[Form 27 may not be used for pensions chargeable to Local Funds other than those which up to 1st April 1908 were treated as incorporated (*see Article 800*) or Native States. The following extract from a letter from the Government of India indicates the form of Pension Payment Order to be used and procedure to be followed when a treasury is authorised to pay a pension on behalf of a Native State:

“I am directed to say that if a Native State desires a periodical payment to be made from a Government Treasury, the amount being recovered from the Native State, there is no objection to the request being granted with the sanction of the Local Government, provided the amount of each payment is not less than Rs. 100, and provided that the treasury at which payment is desired is under the Government which is in political connection with the Native State concerned. Such payments will be made by Government merely as an agent for the Native State.

“When such payments on account of pensions are arranged for, the form of payment order should not be the same as that used for pensions payable from Indian Revenues. The order should be of the same kind as the Ordinary Pension Payment Order, but should be clearly distinguished in form.”]

Procedure in paying.

940. A gratuity is paid in a single sum, and not by instalments, on receipt of the Accountant-General's authority.

941. A gratuity may, at the discretion of the Government of India, or with the sanction of the Government of India, on the application of the recipient, be converted either into a life annuity, or into a temporary life annuity, or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death. The amount of the life annuity or temporary life annuity will be determined by Table A printed in Appendix 10.

942. The Government of India will never insist on the conversion of a gratuity into an annuity, unless the expectation of life of the officer be reported by competent medical authority to be equal to the average.

943. A pension is payable in India monthly on and after the first day of the following month under the following rules:—

1. On receipt of the Pension Payment Order, the Disbursing Officer will deliver one half to the pensioner, and keep the other half carefully, in such manner that the pensioner shall not have access thereto.

2. Each payment made is to be entered on the reverse both of the pensioner's half and of the Disbursing Officer's half of the Pension Payment Order, both entries being attested at the time of payment by the signature of the Disbursing Officer.

3. With reference to Articles 956 and 957, a pension should, under no circumstances, be paid for the first time in arrears for more than six months without special orders of the Local Government.

NOTE.—[The Local Government may delegate its powers under this rule to Commissioners of Divisions and to such other officers as it may desire.]

4. A pension is payable for the day on which the pensioner dies.

5. In regard to the liability of pensions to attachment by a Civil Court, see section 11 of Act XXIII of 1871, which runs as follows:—

Section 11.—“No pension granted or continued by Government on political considerations, or an account of past services or present infirmities or as a compassionate allowance, and no money due, or to become due, on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in British India at the instance of a creditor, for any demand against the pensioner, or in satisfaction of a decree or order of any such Court.”

Identification of Pensioner.

944. As a rule a pensioner must take payment in person after identification by comparison with the Pension Payment Order.

NOTE.—[Officers of the classes mentioned in Articles 297 (c), (d) and (e), 654 and 678, whether appointed by the Secretary of State or not, are, when pensioned, paid on payment orders in Form 28 which do not contain a full description of the payee. In case of doubt, if such a pensioner is not known to the paying officer, he may be required to produce a life certificate or other evidence of identity.]

945. A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or by some other well-known and trustworthy person.

NOTE.—[The power to grant exemption under this Article from personal appearance to draw pension may be delegated by a Local Government to any officer of not lower rank than Collector of a District.]

946. A pensioner of any description who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who, before retirement exercised the powers of a Magistrate, or by a Chaplain, or any gazetted officer of Government or any person holding a Government title, is also exempted from personal appearance.

947. (a) In all cases referred to in Articles 945 and 946, the Disbursing Officer must take precautions to prevent impositions, and must, at least once a year, require proof independent of that furnished by the life certificate of the continued existence of the pensioner.

(b) For this purpose he should (save in cases of exemption from personal appearance granted by the Local Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

1. The Disbursing Officer is personally responsible for any payment wrongly made. In case of doubt, he should consult the Accountant-General.

2. A pensioner of rank may be privately identified by the Disbursing Officer and need not be required to appear at a public office.

948. Payment of pensions to Police pensioners are made in accordance with the rules in this Section, but if the Disbursing Officer entertains any doubt as to the identity of such a pensioner, he may require the local Inspector of Police to identify him. The Inspector would then be responsible for the correct identification of the pensioner.

Payment to Agents.

949. (a) A pensioner not resident in India may draw his pension at any treasury in India through a duly authorised agent, who must either produce a certificate by a Magistrate, a Notary, a Banker, or a Minister of religion, on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund over-payments, and produce such a certificate as aforesaid at least once a year.

(b) The pension of such an officer should not be paid on account of more than a year after the date of the life certificate last received, and the Accountant-General should be on the watch for authentic information of the decease of any such pensioner, and on receipt thereof, should promptly forbid further payments.

Transfers in India.

950. A Local Government or an Accountant-General may, on application and on sufficient cause being shown, permit transfer of payment from one treasury in India to another. This jurisdiction may be delegated by the Local Government to Commissioners of Divisions, or to any higher executive authority.

951. (a) A copy of any order issued by a Local Government or other executive authority under the preceding Article, should be forwarded to the Accountant-General, and the Collector of the District from which the

payment is to be transferred should be instructed to return his half of the Pension Payment Order.

(b) The Accountant-General will then either issue a new payment order, or enface the payment order for payment at the new treasury, and forward it to the Treasury Officer, who will, in future, pay the pension, or, if the treasury is in another Province, will move the Accountant-General of that Province to do so.

952. A Collector or other District Officer may authorise payment in any of the outlying treasuries subordinate to his district treasury of a pension payable, under proper authority, at his head-quarters, and may transfer the payment of a pension from such subordinate treasury to the district treasury, or from one subordinate treasury to another in the same district.

Certificate of Non-Employment.

953. (a) A pensioner drawing pension in India is required to append to his bill a certificate as follows :—

“ I declare that I have not received any remuneration for serving in any capacity, either in a Government establishment or an establishment paid from a Local Fund, during the period for which the amount of pension claimed in this bill is due.”

(b) In the case of a pensioner permitted under Chapter XXI to draw pension after re-employment, this certificate should be modified according to the facts.

Renewal of Pension Payment Order.

954. When the reverse of a Pension Payment Order is filled up, or when the pensioner's half is found to be worn or torn, both halves should be returned to the Accountant-General for renewal.

955. If a pensioner loses his half of the Pension Payment Order, the Disbursing Officer's half should be returned to the Accountant-General, in order that he may issue a new order. The observance of Rule 2 under Article 943 will prevent any payment being made on the half alleged to be lost.

Lapses and forfeitures.

956. If a pension payable in India remains undrawn for more than six months, the Pension Payment Order must be returned to the Accountant-General, and the pension ceases to be payable.

957. If the pensioner afterwards appears, the Disbursing Officer may reclaim the Pension Payment Order and renew his payments; but the arrears cannot be paid without the order of the Accountant-General, and if the pension in arrears is to be paid for the first time, or if the amount of arrears exceeds Rs. 1,000, without the previous sanction of the Local Government obtained through the Accountant-General.

NOTE 1.—[The Local Government may delegate its powers under this Article to Commissioners of Divisions, or to such other officers as it may desire.]

NOTE 2.—[The term “ Local Government ” in this Article means the Local Government by which or by an authority subordinate to which the pension was sanctioned and not the Local Government in whose jurisdiction the paying treasury may happen to be situated.]

958. If the suspension of payment is attributable to error or neglect by any public officer, the Accountant-General may direct payment of the arrears without taking the orders of the Government.

Deceased Pensioners.

959. (a) On the death of a pensioner, payment of any arrears actually due may be made to his heirs, provided that they apply within six months from his death: it cannot be paid thereafter without the sanction of the Local Government.

NOTE.—[The Local Government may delegate its powers under this Article to Commissioners of Divisions, or to such other officers as it may desire.]

(b) *But if the arrears do not exceed Rs. 100, and the case presents no peculiar features, the Accountant-General is empowered to pass the arrears on his own authority.*

(c) After payment of the arrears of pension, the Pension Payment Order should be returned to the Accountant-General with a report of the date of the death of the pensioner.

960. Subject to the provisions of the preceding Article, the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs. 500, be paid to the heirs of the deceased after such enquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient. If however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds Rs. 500, the payment should be made only to the person duly authorised to receive assets belonging to the estate of the deceased.

961. If an officer dies before actually retiring or being discharged, his heirs have no claim to anything in respect to his pension.

Section III.—Payment in England.

962. When a pension is granted to an officer who desires that payment thereof from the date of its commencement should be made at the Home treasury, the Audit Officer, who audits the pay of the officer, should, on receipt of sanction to the grant of pension, issue a last-pay certificate, and forward a duplicate thereof, together with copy of the first page of application for pension and the order of the Local Government granting the pension to the India Office. The forwarding letter should always request that payment be made from some specific date, the date being ascertained from the last-pay certificate.

963. If the pension is not wholly chargeable against the General Revenues, care must be taken to state in the certificate how it is to be charged.

964. The annuities and pensions of all officers are issued at the Home treasury monthly in arrear on the 16th day of each calendar month.

They are made up to the following quarterly dates, *viz.*, to the 15th March, 15th June, 15th September and 15th December; and they are paid in monthly instalments, the first two instalments in each quarter being the net amount accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter.

965. Intimation of any revision of a pension paid at the Home treasury should be made to the Secretary of State, so as to reach him before the pensioner is informed.

Section IV.—Payment in a Colony.

966. The rules in this Section apply to pensions granted under the rules in any Chapter of these Regulations. The pension of a pensioner residing in any Colony named in Appendix 15 may be paid there.

Issue of Warrant.

967. The authority for payment of a pension in a Colony shall be a Warrant in Form 29 to be issued—

- (i) in the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, or paid from an Indian treasury not in account with the Accountant-General, Madras or Bombay;—by the Comptroller, India Treasuries.
- (ii) in the case of a pension granted to an officer serving under the Government of Madras or Bombay or paid at any treasury in account with the Accountant-General, Madras or Bombay;—by the Accountant-General, Madras or Bombay, as the case may be.

968. When a pension is first granted to an officer serving otherwise than under the Government of Madras or Bombay, and the pensioner desires that it shall be paid in a Colony, or when transfer of payment of a pension heretofore paid at some Indian treasury not in account with the Accountant-General, Madras or Bombay, from India to a Colony is desired, the Accountant-General shall furnish all particulars to the Comptroller, India Treasuries, who will issue the necessary Warrant.

969. When a pension is first granted to an officer serving under the Government of Madras or Bombay, and the officer desires that it shall be paid in a Colony, or, if transfer of payment of a pension hitherto paid at some treasury in account with the Accountant-General, Madras or Bombay, from

958. If the suspension of payment is attributable to error or neglect by any public officer, the Accountant-General may direct payment of the arrears without taking the orders of the Government.

Deceased Pensioners.

959. (a) On the death of a pensioner, payment of any arrears actually due may be made to his heirs, provided that they apply within six months from his death: it cannot be paid thereafter without the sanction of the Local Government.

NOTE.—[The Local Government may delegate its powers under this Article to Commissioners of Divisions, or to such other officers as it may desire.]

(b) But if the arrears do not exceed Rs. 100, and the case presents no peculiar features, the Accountant-General is empowered to pass the arrears on his own authority.

(c) After payment of the arrears of pension, the Pension Payment Order should be returned to the Accountant-General with a report of the date of the death of the pensioner.

960. Subject to the provisions of the preceding Article, the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs. 500, be paid to the heirs of the deceased after such enquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient. If however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds Rs. 500, the payment should be made only to the person duly authorised to receive assets belonging to the estate of the deceased.

961. If an officer dies before actually retiring or being discharged, his heirs have no claim to anything in respect to his pension.

Section III.—Payment in England.

962. When a pension is granted to an officer who desires that payment thereof from the date of its commencement should be made at the Home treasury, the Audit Officer, who audits the pay of the officer, should, on receipt of sanction to the grant of pension, issue a last-pay certificate, and forward a duplicate thereof, together with copy of the first page of application for pension and the order of the Local Government granting the pension to the India Office. The forwarding letter should always request that payment be made from some specific date, the date being ascertained from the last-pay certificate.

963. If the pension is not wholly chargeable against the General Revenues, care must be taken to state in the certificate how it is to be charged.

964. The annuities and pensions of all officers are issued at the Home treasury monthly in arrear on the 16th day of each calendar month.

They are made up to the following quarterly dates, *viz.*, to the 15th March, 15th June, 15th September and 15th December; and they are paid in monthly instalments, the first two instalments in each quarter being the net amount accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter.

965. Intimation of any revision of a pension paid at the Home treasury should be made to the Secretary of State, so as to reach him before the pensioner is informed.

Section IV.—Payment in a Colony.

966. The rules in this Section apply to pensions granted under the rules in any Chapter of these Regulations. The pension of a pensioner residing in any Colony named in Appendix 15 may be paid there.

Issue of Warrant.

967. The authority for payment of a pension in a Colony shall be a Warrant in Form 29 to be issued—

- (i) in the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, or paid from an Indian treasury not in account with the Accountant-General, Madras or Bombay;—by the Comptroller, India Treasuries.
- (ii) in the case of a pension granted to an officer serving under the Government of Madras or Bombay or paid at any treasury in account with the Accountant-General, Madras or Bombay;—by the Accountant-General, Madras or Bombay, as the case may be.

968. When a pension is first granted to an officer serving otherwise than under the Government of Madras or Bombay, and the pensioner desires that it shall be paid in a Colony, or when transfer of payment of a pension heretofore paid at some Indian treasury not in account with the Accountant-General, Madras or Bombay, from India to a Colony is desired, the Accountant-General shall furnish all particulars to the Comptroller, India Treasuries, who will issue the necessary Warrant.

969. When a pension is first granted to an officer serving under the Government of Madras or Bombay, and the officer desires that it shall be paid in a Colony, or, if transfer of payment of a pension hitherto paid at some treasury in account with the Accountant-General, Madras or Bombay, from

India to a Colony is desired, the Accountant-General, Madras or Bombay, as the case may be, will issue the necessary Warrant.

970. Every Warrant shall be issued in triplicate. The original, bearing the payee's signature, should be forwarded to the Colonial authority concerned, the duplicate to the Secretary of State, and the triplicate should be made over to the payee. Each payment should be endorsed on the back of both the original and the triplicate Warrant, an acknowledgment of receipt of money being rendered by the payee. When no space for such entries remains, or when a Warrant is lost or destroyed, a fresh Warrant shall be issued by the officer who issued the original Warrant on application being made through the Colonial Disbursing Officer.

Rate of Exchange.

971. Pensions stated in Indian money shall, in a Colony in which the Indian Government rupee is not legal tender, except when it is otherwise arranged, be paid in sterling money at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Governments, subject to the condition that 1s. 9d. the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected. Any payments made at a different rate or otherwise erroneously, should be adjusted in subsequent payments.

NOTE 1.—[The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender; but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India.]

NOTE 2.—[Notes 1 to 3 under Article 934 apply, *mutatis mutandis*, to this Article.]

NOTE 3.—[On Warrants issued to persons drawing pensions stated in rupees it should be noted whether payment is subject to the minimum rate of 1s. 9d. the rupee and whether the minimum rate should be applied from the date of commencement of payment of the pension or after six months from the date on which the pensioner shall have quitted India or a country in which silver is the standard of currency or the Indian Government rupee is legal tender.]

Transfer of Payment.

972. (a) Transfer of a pension from an Indian treasury to a Colony the payments in which are adjusted in the accounts of the Home treasury is permitted only once; but a pensioner can at any time have payment transferred from a Colony to an Indian treasury, or from a Colony the payments in which are adjusted in the accounts of the Home treasury to England for direct payment from the Home treasury.

(b) In case a pensioner desires transfer of payment of his pension from one Colony to another, the Government of India will recognise the proceedings of the Colonial authorities sanctioning such transfer which should, however, be reported separately by the pensioner to the Government of India and to the Under-Secretary of State for India.

973. Upon his return to India an officer should deliver up his copy of the Warrant, which will serve the purpose of a last-pay certificate.

Chapter XLIX.—Pensions to Members of the Indian Civil Service.

Section I.—Applications.

Retirement while on duty in India.

974. An officer on the Bengal Establishment serving immediately under the Government of India, if he be in India, shall submit his application for permission to resign the Service, and for an annuity, to the Government of India, in the Department under which he is serving; and the Department receiving the application will forward it, with any remarks that may be necessary, to the Home Department, which should obtain the report of the Comptroller, India Treasuries, upon the officer's claim in respect of service and active service, and also as to whether there are any demands against him on account of the deduction prescribed in Article 556, or on any other account.

975. Any other officer on the Bengal Establishment, if he be in India, shall submit his application to the Local Government under which he may be serving; and the Local Government will forward the application, with any observations which may be necessary, to the Government of India in the Home Department, together with a No-demand Certificate from the Accountant-General.

1. When preparing the No-demand Certificate, the Accountant-General should send the officer a copy of Article 981.

976. An officer on the Madras or Bombay Establishment, if he be in India, shall submit his application to the Government of Madras or Bombay as the case may be, who will obtain the report of the Accountant-General and the No-demand Certificate as provided in the two preceding Articles.

Retirement during leave to Europe.

977. (a) An officer, who wishes to retire from the Service while on leave in Europe, must submit his application to the Secretary of State.

(b) When an officer makes his application under this Article, whether after completing his full period of service, or after having been declared by the Medical Board to be unfit for further service in India, his resignation is accepted, subject to the adjustment of any demands that may be standing against him in India; and he is directed to apply to the Government of India, the Government of Madras, or the Government of Bombay, as the case may be, for the annuity or gratuity to which his length of service may entitle him.

Grant of Pension.

978. (a) In the case of an officer on the Bengal Establishment, if his resignation be accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department the annuity or gratuity to which the officer is entitled will be sanctioned.

(b) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity.

(c) In the case of an officer on the Madras or Bombay Establishment, the annuity or gratuity will be sanctioned by the Government of Madras or Bombay, as the case may be.

Section II.—Payment.

979. The annuity of an officer who leaves India by sea, when retiring from the Service at the end of subsidiary leave, begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails.

NOTE.—[As soon as an officer gives over charge of his office, the Accountant-General should furnish the following information to the Government of India in the Finance Department, if the officer belongs to the Bengal Establishment, and to the Government of Madras or Bombay, if he belongs to the Madras or Bombay Establishment:—

- (1) Name of officer.
- (2) Date on which he made over charge of his office.
- (3) The amount of subsidiary leave granted, if any.
- (4) Date up to (and including) which subsidiary leave allowances have been drawn.
- (5) What demands, if any, are outstanding against the officer.]

980. The annuity of a Member of Council who has not previously resigned his seat in Council, or whose successor has not entered upon his office, commences from the day following that on which the vessel in which he leaves India sails, or from the expiry of his five years' tenure of office, whichever date is earlier.

981. An officer on resigning the Service must report the place at which the payment of his annuity is desired, and if he is leaving India, the date of the departure of the vessel in which he sails. If he belongs to the Bengal Establishment, the report must be made to the Government of India in the Finance Department; and if he belongs to the Madras or Bombay Establishment, to the Government of Madras or Bombay, as the case may be.

NOTE.—[A copy of this rule should be furnished by the Accountant-General to every officer (if he be in India) who applies to resign, with an intimation that there will be delay in the commencement of his annuity if he does not report the place at which payment is desired and, if he is leaving India, the date of his departure. (See also Rule 1 under Article 975.)]

982. Annuities are payable in arrear, monthly, and to date of decease.

983. (a) Payment of annuities and gratuities may be taken at the Home treasury in sterling money, or in India in rupees, at the following rate:—

- (i) If the annuitant was on the Bengal Establishment,—10 $\frac{2}{3}$ rupees for each pound sterling.
- (ii) If the annuitant was on the Madras or Bombay Establishment,—10·65 rupees for each pound sterling.

NOTE.—[The reasons for the difference in the rates of exchange are to be found in the history of the Annuity Funds. The rates of exchange differ considerably in the various Service Funds.]

(b) Provided that any annuitant, who is a permanent resident in India, may, if he wishes to draw his annuity in that country, exercise the option

of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers.

NOTE.—[This rule applies to all officers whose pensions are stated in sterling, and who, being resident in Asia, take payment in India.]

984. Transfer from the Home treasury to an Indian treasury, and *vice versa*, is permitted twice only.

985. Whenever a certificate is issued for the payment of an annuity from the Home treasury, the amount of the annuity must be stated in pounds sterling and not in rupees, and, in the case of transfer of payment from India to the Home treasury, it must be distinctly recorded that no further payment on account thereof will be made in India.

986. An officer who resigns the Service while he is in Europe, and who has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury, can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 978.

987. Payment of annuities may be made in any Colony named in Appendix 15 in accordance with the procedure laid down in Articles 966 to 973.

Chapter L.—Pensions to Chaplains.

988. Applications may be made to, and pensions are granted either by the Government of India, the Government of Bombay, or the Government of Madras (as the case may be), or by the Secretary of State.

NOTE.—[A Chaplain who proceeds to Europe on leave should give the Secretary of State at least four months' notice, if he decides to retire without returning to India.]

1. At least six months before a Chaplain, whether of the Church of England or the Church of Scotland, completes his full period of service, a statement should be furnished by the Local Government concerned to the Government of India in the Home Department, for transmission to the Secretary of State, showing the date on which the Chaplain completes such service, whether he is in England or in India. It should also be stated whether he is on duty or on leave, and if the latter, for what period.

989. A Chaplain proceeding to England on retirement, without applying for pension, should procure a certificate in Form 30—

- (i) If he is a Chaplain on the Bengal Establishment, or a Chaplain of the Church of Scotland serving in the Bengal Presidency;—from the Comptroller, India Treasuries;
- (ii) If he is a Chaplain on the Bombay or the Madras Establishment or a Chaplain of the Church of Scotland serving in Madras or Bombay;—from the Accountant-General at Bombay or Madras (as the case may be).

990. A Chaplain of the Church of England, who wishes to obtain pension from the authorities in India, must submit his application, through the

Archdeacon or Bishop of his Diocese, to the Government of India in the Home Department if he belongs to the Bengal Ecclesiastical Establishment, and to the Local Government if he belongs to the Madras or Bombay Ecclesiastical Establishment.

991. A Chaplain of the Church of Scotland, who wishes to obtain pension from the authorities in India, must submit his application, through the Presidency Senior Chaplain, if he is not himself the Presidency Senior Chaplain, to the Government of India in the Home Department if he is serving in the Bengal Presidency, and to the Local Government if he is serving in Madras or Bombay.

992. The Home Department, or the Government of Madras or Bombay, before accepting the resignation of a Chaplain, should obtain a certificate from the Comptroller, India Treasuries, or the Accountant-General, Madras or Bombay, as the case may be, showing the Chaplain's service, residence, and the amount of pension to which he is entitled.

993. (a) In the case of the Bengal Presidency, if the Chaplain's resignation is accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department the pension to which the Chaplain is entitled will be sanctioned.

(b) In the case of the Madras or Bombay Presidency, the procedure is the same, but the pension is sanctioned by the Government of Madras or Bombay as the case may be.

994. A Chaplain to whom pension has been granted in India should be careful before proceeding to England to obtain the usual certificate of the last issue of pay or pension to him in India.

PART X.

PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

GENERAL ARRANGEMENT.

	ARTICLES.	PAGE.
CHAPTER LI.—DEFINITION AND GENERAL RULES :—		
I.—Principles of Calculation	995—1001	273
II.—Classification of Officers	1002—1010	276
CHAPTER LII.—MILEAGE ALLOWANCES :—		
I.—Travelling by Railway.	1011—1015	278
II.—Travelling by Sea or River	1016—1032	280
III.—Travelling by Road	1033—1037	282
CHAPTER LIII.—TRAVELLING ALLOWANCES FOR JOURNEYS ON TOUR :—		
I.—General Rules	1038—1043	284
II.—Permanent Allowances	1044—1051	285
III.—Daily Allowances—Conditions	1052—1062	286
IV.—Daily Allowances—Rates	1063—1064	289
V.—Mileage in lieu of Daily Allowance	1065—1073	291
VI.—Conveyance Allowances	1074—1079	296
VII.—Conveyance Hire	1080—1082	298
CHAPTER LIV.—OTHER JOURNEYS :—		
I.—Joining first Appointment	1083—1093	298
II.—Journeys on Transfer	1094—1109	300
III.—Journeys to Hill Stations	1110—1115	303
IV.—Journeys to attend Examinations	1116—1120	304
V.—Journeys occasioned by Leave or Retirement	1121—1132	305
VI.—Other Occasions	1133—1138	307
CHAPTER LV.—SPECIAL RATES FOR SPECIAL LOCALITIES	1139—1140	309
CHAPTER LVI.—SPECIAL RULES FOR HIGH OFFICERS	1141—1158	309
CHAPTER LVII.—RULES OF PROCEDURE	1159—1163	312

PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

Chapter LI.—Definitions and General Rules.

Section I.—Principles of Calculation.

995. Travelling allowance is given to an officer to cover the actual travelling expenses incurred by him in travelling in the interests of the public service. It is a fundamental principle that the allowance is not to be a source of profit, and, save as specially provided in these Regulations, no allowances are granted to meet the expenses of the families of officers accompanying them when travelling on duty.

Route for calculation of Travelling Allowance.

996. (a) For the purpose of calculating travelling allowance, a journey between two stations is held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short.

NOTE.—[Where there are alternative railway routes, and the difference between them in point of time and cost is not great, travelling allowance should be allowed for the route actually used.]

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt the Head of the Department concerned will, in respect of journeys within his jurisdiction performed by officers under his control, declare which shall be regarded as the shortest of two or more routes.

(c) If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey.

997. The Local Government, or the Head of the Department in the case of journeys within his jurisdiction performed by officers under his control, for special recorded reasons, may permit travelling allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

NOTE.—[In the case of journeys between stations which are in the jurisdiction of different Local Governments, heads of departments under whose orders transfers are made from one Province to another may exercise the powers of a Local Government under Articles 996 and 997.]

998. The point in any station from which a journey is held to commence, or at which it is held to end, is the chief public office or any other point fixed for the purpose by the Local Government.

NOTE.—[See Note under Article 1065 (iii) (i).]

When means of locomotion are supplied.

999. An officer who is provided with and avails himself of the means of locomotion at the expense of the State or of Local Funds, either—

- (i) may draw half the travelling allowance ordinarily admissible to him for a journey of the same kind, or
- (ii) is subject to the deduction from his travelling allowance of such fixed hire or charge as the Local Government or the Head of an Imperial Department in respect of journeys within his jurisdiction performed by officers appointed by him and under his control, may by any general rules determine.

NOTE.—[The case of an officer who is supplied with a boat or carriage, but who pays all expenses of its use or propulsion, does not fall within clause (i) of this Article: in such cases a fixed hire under clause (ii) may be charged.]

1. This Article does not apply to—

(a) Officers of the fourth class.

(b) (i) Gazetted Officers and Rangers of the Forest Department serving in the Sunderbans Division.

(ii) Certain officers and their establishments in Aden and in Persia and the Persian Gulf as detailed in the Manuals of the Audit officers concerned.

Are entitled to half the daily allowance ordinarily admissible.

(c) When travelling by steamer supplied at the expense of the State—

(i) The Executive Engineer, Eastern Nara, and his establishments.

(ii) The establishment accompanying the Commissioner in Sind, the Deputy Commissioner, Upper Sind Frontier, and the Superintending Engineer, Sind.

Provided a certificate is furnished by the officer concerned that complete camp equipage was maintained throughout the period occupied by the journey.

(iii) Officers and subordinates of the Irrigation Department in Sind. These officers draw ordinary travelling allowances subject to the following conditions, namely,

(1) that the officer concerned, or, if he be of lower rank than an Executive Engineer, the Executive Engineer, certifies that complete camp equipage was maintained throughout the journey, and

(2) that mileage allowance cannot be drawn in lieu of daily allowance for journeys over twenty miles by steamer or partly by steamer and partly by road, unless the portion of the journey performed by road exceeds twenty miles, when mileage should be calculated on the road journey only.

- (d) When travelling by boat supplied at the expense of the State—
- (i) The Commissioner of Customs, Salt, Opium and Abkari, Bombay.
 - (ii) The Collector or Assistant Collectors of Salt Revenue in Bombay.
- (e) The Commissioner in the Sunderbans and his establishment when on tour in the Sunderbans.
- (f) Officers who are entitled to or are allowed free transit by railway whether under a free pass (see Appendix 30) or otherwise.
- (g) Officers who are provided with elephants required for the conduct of professional operations and not for their private use.
- (h) Officers using motor-cars or motor-cycles supplied by Government or a Local Fund. These officers draw half the daily allowance ordinarily admissible, and are not entitled to exchange the daily rate for mileage under Article 1065.

In the case of officers who draw fixed travelling allowance, a deduction of Rs. 3 shall be made for every day on which they travel in motor-cars provided from General Revenues or Local Funds.

If a journey by motor-car or motor-cycle provided by Government or a Local Fund is combined with a road journey by ordinary conveyance, the officer so travelling may at his option draw either (1) the full daily allowance admissible under Article 1063; or (2) if the journey by ordinary conveyance exceeds 20 miles, the mileage allowance admissible under Articles 1034-1037. No extra allowance will in either case be drawn on account of the journey by motor-car.

- (i) Officers of the Salt Department in Bengal when travelling by steamers or boats provided by Government. These officers draw daily allowance at ordinary rates, not subject to increase under Article 1140, but no mileage.
 - (j) Chauffeurs of motor-cars supplied by Government or a Local Fund, when performing road journeys on motor-cars in their charge and involving an absence of not less than one night from headquarters. In such cases, they will draw half the daily allowance ordinarily admissible to officers of their class (Articles 1002 and 1063), subject to a minimum of 6 annas in the Bombay Presidency and 4 annas elsewhere. The daily allowance is not exchangeable for mileage under Article 1065.
2. Table-money under Article 1023 is granted to officers of all but the first class in Burma travelling by Government steam launch on transfer, in addition to any allowance admissible under this Article.

Camp Equipment and Horses.

1000. When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses, camels, motor-cars, motor-cycles, bicycles, or camp equipment by railway or steamer or, in Burma, send his horses, by a vessel other than a

mer, it may, by special order in each case, permit him to recover, in addition to his authorised travelling allowance, the actual cost of their carriage including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse.

NOTE.—[An officer in receipt of a permanent monthly travelling allowance is not entitled to the privilege of this Article.]

1001. The Local Government may prescribe such limitation as it thinks fit regarding the maximum weight of camp equipment and number of horses to be carried by an officer of any class or department, and may, subject to such limitations, delegate its power of sanction under Article 1000 to any head of a department or controlling or inspecting officer.

Section II.—Classification of officers.

1002. For the purposes of this Part of the Regulations officers are divided into four classes :—

First.—The first class includes members of the Indian Civil Service, Statutory Civil Servants, ex-Statutory members of the Provincial Civil Service, members of the Provincial Civil Service in Madras, Bombay, Bengal, the United Provinces, the Punjab and the Central Provinces holding any of the appointments mentioned in Appendix 5, members of the Provincial Civil Service in Burma and Assam appointed to hold posts ordinarily reserved for members of the Commission, Military Commissioned and Departmental officers, Chaplains, the officers mentioned in Appendix 18, and any other officer who holds an appointment the pay or maximum pay of which exceeds Rs. 500.

Second.—The second class includes Warrant officers, Non-Commissioned officers, Civil Assistant Surgeons, Civil Apothecaries in Madras, Probationary and Assistant Superintendents of the Post Office, Sub-Deputy Collectors in Bengal and Assam, all Deputy Inspectors of schools in Eastern Bengal and Assam, substantive or temporary, Assistant Deputy Educational Inspectors in Bombay, Female inspecting officers of lower rank than Inspectresses of schools, Probationary Deputy Collectors in Bengal, Probationary Deputy Collectors and Extra Assistant Commissioners in Eastern Bengal and Assam, qualified students of the Thomason College under practical training, and any other officer, not included in the first class, who holds an appointment the pay or maximum pay of which exceeds Rs. 100.

Third.—The third class includes all officers in superior service not included in the first or second class and jail warders in the Bombay Presidency drawing more than Rs. 10 a month.

Fourth.—The fourth class includes all officers in inferior service.

NOTE 1.—[Fitters and other mechanics employed on State Railways, and drawing a higher rate of pay than Rs. 12 a month, are held to be officers of the second or third class, according as their pay does or does not exceed Rs. 100 a month.]

NOTE 2.—[The following Police subordinates are held to be in superior service if their pay exceeds Rs. 10 a month :—

(a) Of rank higher than constable, everywhere.

(b) Of the rank of constable in the Aden and Makhi Dhand Police.

(c) Mounted constables in Sind.]

1003. Honorary Magistrates, who are not officials of Government, may, when employed on Government work under the orders of the District Magistrate or Sub-divisional Officer at a distance exceeding five miles from their residence, or when the bench which they attend is situated at a similar distance from their homes, draw for journeys by rail double second class fare, and for journeys by road four annas a mile. They may also draw, under the usual rules, a daily allowance of Rs. 3 during halts when employed, at a distance exceeding five miles from their residences, on Government work, whether judicial or extra-judicial, under the orders of the district or sub-divisional magistrate.

1004. The Local Government may pass, or may at its discretion authorize the Head of the Department concerned or the Government official presiding over a Conference or Commission of enquiry or a departmental enquiry convened under its orders, to pass the travelling, hotel and carriage expenses incurred by gentlemen, who are not officials of Government, attending such Conference, Commission or departmental enquiry.

1005. The Local Government may declare to what class an officer, whose whole time is not retained for the public service, or who is paid partly or wholly by fees, belongs, and to what daily allowance such an officer is entitled: provided that the ordinary maximum daily allowances for officers of the first and second classes, respectively, are Rs. 5 and Rs. 3.

1006. An officer on special duty belongs, in the absence of a special order of the Local Government to the contrary, to the class to which he belonged immediately before he was placed on such duty.

1007. An officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

Temporary Employés.

1008. A person employed temporarily, by competent authority, is entitled to travelling allowances under the rules applicable to officers of corresponding rank with permanent appointments.

Combination of Appointments.

1009. An officer holding, either temporarily or permanently, two separate appointments is entitled only to the travelling allowance attached to one of them; but in the case of permanent allowances, the Local Government may grant such allowance as may be necessary, not exceeding the aggregate of the allowances attached to both appointments, if it considers that the officer is, by reason of holding both, obliged to incur additional travelling expenses beyond what he would have incurred if holding only one.

1010. An officer placed in charge of the current duties of an office is not entitled to the travelling allowance attached to the office, except under the special order of the authority empowered to give such charge and in the following cases:—

(a) An Assistant or a Deputy Superintendent of Police placed in charge of the office of a District Superintendent may draw the travelling allowance

of a District Superintendent, and an Inspector placed in charge of the office of a District Superintendent, Assistant Superintendent or Deputy Superintendent may draw the travelling allowance of a Deputy Superintendent.

(b) An officer in the Survey of India, whatever his substantive rank may be, draws when in charge of a Survey Party, the travelling allowance of a Deputy Superintendent.

(c) A certain number of upper subordinates in the Buildings and Roads and Irrigation Branches, respectively, of the Punjab, the United Provinces and Bengal, according to a scale sanctioned from time to time by the Government of India in the Public Works Department, when placed in charge of districts or sub-divisions, are allowed travelling allowance at the rates admissible to Assistant Engineers, or Sub-Engineers, as may be ordered by the Local Government. Lower subordinates of the United Provinces, Buildings and Roads Branch, when similarly placed in charge of districts or sub-divisions, within the scale referred to above, draw travelling allowance at similar rates. Subordinates and Inspectors of Maintenance of the North-Western and Oudh and Rohilkhand Railways, when placed in charge of sub-divisions, or sub-districts, also draw travelling allowance at the rates admissible to Assistant Engineers.

(d) A lower subordinate placed in charge of a properly constituted sub-division in Bengal or in Burma may be granted the same travelling allowances as an upper subordinate when the necessity for such an arrangement arises in consequence of the paucity or absence of upper subordinates.

1. The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

Chapter LII.—Mileage Allowances.

NOTE.—[The rules in this Chapter are rules of calculation only ; that is, they prescribe the method of calculating travelling allowances in those cases in which they are regulated by the distance travelled. The succeeding Chapters must be referred to for a definition of the circumstances under which the title to the allowances accrues.]

Section I.—Travelling by Railway.

1011. Officers travelling by railway on duty are entitled to class accommodation according to the following scale :—

(a) *Officers of the First Class.*—First, or, where there are only two classes, upper class.

(b) *Officers of the Second Class.*—Second, or, where there are only two classes, apart from the intermediate, upper class.

(c) *Officers of the Third Class.*—Intermediate class, or if in the train by which the officer is required to travel there be no "Intermediate" compartment, then—

(i) where there are only two classes,—lower class ;

(ii) where there are three classes,—second class, if the officer's pay or maximum pay is not less than Rs. 50 ; otherwise, third class.

(d) *Officers of the Fourth Class.*—Lowest class, whether called lower, third or fourth.

NOTE.—[On the Darjeeling-Himalayan Railway all officers of the third class are entitled only to third class accommodation.]

Exceptions.—(a) Junior Port Officers in the Madras Presidency, the Assistant Port Officer, Rangoon, the Assistant Conservator of the upper reaches of the Irrawaddy and Chindwin rivers, the Native Assistant to the Resident at Baroda, the headmaster of the Government Engineering School, Insein, and the Lady Superintendents in the Female Training colleges at Ahmedabad, and Poona are entitled to first class accommodation.

(b) The Chief Observers at Lahore and Allahabad and clerks in the Calcutta, Madras and Bombay Meteorological Observatories when deputed to inspect observatories are entitled to second class accommodation, if they actually travel by that class.

(c) Deputy Inspectors of Schools in Bengal, permanent or temporary, are allowed 2nd class accommodation.

1012. The allowance admissible to an officer of the first, second, or third class is double the fare of the class in which he is entitled to accommodation, and to an officer of the fourth class the fare of the lowest class.

Exception.—The undermentioned Revenue and Forest officers in Madras receive mileage at the following rates when travelling by railway with camp equipment, including tents, within their jurisdiction :—

	Annas.
Collectors and Conservators	6
Sub-Collectors, Head, Senior and Special Assistant Collectors, Deputy Conservators and Forest Settlement Deputy Collectors	4
Assistant and Deputy Collectors and Assistant Conservators	3

1013. When an officer is entitled to or is allowed free transit by rail his travelling allowance must, save as otherwise provided in Articles 1067 to 1069, be reduced by the amount of the fare which but for such free transit he would have paid.

NOTE 1.—[This Article applies to every case not covered by a specific rule to the contrary, in which an officer is provided with a free pass, and not merely to the case of free passes granted on railways which are worked directly by Government.]

NOTE 2.—[The deduction made from travelling allowance under this Article shall ordinarily be for the full number of fares covered by the pass; that is, in the case of a 1st class pass, one first and two third class fares, and in the case of a 2nd class pass, one second and one third class fare. If the deduction made on any bill is less, the officer drawing the bill must attach a certificate that he did not use the pass in respect to the fare or fares for which the deduction is not made.]

1. Police Inspectors and Chief Constables in Bombay employed exclusively on railways are not liable to have their allowances reduced when they use a free pass.

1014. When an officer is entitled to travel in a higher class at a lower fare, his travelling allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

Unopened Lines.

1015. (a) An officer of the State Railways or the Telegraph Department travelling on an unopened line of railway by trolley, material train, or engine, draws in addition to the actual cost of haulage (if any) the following mileage allowances, *i.e.*—

If an Officer of the first class		1½ annas.
Ditto second class		9 pies.
Ditto third or fourth class		3 „

(b) This Article is not applicable to officers of the Consulting Engineer's department, or to officers attached to open lines of railway.

(c) An officer cannot draw any other allowance in lieu of, or in addition to, this special allowance, except—

- (i) when he makes a journey of less than twenty miles partly by trolley and partly by road, in which case he can only draw daily allowance, for the whole journey; * and
- (ii) when he remains absent from head-quarters for a night, in which case he can draw, at his option, either daily allowance, or the allowance admissible under this Article;
- (iii) when the conditions of Article 1061 (a) are satisfied, in which case he may draw also the allowances admissible under that Article.

NOTE.—[The special allowance admissible under this Article is not affected by Article 999.]

Section II.—Travelling by Sea or River.

1016. An officer when travelling by sea or in a river steamer, is allowed either free accommodation or the amount of passage money actually paid for accommodation, on the undermentioned scale:—

(a) *Officer of the First Class.*—First class for himself, and lowest class for two or, if his salary is not less than Rs. 1,000, three servants.

(b) *Officer of the Second or Third Class.*—Middle or second class for himself and lowest class for one servant.

1. If there are only two classes of accommodation in a steamer, an officer of the second class is entitled to accommodation by the higher, and an officer of the third class by the lower, of the two classes. If there are four classes of accommodation, an officer of the second class is entitled to second class, and an officer of the third class to third class accommodation.

(c) *Officer of the Fourth Class.*—Lowest class.

1017. The preceding Article is subject to the following provisos:—

(a) An officer of the second class whose pay is not less than Rs. 200, may elect for any journey to claim accommodation under clause (a), in which case he will also come under the other rules in this Section applicable to first class officers.

(b) The head of the office may direct that any officer whose pay does not exceed Rs. 30 shall be allowed accommodation under clause (c) only.

1018. The Director of the Royal Indian Marine when travelling on duty by sea or in a river steamer, and the Political Resident at Aden when travelling on duty by sea in that capacity, may recover the actual cost incurred by them in securing reserved accommodation up to an amount not exceeding double that admissible as passage-money for themselves under Article 1016 (a).

1019. The Travelling Inspector of Emigrants, Assam, while actually engaged on the duties of Travelling Inspector, may draw first class fares for journeys by steamer.

* When the journey is more than twenty miles and is made partly by road and partly by trolley, the allowances are regulated by Article 1065 (iii).

1020. In cases of doubt or in cases in which, owing to the arrangement of the classes on the steamer, the rules, if construed strictly, involve hardship, the Local Government, or the Head of a Department in respect of non-gazetted subordinates, has power to decide what class of accommodation any particular officer should be allowed.

1021. Except as provided in Articles 1000, 1094 (Exception I), and 1098, no more personal luggage can be carried at the expense of the State than the quantity the freight on which is included in the charge for passage.

Table-money.

1022. If board is provided on the vessel either by its owners or Commander or otherwise, the charge for such board, whether actually included in the passage-money or not, is not reckoned as passage-money for the purpose of Articles 1016 to 1021, but in that case table-money is recovered from an officer of the first class (other than a native of India, hindered by caste or other scruples from availing himself of the board so provided) at the following rates for every day on which dinner is provided for him on board:—

- (i) If the board includes wines and liquors, three-twentieths of salary up to a maximum of Rs. 8.
- (ii) Otherwise, three-fortieths of salary up to a maximum of Rs. 4.

NOTE.—[In the case of Political Officers in the Persian Gulf and at Muskat travelling on duty in H. M.'s ships or R. L. M. vessels, table-money is recovered at the rate of three-fortieths of salary up to a maximum of Rs. 4 a day whether board includes wines or not.]

1023. If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an officer of the second, third, or fourth class is entitled to table-money on every day on which he dines on board—

- (i) At the rate of daily allowance prescribed in Article 1063, subject to a minimum of four annas for himself and for each member of his family for whom passage-money is admissible and who is not less than six years of age; and
- (ii) At half such rate for each such member of his family who is less than six years of age.

Explanation.—Table-money is not recovered from an officer of the second, third, or fourth class in the case mentioned in Article 1022, nor paid to an officer of the first class in the case mentioned in Article 1023.

1024. Port Officers when travelling on detached duty are not subject to any deduction on account of table-money if board is provided on the vessel; and, if board is not provided, they are entitled to table-money at the rates of daily allowances prescribed in Appendix 25.

1025. A second class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer.

1026. When the route by which an officer is entitled to draw travelling allowance embraces a journey by sea which is not actually undertaken (whether owing to the officer's not travelling by the direct route or otherwise),

table-money should be recovered from or paid to such officer for the average number of days which the passage occupies, such average, in case of doubt, being determined by the Local Government.

NOTE.—[Articles 1022 to 1026 regarding the recovery of table-money apply to voyages in the neighbourhood of India only.]

1027 and 1027A. *Cancelled.*

Government vessels.

1028. An officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him.

1029. An officer travelling otherwise than on payment of passage-money in a vessel, the cost of which is paid by the State or Local Funds, is subject to the rules regarding scale of accommodation in Articles 1016 and 1017 and table-money in Articles 1022 and 1023. But the travelling allowance of an officer travelling in a vessel, the crew of which is paid by himself and not by the State or Local Funds, is regulated by Article 999.

1030. The rates payable to Commanders of Government vessels for the entertainment on board of officers of the first and second classes together with their families and servants, and all officers in inferior service, when such officers travel as ordinary passengers, and the rates payable for the entertainment on board a vessel of the Royal Indian Marine of officers travelling on special occasions are contained in Appendix 19.

Crossing River by Steamer.

1031. The rules in this section apply to an officer crossing a river by steamer in the course of a journey; but when such river crossing occurs in the course of a railway journey, and the charge therefor is included in the railway fare, the rules in Section I of this Chapter are applied.

Embarking and Disembarking.

1032. In addition to passage-money an officer travelling by steamer is reimbursed the actual expenses incurred by him in embarking and disembarking, *i.e.*, the charges from the quay to the vessel, such as wharfage fees, boat-hire, and the like. Charges incurred on shore are not reimbursed.

Section III.—Travelling by Road.

1033. Travelling by road includes travelling by sea or river otherwise than in a steamer (*e.g.*, by steam launch or by boat), and travelling by canals.

Ordinary Mileage Rates.

1034. (a) For journeys by road, mileage allowance is calculated at the following rates:—

Officers of the 1st class . 8 annas	Officers of the 3rd class . 2 annas
“ “ 2nd “ . 4 “	“ “ 4th “ . 1 anna

provided that (except in cases of transfer) a non-gazetted ministerial or a menial officer is only entitled to actual travelling expenses not exceeding the rate for his class. [See Rule 1 under Article 1065 (ii).]

(b) In cases where the journey is made by a motor-car service open to the public on hire, the allowance shall not exceed twice the actual fare charged.

1035. In calculating travelling allowance at mileage rates, fractions of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill.

Special Mileage Rates.

1036. (a) The undermentioned Revenue and Forest officers in Madras receive mileage at the rates shown below when travelling on tour within their respective districts or charges:—

	Without tents. Annas.	With tents. Annas.
Collectors and Conservators	8	12
Sub-Collectors, Head, Senior, and Special Assistant Collectors, Deputy Conservators and Forest Settlement Deputy Collectors	6	8
Assistant and Deputy Collectors and Assistant Conservators	4	6

(b) The following officers also draw mileage at the special rates shown:—

	Annas.
Junior Port Officers in Madras	8
Overseers in the Public Works and Railway Departments	2
Assistant Inspectors of Schools, Bengal	6
Deputy Inspectors of Schools, Bengal, substantive or temporary	4
Extra Assistant Conservators of Forests placed in charge of a forest division	6
Assistant Opium Agents	8
Superintendents and Assistant Superintendents in the Northern India Salt Revenue Department	8
Chief Observers at Lahore and Allahabad and Clerks in the Calcutta, Madras and Bombay Meteorological Observatories when inspecting observatories	4
Settlement and Assistant Settlement Officers and Excise Deputy Collectors in Bengal whose pay is less than Rs. 700 a month—50 per cent. extra, subject to a maximum of	8
Sub-Deputy Collectors in Bengal, when engaged on land acquisition or partition work	4

Special Conveyance.

1037. (a) When an officer of a class lower than the first is required by superior authority to travel by special means of conveyance, the cost of which exceeds the daily allowance under Article 1063 when daily allowance only is admissible, or the mileage admissible under Article 1034, the actual cost of transit may be drawn in lieu of daily allowance or mileage. The bill for the actual cost of transit must be supported by a certificate signed by the superior authority and countersigned by the controlling authority, certifying

that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

(b) The Audit Officer will report, for the orders of the Local Government, any case in which the concession appears to have been improperly granted.

Chapter LIII.—Travelling Allowances for Journeys on Tour.

Section I.—General Rules.

1038. An officer other than one of those referred to in Article 1039, whose duties, whether ordinary or special, necessitate his travelling within or (under proper authority) beyond the circle of his ordinary jurisdiction is entitled to travelling allowance which may be either—

- | | |
|---|--|
| (a) a permanent monthly allowance ; | } These may, under certain conditions, be exchanged for mileage under Chapter LII. |
| (b) a daily allowance ; | |
| (c) a conveyance allowance or actual conveyance hire. | |

Journeys to hill stations do not come within this rule.

1. An officer undertaking a journey to attend a Chapter of the Star of India or of the Indian Empire to which he has been summoned, travels on duty within the meaning of this Article.

2. A Chaplain proceeding to a distance from head-quarters to solemnise a marriage ; or a medical officer leaving his station to attend upon the family of a public officer, which he is not bound to attend free of charge as a part of his regular duties, is not travelling on duty within the meaning of this Article.

1039. The pay of the officers named in Appendix 20 has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys by rail or steamer) within their respective jurisdictions, and they are not entitled to travelling allowance for such journeys. When travelling by rail or steamer within jurisdiction, they are entitled to travelling allowance under Articles 1011 to 1032. When proceeding under proper authority beyond their jurisdiction, they are entitled to travelling allowance for their entire journey, including such part of it as is within their jurisdiction.

NOTE 1.—[Zilladars and Veterinary Assistants serving in the Army Remount Department in Baluchistan are only entitled to actual railway fare when travelling by rail on duty.]

NOTE 2.—[Revenue Surveyors in Burma are not entitled to travelling allowance for journeys of any description within their jurisdiction. When travelling beyond their jurisdiction they are entitled to actual rail and steamer fares for the whole journey.]

1040. The Local Government is empowered to add to the list of officers in Appendix 20 subject to confirmation, on report of its proceedings to the Government of India.

Limits of Ordinary Jurisdiction.

1041. A Local Government may fix the limits of ordinary jurisdiction for, and impose restrictions upon, the duration and frequency of the journeys on any specified duty of any officer or class of officers.

Tents.

1042. (a) The Local Government, or the Head of an Imperial Department in respect of his subordinates, is empowered to lay down the scale of Government tents to be supplied for the use on tour of any particular officer or class of officers for office and, if it think fit, private purposes.

(b) When tents which are the property of Government are used only for office purposes by an officer on tour, they are carried at Government expense. When they are used partly for office and partly for private purposes, the officer using them must, save as provided in Article 1000, pay half the cost of carriage. When they are used wholly for private purposes, the officer using them must, unless the case is met by Article 1000, pay the whole cost of carriage.

1043. *Cancelled.*

Section II.—Permanent Allowances.

1044. A permanent monthly travelling allowance is granted in lieu of all other travelling allowances for journeys within an officer's circle of duty, and is drawn all the year round, whether the officer entitled to it is at the time absent from his head-quarters or not. Officers in receipt of such an allowance should deduct from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month.

Exceptions.—The following officers who draw permanent monthly travelling allowance may draw single fare for a journey by rail in addition :—

(a) District Inspectors of Excise in the Central Provinces, provided the Deputy Commissioner certifies that the journey by rail was necessary and that the Inspector has duly earned the monthly allowance.

(b) Police Inspectors in Bombay.

(c) District Inspectors of Schools in the Punjab—with the special sanction of the Post Master-General for journeys made by them as Inspectors of School Post Office.

(d) Munshis and clerks attached to Canal Divisions of the Public Works Department and Sub-divisional clerks and munshis on the establishment of the Executive Engineer, Kumaun Government Estates, United Provinces.

1045. The Local Government may, either by a general order, applying to a class of officers or by a special order, permit an officer whose circle of duty extends beyond the limits of a single district, to draw, whenever his actual travelling expenses for a duly authorised journey on duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowances admissible under Chapter LII in addition to his ordinary permanent allowance for such period.

1046. An officer in receipt of a permanent monthly allowance may, when proceeding, under proper authority, beyond his jurisdiction, exchange his permanent allowance for the entire journey, including such part of it as is

within his jurisdiction, for the allowances admissible under Article 1065, the daily allowance being taken to be one-thirtieth of the permanent monthly allowance.

1047. A permanent monthly allowance cannot be drawn during absence on leave or during joining time, or for any period for which travelling allowance of any other kind is drawn. But save as provided in this Article a permanent allowance may, at the option of the officer receiving it, be drawn in lieu of any other travelling allowances admissible under these Regulations.

1048. Permanent monthly allowances are granted to the officers named in Appendix 22 at the rates shown therein.

Additions to this Appendix can be made only with the sanction of the Government of India.

1049. (a) The Local Government may grant to a Forest officer, in lieu of other travelling allowance, a permanent allowance, according to the following scale :—

	Rs.
To an officer in charge of a circle	150 a month.
To an officer in charge of a division—	
(i) If a member of the Imperial Forest Service or an Extra Deputy Conservator	100 "
(ii) If an Extra Assistant Conservator or a probationer for the Provincial Forest Service	75 "
(iii) If below the rank of Extra Assistant Conservator	50 "
To an officer in charge of a sub-division or range—	
(i) If not below the rank of Extra Assistant Conservator or a probationer for the Provincial Forest Service	60 "
(ii) If below the rank of Extra Assistant Conservator	20 "

(b) Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by twenty-five or fifty per cent.

1050. Conservators of Forests in Madras may grant a Forester not in charge of a Range a permanent monthly travelling allowance not exceeding Rs. 8.

1051. Munshis and clerks attached to Canal Divisions of the Public Works Department and sub-divisional clerks and munshis on the establishment of the Executive Engineer, Kumaun Government Estates, United Provinces, who are liable to be at any time required to go on tour, may, at the option of the Local Government, be granted a permanent monthly allowance of Rs. 10, in lieu of all other travelling allowance.

NOTE.—[Munshis and clerks stationed beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail Khan or Dera Ghazi Khan districts, receive a permanent monthly allowance of Rs. 15, with the sanction of the Local Government in each case.]

Section III.—Daily Allowances—Conditions.

1052. (a) A daily allowance is intended to cover the ordinary daily charges of an officer on tour; it is drawn only during absence from head-quarters on

duty, including the period of halts on duty, or on an authorised holiday, during such absence.

(b) Save where otherwise expressly provided, daily allowance is inadmissible for journeys, or halts in the course of journeys, under any other Chapter of these Regulations.

1053. The period of absence from head-quarters begins on the day on which the officer actually leaves head-quarters, and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

1054. (a) The Local Government may apply the provisions regarding a halt at head-quarters, contained in Article 1059, subject to the conditions and certificates therein specified (as far as applicable), and to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head-quarters of an officer and of his camp equipage.

(b) In the case of officers in Sind, the Local Government may similarly apply the provisions of Article 1059 to the period, if any, intervening between the engagement of camp equipage, and the departure from head-quarters on tour.

NOTE.—[See note under Article 1059.]

1055. No travelling allowance, other than a permanent monthly allowance, is admissible for any day on which an officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

Exceptions.—1. No travelling allowance, other than a permanent monthly allowance, is admissible to a District or Assistant District Superintendent of Police for visiting a police station, otherwise than in the course of a tour, unless he travels at least, twenty miles in one day. In this clause "Tour" means a journey which involves absence from head-quarters for two or more consecutive nights, and the visitation of two or more police stations or posts.

2. In the Bombay Presidency, general-duty Karkuns, general-duty Circle Inspectors and their peons, Talatis deputed on duty outside their jurisdictions, and such Exeise (Abkari) Inspectors and Sub-Inspectors as do not receive a horse allowance, and Veterinary Assistants in charge of stationary dispensaries are exempted from the operation of this Article as also are peons attached to Revenue Inspectors in the Madras Presidency.

Note.—[The term "general-duty Karkun" applies to any member on the establishment of a Mamlatdar or Mahalkari occasionally deputed to any part of a taluka for any special enquiry or purpose when the duty for any reason cannot be performed by a Circle Inspector.]

Halts during Tour.

1056. A daily allowance may not be drawn for more than ten days of a halt at one place. But general exemptions from the operation of this rule may be sanctioned by the Local Government by a general rule or order, where they are satisfied,

- (a) that prolonged halts are necessary in the interests of the public service, and
- (b) that such halts necessitate the maintenance of camp equipage or where no camp equipage is maintained, entail extra expense on the officer after the first ten days.

Similar exemptions, subject to the same conditions, may be granted in individual cases up to a limit of 30 days by Imperial Heads of Departments and Provincial Heads of Departments, Commissioners of Divisions, Settlement Commissioners, and Superintending Engineers to whom the Local Government may delegate authority for this purpose.

It is open to the authority sanctioning the exemption to lay down any limits or conditions, which it may think fit to impose; for instance, when an exemption is made under this Article, the full daily allowance admissible under rule may be reduced by such an amount, and may be granted for such number of days, as the sanctioning authority may deem proper in each case.

NOTE 1.—[A General-duty Karkun in Bombay draws daily allowance for the first 120 days of absence from head-quarters in each financial year, irrespective of the limitation imposed by this Article. For halts after the first 120 days, the limitation applies.]

NOTE 2.—[As regards officers in (a) the Geological Survey Department, (b) the Central Criminal Intelligence Department, and (c) the Meteorological Department, the head of the department exercises the powers of a Local Government under this Article.]

NOTE 3.—[The Resident at Baroda exercises the powers of a Local Government under this Article as regards officers serving under him on boundary settlement work.]

NOTE 4.—[The Inspector General of Agriculture in India may exempt any officer of the Agricultural Department under his control, and the Chief Inspector of Mines may exempt the clerks of his office, from the operation of this Article in any specific cases in which they may consider that such exemption is admissible under the conditions of the rule, subject to the condition that the halting allowance drawn by any person so exempted in any one month shall not exceed 20 per cent. of his salary for the month.]

1057. An officer who remains more than ten days halted at a place may, after he ceases to draw the daily allowance, draw travelling allowance under the ordinary rules for any journey made on one day from and to the halting place, if he reaches a point more than five miles distant from it. A halt is not interrupted for the purpose of this Article and of Article 1056 by an absence on duty from the place of halting at a distance not exceeding five miles and for a shorter period than three nights.

1058. A List of officers and establishments who have been exempted from the rule in Article 1056, conditionally or unconditionally, will be found in the Manuals of the local audit officers concerned.

Head-quarters.

1059. (a) A Local Government may, by general or special order, permit any officer or class of officers to draw, during a halt at head-quarters, the actual expense (not exceeding the daily allowance) of keeping up camp equipage (when it is necessary to do so) during a halt: provided such actual expense may not be drawn for a longer period than twenty-one days in Sind or Rajputana, and ten days in other places.

Explanation.—A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

(b) An officer drawing an allowance under this Article, for a halt at head-quarters, must certify that he has during such period kept up the whole or part of his camp equipage, and that the expense so incurred is not less than the halting allowance drawn. In the case of a non-gazetted or menial officer

the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of his camp equipage as the case may be.

(c) Except in the case of officers to whom Exception 2 to Article 1055 applies, a halt within five miles of head-quarters in the course of a tour is, for the purpose of this Article, treated as a halt at head-quarters.

NOTE.—[Riding camels and riding horses may, under the orders of the Local Government, be treated as camp equipage for the purposes of Article 1059 in the case of munshis and clerks in the Punjab and Sind, and also for the purposes of Article 1054 (b) in the case of such officials in Sind.]

1060. The Local Government may determine, in case of doubt, what are the head-quarters of any officer serving under it. The Head of an Imperial Department may similarly decide in the case of his subordinates.

Cumulative Allowances

1061. (a) An officer compelled, on a sudden emergency, to leave his camp and proceed rapidly on duty to a place more than twenty miles distant, may, under the special order of the Local Government, draw the actual expense of maintaining such camp, not exceeding the daily allowance, in addition to the allowances admissible under Chapter LII, whether the camp be moved or not.

(b) The Local Government may delegate its power under this Article to the head of a department.

1062. An officer entitled to daily allowance, whose jurisdiction extends over a whole province, may, when making a journey of over a hundred miles to the first and from the last camp of a tour, in lieu of the daily allowance admissible for the days occupied by such journey, recover the whole necessary expenditure incurred thereupon, including the conveyance of camp equipment, servants, horses, motor-cars, motor-cycles, bicycles and private baggage. The number of servants, horses, motor-cars, motor-cycles, bicycles and the quantity of private baggage to be thus charged for should be fixed by the Local Government.

Section IV.—Daily Allowances—Rates.

1063. Officers are entitled to daily allowances as follows :—

- (i) An officer of the first class, Rs. 5.
- (ii) An officer of the second class, four annas for every Rs. 25 or fraction of Rs. 25 of the pay or maximum pay of his appointment, subject to a maximum of Rs. 3.
- (iii) An officer of the third class, two annas for every Rs. 12½, or fraction of Rs. 12½ of the pay or maximum pay of his appointment, subject to a minimum of six annas in the Bombay Presidency, or four annas elsewhere.

- (iv) An officer of the fourth class, three annas if he travels over more than one province, and two annas if he travels over a single province.

Exceptions.—(a) The officers mentioned in Appendix 25 are entitled to daily allowance as shown therein.

(b) In the Forest Department (1) officers of all classes below the first, including the Inspector General's peons while on tour elsewhere than in Burma, draw a daily allowance one-third greater than the allowance of their class, and (2) ministerial officers when on tour with the Inspector General draw a daily allowance of Rs. 2 which may in special cases be increased by the Inspector General to Rs. 3.

(bb) The camp clerk of the Inspector General of Irrigation draws a daily allowance of Rs. 2 which may, in special cases, be increased by the Inspector General to Rs. 3. The peons who accompany the latter on tour draw a daily allowance of four annas.

(c) The Vice-Consul at Jeddah and the Vice-Consul for Hodeida and Kamaran, when travelling in their Vice-Consular capacity on the public service in the Hedjaz, Red Sea, etc., are reimbursed their actual travelling expenses and receive in addition £1 per diem for subsistence.

(d) Clerks accompanying His Excellency the Viceroy, a member of the Viceroy's Council, or a Secretary to the Government of India on tour draw for the whole period of the tour extra allowances according to the following scale. Travelling allowance may not be drawn in addition when the means of locomotion are provided at the expense of the State :—

- (i) Clerks on salaries of less than Rs. 100—Full salary, provided the sum of salary and allowance does not exceed Rs. 150 a month.
- (ii) Clerks on salaries of not less than Rs. 100, but less than Rs. 200—Half salary, provided the sum of salary and allowance does not exceed Rs. 266½ a month.
- (iii) Clerks on salaries of Rs. 200 and above—One-third salary to a maximum of Rs. 200 a month.

NOTE.—[The Hospital Assistant attached to the Viceroy's dispensary, when accompanying His Excellency on tour, is treated for the purposes of this rule as a clerk.]

(e) Permanent clerks, potdars and shroffs deputed to accompany remittances beyond their provinces to the places named below, are entitled to daily allowances at the following rates for the period of their absence on duty :—

	Clerks.			Potdars and Shroffs.		
	R	a.	p.	R	a.	p.
(i) Bombay, Calcutta, Karachi and Rangoon	1	4	0	1	0	0
(ii) Other places	0	12	0	0	8	0

The Head Commissioner of Paper Currency and Comptroller General may however grant Rs. 1-8 to clerks, Rs. 1-4 to potdars or shroffs and annas 4 to peons, when he is satisfied that the rates otherwise admissible are insufficient.

(f) Clerks and Hospital Assistants accompanying the Lieutenant-Governor of the Punjab on tour are granted an allowance of one-third salary, subject to a maximum of Rs. 50 and a minimum of Rs. 20 a month, from the date on which the camp leaves headquarters to the date of its return. Inferior servants are entitled to the free carriage of their baggage. Clerks accompanying the Lieutenant-Governor of Bengal on tour also draw allowances at the above rates.

(g) Settlement and Assistant Settlement Officers and Excise Deputy Collectors in Bengal are entitled to daily allowance at the following rates :—

- (i) Officers on pay of Rs. 700 or upwards, Rs. 7-8-0 a day.
- (ii) Officers on pay of less than Rs. 700 a month, 50 per cent. in excess of the rate of their class, subject to a maximum of Rs. 5 a day. For journeys by boat in the Chittagong and Dacca divisions, and the districts of Khulna, Jessore and the 24-Parganas, the officers may draw only such daily allowance as is shown in the Local Manuals of the Audit officers concerned (see Art. 1140).

(h) Cash sircars and potdars on the Eastern Bengal State Railway, when temporarily employed in the capacity of Assistant Pay clerks, and travelling with cash on the line, draw travelling allowance at the same rate as Assistant Pay clerks.

PART XI.

1064. With the following exceptions an officer of the Public Works Department holding an appointment in a Secretariat, or any other special appointment, draws the daily allowance of his class in the Department :

(1) The Secretary to the Government of India in the Public Works Department, is entitled to a daily allowance of Rs. 10.

(2) Secretaries or Joint Secretaries to Government in the Public Works Department of Madras, Bombay, Bengal, the United Provinces and the Punjab, when travelling with the Governor or Lieutenant-Governor, are entitled to a daily allowance of Rs. 10.

Section V.—Mileage in lieu of Daily Allowances.

When Daily Allowances are exchangeable.

1065. An officer may for any day draw in lieu of his daily allowance—

- (i) if he travels by railway or steamer or both, the allowances admissible under Articles 1011 to 1015 or Articles 1016 to 1032, or both, as the case may be;
- (ii) if he travels more than twenty miles by road, or if, being a non-gazetted ministerial or a menial officer, he travels by public or hired conveyance under a certificate from the head of the office that he was required to do so, the allowances admissible under Chapter LII.

1. Under this clause a non-gazetted ministerial or a menial officer is only entitled to actual expenses within the limit of the mileage rate admissible for his class. Such actual expenses are also subject to any further restriction which the Local Government may prescribe, e.g., a Local Government may absolutely prohibit the exchange of daily allowance for mileage either for any class of officers or in any specified tract.

NOTE.—[Rangers whose pay does not exceed Rs. 100 a month and all Deputy Rangers when serving in the Pegu Circle, Burma, may draw actual expenses for journeys by boat.]

2. The Local Government may impose restrictions on the application of this Article to any officer or class of officers, either in respect of the distance to be travelled in any one day in order to entitle an officer to exchange his daily allowance, or otherwise, as it thinks fit.

NOTE.—[On the question of the advisability of laying down a scale or limit of actual expenses within the general limits of the rates for each class, the Government of India passed the following orders :—

“After a full consideration of all the reports received, the Governor-General in Council has arrived at the conclusion that it is impossible to lay down any general subsidiary scale which should have force throughout India. It must be left to each Local Government or Administration to determine whether owing to local peculiarities or special causes any such scale is practicable, either for their jurisdictions generally or for any portions of them. And the Governor-General in Council will merely rule generally that the actual expenses for which ministerial officers or menial servants may on certain occasions exchange daily allowance, besides being subject to the general mileage limits prescribed in these Regulations, shall also be subject to any further restrictions or limits which the Local Government may from time to time think

fit to prescribe. Such restrictions or limits may, if considered advisable, amount to an absolute prohibition of the exchange of daily allowance for mileage in certain cases, or they may consist only in the prescribing of a subsidiary scale.”]

(iii) if he travels partly by road and partly by rail or steamer, or both—

- (1) in respect of the road journey, the allowance admissible under Articles 1033 to 1037, limited unless the conditions of clause (ii) of this Article are fulfilled, to the amount of the daily allowance ;

NOTE.—[In determining the allowance admissible under clause (iii) (1) for a road journey other than a journey to and from an officer's head-quarters the distance actually travelled on duty shall be taken into account, without reference to the situation of any public office or other point fixed by a Local Government under Article 998, provided that the road and rail journeys are made on the same day and in continuation of each other.]

- (2) [in respect of the journey by railway or steamer, the allowances admissible under Article 999, or Articles 1011 to 1015,] or Articles 1016 to 1032, or both, as the case may be.

1066. In the case of officers whose salary does not exceed Rs. 200 a month the Local Government may, by general or special order, and subject to such conditions as it thinks fit to impose, permit any officer or class of officers to draw allowances admissible under Chapter LII for the whole period of any absence from head-quarters, on condition that no daily allowance is drawn for such period, if it considers that their duty is such that the daily allowance is not sufficient to cover travelling expenses.

Officers attached to Railways.

1067. The following officers, whose duties require them to travel constantly by railway, are not entitled to allowances under Articles 1011 to 1015, except in cases of transfer from one line to another, but are granted daily allowances for any day on which they are absent from their station for more than eight hours, in addition to a free pass, or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover :—

Deputy or Assistant Inspector-General, Railway Police.

Railway Magistrate, Rajputana.

All officers and men of Railway Police.

Subordinate police officers of the Provincial Criminal Investigation Department, Madras.

All officers of the State Railways and of the Telegraph Departments, and medical subordinates attached to open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment.

The Additional Clergy Society's Chaplain at Indore and that Society's Railway Chaplain at Insein.

1. Inspectors of maintenance on State Railways are not entitled to draw allowances under this Article, except when they are, under special circumstances, absent from head-quarters for more than four hours between 9 P.M. and 5 A.M., such absence being certified by the head of their department.

NOTE.—[The Railway Board may grant at their discretion travelling allowance under this rule to Permanent-Way Inspectors temporarily transferred from open to unopened (construction) lines.]

2. The proviso in Article 23 applies to allowances drawn under this Article.

3. In cases in which any of the above-mentioned officers makes a road or steamer journey in combination with a railway journey, he may, if he travels to a place distant five miles or more from the point where he leaves the railway, draw in addition allowances under Articles 1033 to 1035, or Articles 1016 to 1021.

NOTE.—[The time thus spent on the road or steamer journey must be neglected by the officer in calculating the duration of absence from his station for the purpose of claiming daily allowance under this Article.]

E.

Postal (Mail) Officers.

1068 Superintendents and Assistant Superintendents, Railway Mail Service, and Inspectors of Sorting are entitled, for journeys by railway within the limits of the railways to which they are attached, to free conveyance, and to their daily allowance for any day on which they are absent from head-quarters for not less than six consecutive hours. The same rule applies to journeys by postal conveyance performed by the Superintendent of Mails, Kalka-Simla line, within the limits of that line. Inspectors of Sorting are also entitled to draw a single fare of the lowest class for a servant, if actually paid.

Superintendents and Assistant Superintendents who are employed in the Foreign Mail Division, or who are not attached to any railways or lines, or who are on deputation beyond the limits of the railways and lines to which they are attached, are entitled to special daily allowances at Rs. 6 and Rs. 4, respectively, a day of not less than six consecutive hours.

NOTE.—[In case of transfer, the officers mentioned in this Article are entitled to travelling allowance under Article 1013.]

1069. Superintendents and Assistant Superintendents, Railway Mail Service, and Inspectors of Sorting may also draw daily allowance, if they are absent from head-quarters for a continuous period of six hours, forming part of one day and part of the next: Provided that if further daily allowance on account of any other journeys is earned under the preceding Article on both the days, it shall be drawn for only one of the two days.

Officers in the Survey of India Department.

1070. (a) The following special rules apply to officers in the Survey of India:—

- (i) A Survey officer may, for a journey in the field, exchange his daily allowance for the allowance admissible under Chapter LII only when he is specially authorized by the Surveyor-General or Deputy Surveyor-General, and when he has to travel by public or hired conveyance or is employed on special duty.

- (ii) Whenever for a journey to or from the field or any other journey in which an officer has to travel with camp equipment, the actual travelling expenses of a Survey officer, including charge by public or hired conveyance, the cost of carriage to and from such conveyance, for himself, his servants and baggage, not exceeding the limit named in the table below, exceed the amount admissible under Chapter LII, he may for such journey, in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor-General or Deputy Surveyor-General :—

	When obliged to travel with camp equipment.	Otherwise.
	No.	No.
<i>Servants.</i>		
For an officer of not lower rank than an officer in charge of a party	6	3
For an Assistant Superintendent or for an Extra Assistant Superintendent, 1st or 2nd grade	4	2
For an Extra Assistant Superintendent of any other grade, or a Sub-Assistant Superintendent	3	1
<i>Camp Equipment and Baggage.</i>		
For an officer of not lower rank than an officer in charge of a party	35	12
For an Assistant Superintendent or Extra Assistant Superintendent	25	8
For a Sub-Assistant Superintendent or an Apothecary	15	5
For Surveyors, Sub-Surveyors, Writers, and Hospital Assistants—		
(a) whose salaries are not less than Rs. 50	8	2
(b) whose salaries are less than Rs. 50	5	

NOTE.—[In applying this rule a journey must be treated as a whole. An officer cannot draw actual expenses under this rule for a part of a journey and ordinary rates for the remainder.]

- (iii) When the actual expenses for a whole month for carriage in the field of camp equipment and baggage, limited as in the preceding clause, exceed half the daily allowance admissible for that month, a Survey officer may appropriate half his daily allowance to pay for camp equipment and extra servants, and in lieu of the other half of the daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding clause. When coolies are employed, camp equipment and baggage must be limited to half these weights.

Officers in the Madras Survey.

(b) The above rules apply also to officers in the Madras Survey (including those doing duty as Land Records Superintendent), with the two following modifications, namely, the Deputy Director of Survey and the Deputy Director of Land Records exercise the functions of the Surveyor-General or

Deputy Surveyor-General, and the following table is substituted for the table in clause (a).

	When obliged to travel with camp equipment.	Otherwise.
	No.	No.
<i>Servants.</i>		
For an Assistant Director of the 1st, 2nd, 3rd or 4th class, and for an Assistant Director of the 5th class when in charge of a survey party	6	3
For an Assistant Director of the 5th class when not in charge of a survey party	4	2
For a Sub-Assistant	3	1
<i>Camp Equipment and Baggage.</i>		
For an Assistant Director of the 1st, 2nd, 3rd or 4th class, and for an Assistant Director of the 5th class when in charge of a survey party	35	12
For an Assistant Director of the 5th class when not in charge of a survey party	25	8
For a Sub-Assistant	15	5
For Head Surveyors, Deputy Surveyors, Writers—		
(a) whose salaries are not less than Rs. 50	8	2
(b) whose salaries are less than Rs. 50	5	

1071. Clause (a) (ii) of Article 1070 applies to officers of the Geological Survey, the bill in their case being countersigned by the Director.

Other Special Cases.

1072. (a) An Inspector of Post Offices may not exchange his daily allowance for mileage on journeys by road. When travelling by rail or sea, or in a river steamer, he draws the single fare of his class and a single fare (when actually paid) of the lowest class for one servant in addition to his daily allowance—Daily allowance is however not admissible when the officer is granted table-money or avails himself of board provided on the steamer.

(b) An Income-tax Assessor in the interior of Bengal is not entitled to exchange his daily allowance for mileage.

Inferior Servants.

1073. An inferior servant if entitled to daily allowance under Article 1038, may, for a journey by railway, draw his daily allowance in addition

to railway fare. An inferior servant named in Appendix 20 may draw daily allowance in addition to the rail or steamer fare admissible under Article 1039 for an authorised journey beyond jurisdiction, but not for one within jurisdiction.

NOTE.—[In the Madras Presidency, the Local Government is authorised to sanction, in addition to daily allowance, the grant to inferior servants of all classes of actual expenses for travelling by boat or ferry, during journeys outside jurisdiction, though such journeys do not exceed 20 miles.]

Section VI.—Conveyance Allowances.

1074. When an officer has a large amount of travelling at or within a short distance from head-quarters, for which travelling allowance is inadmissible under this Chapter, a permanent conveyance or horse allowance is granted to him, which is drawn throughout the year.

1075. Conveyance allowances are granted to the officers named in Appendix 26.

Additions to this Appendix can be made only with the sanction of the Government of India.

How affected when on Tour or on Leave.

1076. (a) Save as provided in Article 1077 (b), a permanent conveyance allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other travelling allowance admissible under rule.

(b) It is, however, inadmissible during joining time or, except in the undermentioned cases, during leave.

Exception 1.—Provided it is not drawn by any other officer during his absence, conveyance allowance may be drawn during privilege leave by an Archdeacon, a Presidency Senior Chaplain of the Church of Scotland, a Chaplain, a line rider of the Indian Telegraph Department, a Police Inspector in Madras, Inspectors and Sub-Inspectors of the Calcutta Police, a Military Medical Subordinate employed in the Civil Department, and a zilladar or a salutri in Baluchistan or Sind.

Exception 2.—Police officers in Bengal mentioned in item No. 77 D of Appendix 26 are entitled to conveyance allowance during joining time and privilege leave, provided no extra expense is thereby caused to the State. The concession is also admissible to Inspectors and Sub-Inspectors of Police in the Bombay Presidency (including Sind).

Public Works, Railway, Telegraph, Forest and other Departments.

1077. (a) A conveyance allowance not exceeding the amount shown in each case in the following table may be granted to a subordinate named in the first column by the authority specified in the third column if such subordinate has a large amount of travelling at or near head-quarters.

(b) This allowance is forfeited whenever daily allowance or road mileage is drawn.

(c) The provisions of clause (1) of Article 1065 (iii) may be applied to such of these officers as draw no daily allowance, the limit of road mileage in these cases being the amount of horse allowance for the day.

Subordinate to whom conveyance or horse allowance may be granted.	Amount of allowance.	Authority empowered to grant allowance.
<i>Public Works Department.</i>		
* Upper Subordinate	Rs. 30	} Manager and Engineer-in-Chief, State Railways. Superintending Engineer of Irrigation, Buildings and Roads, or Military Works Branch. Local Government. Principal, Thomason College. Local Government.
Canal Zilladar	15	
Segyi of Irrigation Circle, Burma (on condition that a horse is maintained).	15	
§ Lower Subordinate	15	
Assistant Surgeon † or Civil Apothecary	15	
Hospital Assistant	7½	
Ditto (in exceptional cases)	15	
Apprentice Overseer	15	
Cashier	15	
<i>Military Works Department.</i>		
† Store-keepers	7½	Director-General of Military Works.
<i>Telegraph Department.</i>		
Upper Subordinates and Inspecting Telegraph Masters and Signallers other than those sent out on casual inspection duty.	30	Director-General of Telegraphs and in the case of the Indo-European Telegraph Department, the Director-in-Chief of that Department.
Sub-Inspectors at Hindubagh, Loralai, Fort Sandeman, Dera Ismail Khan and Edwardesabad.	Not exceeding Rs. 22-8	Director-General of Telegraphs.
<i>Forest Department.</i>		
Hospital Assistant	7½	Government of Bengal.
<i>Revenue Department.</i>		
Lower Subordinates on the establishment of the Executive Engineer, Tarai and Bhabar Government Estates, United Provinces.	15	Commissioner of Kumaun in the case of lower subordinates on the establishment of the Executive Engineer, not belonging to the Public Works Department, and Superintending Engineer in the case of lower subordinates transferred from the Public Works Department.

* Upper Subordinates receive a horse allowance of Rs. 35 a month in (i) localities in Burma where double rates of travelling allowances or higher rates of local allowances are in force, and (ii) places beyond the external boundaries of the districts of Hazara, Peshawar, Kohat, Dera Ismail Khan and Dera Ghazi Khan.

§ A Lower Subordinate placed in charge of a regularly constituted sub-division in the Bombay Presidency, including Sind, Rajputana and Central India may, under the special orders of the Superintending Engineer, be allowed to draw horse allowance not exceeding the rate admissible to an Upper Subordinate.

Permanent and temporary Lower Subordinates of the Public Works Department in the North-West Frontier Province or the Punjab, stationed beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail Khan or Dera Ghazi Khan districts receive a horse allowance of Rs. 22-8 a month, with the sanction of the Superintending Engineer in each case. In the Military Works Department the allowance may be sanctioned by the Commanding Royal Engineer, Punjab Frontier District.

Lower Subordinates of the Tochi independent executive charge serving beyond the frontier, and Sub-Overseers located in the Simla and Kulu hills also draw a horse allowance of Rs. 22-8 a month.

Lower Subordinates in the Lushai Hills and in Burma generally receive a horse allowance of Rs. 22-8 a month; for these in the Chin Hills the rate is Rs. 30 a month.

Lower Subordinates of the Military Works Services serving in the Loralai District draw a horse allowance of Rs. 22-8 a month

† The Railway Assistant Surgeon at Rawalpindi, North-Western Railway, draws a horse allowance of Rs. 30 a month.

‡ The Store-keeper at Aden draws Rs. 17-8 a month.

1078. (a) Managers of State Railways may grant a conveyance or horse allowance to subordinate employes on open lines of railway, in cases where the use of a trolley is, in their opinion, a source of danger or of inconvenience, whether with reference to the physical features of the line or to the passage of public trains.

(b) The allowance, which is not to exceed Rs. 30 a month for an officer who ranks with an Upper Subordinate, and Rs. 15 a month for an officer who ranks with a Lower Subordinate, should be given on the understanding that an employe who draws it is on no account to be allowed the use of a trolley on the length in question, and c. not draw ordinary travelling allowance while in receipt of this allowance.

1. Sub-Inspectors of maintenance on the Bolan Railway, who are prohibited from using trolleys, may be given allowances not exceeding Rs. 30 a month under this Article.

1079. Subject to the restriction contained in the note under entry 26 in Appendix 25, a horse allowance of Rs. 20 a month may be granted by the Local Government to any Income-tax Assessor in Bengal employed in the Mufassal.

Section VII.—Conveyance Hire.

1080. When a non-gazetted or a menial officer of any rank, a Police officer not higher in rank than a Sub-Inspector, an European Police Sergeant, a member of the signalling establishment, Sub-Inspector or Lineman of the Telegraph Department or the Head Preventive officer at Karachi, is despatched as a messenger, on business to a place in the neighbourhood of the office to which the business appertains, or is, outside the ordinary course of duty, suddenly summoned to, or despatched from office or some place in the neighbourhood on urgent business, the actual expenses incurred may be charged to Government provided the head of the office certifies that the charge was unavoidable.

1081. The Local Government may grant to any officer summoned temporarily on duty to a Presidency town or to Rangoon such conveyance allowance not exceeding Rs. 3 a day as it thinks fit, provided that an officer may not draw conveyance allowance under this rule if or while he is entitled to a daily travelling allowance.

1082. Conveyance hire is granted in the special cases shown in Appendix 27 at the rates and under the conditions therein indicated.

Chapter LIV.—Other Journeys.

Section I.—Joining first Appointment.

1083. Travelling allowance is not ordinarily granted to any person for the journey to join a first appointment in the public service, but in the case of non-gazetted subordinates, whether permanent or temporary, the Local Government may, either by a special order in each individual case, or by a

general order in respect of any particular class of officers, allow travelling allowance, the rate admissible being that of the class (Article 1002) to which the appointment the officer proceeds to join belongs. The Local Government may delegate its powers of sanction in individual cases to any subordinate authority.

Exceptions.—In the following cases travelling allowances are admissible for joining a first appointment :—

(a) To any person appointed to the Public Works or Railway Department, the Telegraph Department, the Survey of India, the Medical or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained.

(b) Under the special orders of the Director-General, to a person newly appointed to the Postal Department to fill a temporary vacancy or a vacancy in another province in which no suitable person is procurable locally.

(c) To a Chaplain appointed to the service of Government while resident in India, from the place where he receives the order of appointment.

(d) Under Article 1098, for themselves and their families, to pupils of the Civil Hospital Assistant class in Medical Colleges and non-Burman holders of Burma Civil Hospital Assistant Scholarships, appointed to be Hospital Assistants, from the place at which the final examination is passed to the place to which they are appointed, and to students of the Schools of Art and other Government schools who are appointed as draftsmen in the Survey of India Department.

(e) Not exceeding actual expenses and under the special orders of the Surveyor-General of India in each case, to computers and copyists of the Computing Party of the Trigonometrical Branch Office at Dehra Dun and computers of Astronomical Parties and to students of the Schools of Art and other Government schools who are appointed as draftsmen in the Survey of India Department.

Pensioner re-employed.

1084. The authority competent to sanction the re-appointment may grant travelling allowance to a pensioner or an officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re-appointment to the public service, as falls within India.

Journeys by Sea.

1085. The Local Government may grant a free passage for so much of a journey to join an appointment as is performed by sea to any person appointed to an office which he cannot join except by sea.

1086. The Government of Bombay, the Director-General of Military Works, and the Superintendent of Port Blair, may grant a free passage for the family of any person engaged in India, for service as a subordinate at Aden and Port Blair, respectively.

Officers appointed in Europe.

1087. The rules regarding (a) passage to India and outfit allowances (in case of appointment in Europe) and (b) return to Europe (on termination of appointment), of certain high officers, which have been framed by the Secretary of State, are given in Appendix 28.

NOTE.—[The rule regarding a Chief Justice or Judge of any of the High Courts is included in Statutory Rule No. 40 in Article 543.]

1088. Officers appointed in Europe to the public service in India, are ordinarily allowed by the Secretary of State a free passage to India.

1089. *Cancelled.*

1090. A Chaplain who, during his period of probation, is declared by a Medical Board to be permanently incapacitated for further service in India is entitled on retirement to a free passage to his country, provided that he has not before retirement taken leave on medical certificate. A probationer removed from the service for misconduct of any kind, or who resigns his position for any cause other than certified ill-health, is not entitled to a return passage to his country, and is bound to refund the cost of his passage to India. The Local Government may, however, waive the claim to refund in cases not involving misconduct when satisfied that the circumstances justify this concession.

1091. An officer appointed to the Bengal Pilot Service is granted an Outfit Allowance of £20.

Journeys from Port.

1092. An officer who is appointed by the Secretary of State, while resident in Europe, and who is not one of the high officers referred to in Article 1087, is entitled to travelling allowance at the rates laid down in Chapter LII from the capital town of the Presidency to which he is attached, to the first station to which he is posted.

1093. (a) If such an officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to travelling allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled under the preceding Article if he had disembarked at such capital town.

(b) But if an officer is directed by the Secretary of State to proceed to a particular port, he is entitled to travelling allowance from that port.

NOTE.—[For the purposes of the preceding Articles, an officer attached to any Province other than Bombay or Madras, is held to be attached to the Bengal Presidency.]

Section II.—Journeys on Transfer.

1094. An officer is entitled to travelling allowance at the rates prescribed in Chapter LII for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to pay or salary during the time

occupied in such journey. Inferior servants should not be transferred save in exceptional cases in which there may be special reasons for a transfer.

Exceptions.—1. Police officers below the rank of Assistant Superintendent, transferred from one station to another in the same district, are not entitled to travelling allowance except for journeys by rail or steamer, but may be allowed the actual cost of conveyance of their necessary baggage. In Burma such officers when so transferred are, however, allowed their actual expenses for journeys by boat on production of a certificate from the District Superintendent that this is the ordinary mode of travelling for persons of their class, and that the amount charged is reasonable.

2. In the United Provinces, Tahsildars and Revenue and Judicial ministerial officers in superior service, transferred from one tahsil to another, or to or from the district head-quarters (sadar) station from or to a tahsil in the same district, are allowed actual expenses not exceeding the allowances admissible under Chapter LII.

NOTE 1.—[Officers of the Forest Department, whether belonging to the superior or to the subordinate staff, deputed to attend the annual course of instruction at the Forest School at Dehra Dun, or the Burma Vernacular Forest School, members of the subordinate police force in the United Provinces selected for training at the Police Training School, and Hospital Apprentices and medical pupils, attending under orders a medical school or college, are considered to be transferred for the public convenience from one station to another, but may not be granted, except in the case of Burman students deputed to the Forest School at Tharrawaddy, travelling allowance for their families under Article 1098.]

NOTE 2.—[Sub-Registrars in Sind, who are remunerated entirely by fees, are entitled to travelling allowance when, on public grounds, they are transferred from one station to another.]

1095. The officers mentioned in Article 1067 draw allowances under that Article for journeys on transfers between stations within the limits of the line to which they are attached. They are not, however, entitled to daily allowance for halts made in the course of the journey, unless such halts are made in connection with their duty.

1096. The rules in Articles 1070 (a) (ii) and 1070 (b) for Survey officers apply also to journeys on transfer.

Transfer of Subordinates.

1097. (a) An officer of the classes specified below is, in case of transfer, entitled to free passage or refund of passage-money for each member of his family actually travelling with him, at the rates admissible for himself or at half those rates, according as, by the rules of the vessel, full or half passage-money is payable for such member :—

- (i) Departmental Officers and Warrant Officers ;
- (ii) Non-Commissioned Military Officers ;
- (iii) European Soldiers ; and
- (iv) Officers of the second or third class whose pay is less than Rs. 200.

(b) If, however, any member of the family of such an officer is prevented by good and sufficient cause from travelling with him, the officer who orders the transfer may sanction the grant of passage-money for such member : Provided such member follows the officer within six months of the date of his transfer or precedes him by a period not exceeding one month.

NOTE.—[In the Military Works Department Chief Engineers of Commands exercise the powers of a Local Government under this Article.]

1098. A non-gazetted officer, whose salary after transfer does not exceed Rs. 400 a month, is, if the transfer is to a station more than 200 miles distant

by the ordinary route, and is made for a period exceeding three months, entitled to travelling allowance as follows :—

(a) For a journey by steamer or railway, to the amount actually paid in fares for the officer himself, his family, and servants, subject to the following limits :—

- (i) For himself and family—four full fares of the class of accommodation to which he is ordinarily entitled.
- (ii) For servants—three full fares of the lowest class.

Also to the cost of carriage by cargo steamer or goods train of personal effects within the limits of the following scale :—

Salary of officer.	Weight of luggage.
Rupees 100 or less	5 Maunds.
More than Rs. 100, but not more than Rs. 200	8 "
More than Rs. 200	12 "

(b) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled ; and the cost of carriage of personal effects within the scale given in the preceding clause.

(c) If any member of the officer's family is prevented by good and sufficient cause from travelling with him, his or her journey may be charged for within these limits : Provided he or she follows the officer within six months of the date of his transfer or precedes him by a period not exceeding one month.

NOTE.—[Every officer proposing to draw travelling allowance under this Article shall, before presenting his claim, submit a detailed statement explanatory of the charges incurred upon the journey to the officer to whose office he is transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

No charges incurred in excess of the amount thus passed should be admitted by the Audit Officer who should require vouchers for actual expenses except in respect of steamer and railway journeys for which the officer's certificate will suffice. Heads of offices are held responsible that no unnecessary or excessive charges are allowed under this Article.]

1098 A. Jail warders and head warders who are not in superior service when transferred from one jail to another, and police constables when transferred from one district to another, are entitled to travelling allowance as follows, if they travel with their families :—

- (1) By railway or steamer . . . Double fare of the lowest class.
- (2) By road or boat Two annas a mile by road and one anna a mile by boat.

Transfer not on Public Grounds, and for Misconduct.

1099. (a) When an officer is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the officer has been transferred for the public convenience.

(b) In the case of non-gazetted officers a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a).

1100. The authority competent to order the transfer may, if it think fit, by special order, permit an officer transferred for misconduct to draw travelling allowance.

Transfers from the Army.

1101. A military officer joining an appointment in the Civil Department may draw travelling allowance subject to the conditions laid down in this Section.

1102. A Non-Commissioned officer of the Native Army, who elects at request for service in the Forest Department, under the rules in force in that department, is entitled to travelling allowance to join his appointment for the journey from his station to the head-quarters of the Forest division to which he is posted, even though the conditions laid down in this Section are not fulfilled.

Appointment changed in Transit.

1103. An officer whose appointment is changed while he is in transit from one appointment to another, is entitled to travelling allowance from his old station to the place (on the route to the station to which he was proceeding) at which he receives his further orders, and thence to his new station.

When Leave intervenes.

1104. An officer is entitled to travelling allowance under this Section if, after giving over charge of his office, he takes privilege or examination leave before joining his new office.

1105. An officer transferred during privilege or examination leave is entitled to travelling allowance from his old station, or from the place where he receives the order of transfer, whichever is less.

1106. An officer who, while in transit, obtains furlough on medical certificate, is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

1107—1109. *Cancelled.*

Section III.—Journeys to Hill Stations.

1110. Special rules—not incorporated in these Regulations—are prescribed for officers and establishments moving with the head-quarters of a Government to and from a hill sanitarium.

1111. *Cancelled.*

1112. When an officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the establishment which accompanies him, is entitled to travelling allowance for the journey to or from such station.

Accountant-General.

1113. An Accountant-General permitted by the Government of India to proceed to a hill station, may draw travelling allowance at the ordinary rates for his journey to and from the hill station, and charge to Government the cost of the carriage of his records. He should not take with him more clerks or records than are essential to the efficient discharge of his duties. Any small establishment which he may require to take may be granted the following allowances, if admissible under, and subject to the conditions of, the Hill Allowance Rules of the Province :—

- (i) Personal Travelling Allowance.
- (ii) Special Maintenance Allowance, or Deputation Allowance.
- (iii) Family Maintenance Allowance.
- (iv) House-rent calculated according to the proportion which the period of residence of the Accountant-General's office establishment at the hill station bears to the whole period of the residence there of the Secretariat establishment of the Local Government.

Other officers.

1114. Officers other than those mentioned in the Hill Allowance Rules (*see Article 1110*), who require to go to a hill station on duty, are, under the ordinary rules, entitled to travelling allowance for the journey there and back and to daily allowances for the period of halt there on duty. But Local Governments and heads of departments have power to refuse, and should refuse, travelling allowance to an officer who visits a hill station on duty if he prolongs his visit beyond the period required for the performance of the duty.

NOTE.—[In applying the ordinary rules to halts at hill stations under this Article, the general exemptions from the rule laid down in Article 1056 made by Local Governments under that Article shall be held to be inapplicable.]

1115. An Audit officer should retrench the travelling allowance, for a journey to and from a hill station, of an officer who remains at the hill station for more than ten days, unless the head of the department or, where the officer is himself the head of a department, the Local Government officially intimates that the presence of the officer was required on duty throughout the period.

Section IV.—Journeys to attend Examinations.

1116. An officer is entitled to travelling allowance twice, but not more than twice, for each standard, for journeys to and fro, consequent on attendance at—

- (1) an obligatory departmental examination,
- (2) in the case of Military officers in civil employ, an examination for promotion in military rank,

- (3) an examination held under any rules in force for a reward for passing in the vernacular language of any frontier or hill tribe, or
 (4) in the case of officers in Burma, an elementary examination in Chinese.

NOTE.—[The Local Government may extend the provisions of this Article to any departmental examination, even though it be not obligatory.]

1117. If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Head of a Department may disallow the travelling allowance to which he would otherwise have been entitled under Article 1116.

1118. The Local Government may disallow travelling allowance to a candidate who fails to obtain a reward for passing in the language of a frontier or hill tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes.

1119. A civil officer or a military officer in civil employ who obtains a reward for proficiency in an Oriental language, or who for the first time obtains a Degree of Honour in any language in the Second Division, is entitled to travelling allowance to and from the place of examination.

1120. A Civil Assistant Surgeon or a Medical Subordinate is entitled to travelling allowance for a journey to attend an examination for promotion to a higher grade in his own service, and, if he passes the examination, for the return journey to his own station.

Section V.—Journeys occasioned by Leave or Retirement

1121. Save as provided in this Section, an officer is not entitled to travelling allowance for a journey on proceeding on, rejoining from, or during leave of any kind; or on retirement or dismissal from the public service.

1121A. The grant of a free passage to or from England in cases not provided for under the ordinary rules requires the previous sanction of the Secretary of State. The sanction may be anticipated by the Government of India only in cases of great urgency where a previous reference to the Secretary of State may result in serious inconvenience.

Leave on Medical Certificate.

1122. A Military officer in civil employ is entitled to the same privileges when proceeding to England on furlough on medical certificate or returning therefrom, as if he were in military employ, but this Article does not entitle a Military officer in civil employ, when proceeding on or returning from leave, to use the certificate in (Military) Form E, giving the right to travel in the next higher class of carriage to that for which he purchases a ticket. This can only be used by officers in military employ.

1123. A Military Hospital Assistant employed in the Civil department is entitled, when proceeding on sick leave, to the same advantages in respect of travelling allowance as if he were serving with a regiment, but this

Article does not entitle a Military officer in civil employ, when proceeding on or returning from leave, to use the certificate in (Military) Form E, referred to in Article 1122.

1124. The provisions of the Military Transport Regulations applicable to Departmental Officers and Warrant Officers proceeding on or returning from leave on medical certificate apply also to such officers in civil employ.

1125. A Civil Hospital Assistant from another province serving in Burma is entitled to a free passage for himself and his family to his home, when proceeding on leave on medical certificate.

1126. Non-Commissioned officers and men of the Military Police companies at Dacca, Bhagalpur, Ranchi, and Hooghly, taking furlough, leave on private affairs or leave on medical certificates are entitled to free passage by river and rail to and from their homes.

Recall from leave.

1127. An officer recalled to duty before the expiry of leave, is entitled, if the return to duty is compulsory (see Article 199) and if the leave is curtailed by one month or more, to travelling allowance for the journey from the place at which the order of recall reaches him, or, if such place be out of India, to free passage to India, and travelling allowance from the port of debarkation, to the station to which he is recalled. If the amount of the leave curtailed is less than one month, the foregoing privileges may be given or withheld at the discretion of the authority recalling the officer, or of the Secretary of State, according as the leave is in or out of India.

1. The officer in charge of a Survey Party may grant at his discretion travelling allowance to Native Surveyors and Subordinates who are recalled to duty from recess leave before the expiry of that leave.

Survey Subordinates.

1128. The Surveyor-General may grant such rail and steamer fares as he considers necessary, to and from place of recruitment, to khalsis and other menials when proceeding on or returning from recess leave or on enlistment or discharge. He may also grant such travelling expenses as he considers necessary to Surveyors and other subordinates when proceeding on or rejoining from leave to their homes if the latter are situated in provinces other than those in which they are employed.

NOTE.—[In Eastern Bengal and Assam similar authority may be exercised by the Director of Land Records and the Superintendent of Provincial Surveys in regard to their respective subordinates.]

Retirement of Subordinates in certain cases.

1129. The Superintendent of Port Blair and the Nicobars may grant to any subordinate employed there a free passage to India for himself and his family, on dismissal or retirement. He may also grant a free passage to India to the family of any subordinate who may die while employed there.

1130. The Government of Bombay may grant to any subordinate employed at Aden a free passage to India for himself and his family, on dismissal or retirement.

PART XI.

1131. Members of the Police Force in the United Provinces whose homes lie west of the Sutlej, may, on discharge or retirement from the service, if their pay was less than Rs. 20, be provided with a railway ticket to enable them to reach their homes, and may also be allowed subsistence allowance of two annas a day for a period not exceeding ten days: Provided that no policeman shall be entitled to these allowances if he has been discharged for disgraceful conduct or by sentence of a Criminal Court for an offence other than a breach of discipline.

Termination of Temporary Employment.

1132. A person employed for a temporary purpose, who has received travelling allowance for joining his appointment, may, on the termination of his employment, be allowed travelling allowance to the place at which he was engaged, provided the claim is preferred within three months of the termination of the temporary service, and the officer under whom the person was employed is satisfied that he intends to make the journey.

Section VI.—Other Occasions.

To give Evidence.

1133. An officer summoned to give evidence of facts which have come to his knowledge, or of matters with which he has had to deal, in his public capacity, either—

- (i) in a criminal case (including a case before a Court Martial), or
 - (ii) in a civil case to which Government is a party, or
 - (iii) in a departmental enquiry held by a properly constituted authority,
- may draw travelling allowance under the rules for journeys on tour:

Provided that (if he is not a police officer) he must obtain from the Court in cases (i) and (ii) any travelling or subsistence allowance to which he is entitled by the rules of the Court and must deduct the amount from the travelling allowance claimed.

NOTE 1.—[A police officer is granted no allowance by the Court, but is given a certificate of attendance.]

NOTE 2.—[An officer on leave summoned to give evidence of the kind contemplated in this Article is entitled to travelling allowance under this Article from and to the place from which he is summoned as if he were on duty.]

NOTE 3.—[An officer summoned to give evidence before a Court of Law in a Native State or in Foreign territory, of facts which have come to his knowledge in the discharge of his public duties may, for the journeys to and from the place where the Foreign or Native State Court by which he is summoned holds its sittings, be granted the travelling allowance of his class under the Civil Service Regulations; any allowances which he may receive from the Court must be credited to Government.]

1134. (a) An officer summoned to give evidence under other circumstances is not entitled, by reason of his being an officer of Government, to any allowances, other than those admissible by the rules of the Court.

(b) But if the Court pays him any sum by way of subsistence allowance or compensation, apart from any allowance for travelling expenses, he must repay that amount to Government before drawing full pay for the day or days of absence.

1135. As an exception to Articles 1133 and 1134, Patwaris and Chaukidars in the United Provinces summoned as witnesses in Criminal Courts, receive their expenses at the same rates as persons of their rank in life who are not Government servants.

To obtain Medical Advice.

1136. An officer compelled to leave his station, whether permanent or temporary, where there is no Medical officer, to procure Medical advice, is, on production of a certificate from the Medical officer consulted that the journey was, in his opinion, absolutely necessary, entitled to travelling allowance for the journey to and from the nearest station where a Medical officer is located.

NOTE.—[This Article is applicable to cases where an officer is compelled to leave his headquarters to obtain the certificates referred to in Articles 828 and 833. But no travelling allowance is admissible for journeys undertaken with a view to obtaining the certificate referred to in Articles 829 and 831 or the countersignature referred to in Articles 833 and 834.]

1137. The permission of superior authority should be obtained beforehand where it is possible to obtain such permission without risk to the officer requiring advice. Controlling officers must take care that undue advantage is not taken of this privilege. If the absence of the invalid officer from his station be prolonged, he should be required to take leave on medical certificate.

1137A. A probationary chaplain, who is obliged to undertake a journey in order to procure from a Medical Board the health certificate required under Article 576, is entitled to travelling allowance for the journey.

1138. An officer applying for an invalid pension, who is required to leave his station to appear before a medical board, may, if the pension is applied for under the direction of the applicant's official superior on the ground of his incapacity for work and in the interest of the public service, be granted for the journey his actual expenses not exceeding the amount he would receive if travelling allowance were admissible. If it is necessary for the officer to return to his station after appearing before the Medical Board, he may be granted travelling expenses subject to the same limit. The bill should be supported by a certificate that the applicant was directed in the interest of the public service to apply for an invalid pension, and that he did not voluntarily ask to retire.

The same concession may be granted, with the sanction of a Head of a Department or Commissioner of a Division, in cases in which application is made voluntarily, provided such authority is satisfied that the circumstances of the applicant are such as to justify it.

Officers under training.

1138A. A Local Government may at its discretion decide, in the case of an officer, including a student, not already in Government service, who is selected to undergo a course of training at any school, college, or other institution, whether any, and if so, what travelling allowance should be allowed for journeys to and from the training institution either on joining or leaving such institution at the beginning or termination of the period of training or on the occasion of holidays and vacations.

Chapter LV.—Special Rates for Special Localities.

1139. A Local Government may prescribe that the ordinary rates of daily allowance, or mileage, or both, shall be increased either in a definite ratio or in any other suitable manner for all persons travelling in any specified district or locality in which travelling is specially expensive, provided that—

- (i) No daily allowance shall be increased so as to exceed Rs. 10.
- (ii) No mileage shall be increased so as to exceed one rupee.
- (iii) The allowances admissible under Articles 1011 to 1015 and under Articles 1067 to 1069 and 1072 (a) for journeys by railway shall not be increased.
- (iv) The Local Government may, if it thinks fit, except any officer or class of officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such officer or class of officers.

1140. In certain localities special rates of daily or mileage allowances or both, have been prescribed either generally or for particular classes of officers. A list of these special rates in the various provinces is given in the Local Manual of the Audit Officer concerned.

Chapter LVI.—Special Rules for High Officers.

NOTE.—[The rules in this Chapter relate to journeys on duty. Rules on the subject of journeys by railway otherwise than on duty are contained in Appendix 30.]

Viceroy, Governors, and Lieutenant-Governors.

1141. The Viceroy and Governor-General controls his own travelling expenses and those of his household, including the members of his personal Staff, with the exception of his Private and Military Secretaries.

1142. A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the officers of his personal Staff. The Military Secretary and Aides-de-Camp to the Governor of Bombay receive their actual travelling expenses while on tour with His Excellency the Governor.

1143. The travelling expenses of the Governors of Madras and Bombay and of their households, are paid out of the contract allowance for household charges.

1144. A Local Government (other than the Governments of Madras and Bombay) should report to the Government of India, in the Finance Department, any representations made with regard to its travelling expenses by the Accountant-General and any measures taken in consequence of such representations.

Indian Members of the Council of India.

1144A. 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 Rs. 4,500 as allowance for equipment and voyage.

Members of Viceroy's Council.

1145. An Ordinary Member of the Viceroy's Council, when travelling on duty by railway, is entitled to a reserved first class carriage for himself, and to third class accommodation for not more than ten personal servants. When travelling on duty by road or steamer he is entitled to charge to Government his personal *bonâ fide* travelling expenses, appending to his bill a certificate as follows :—

“ I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or staging bungalows.”

NOTE.—[Further rules are contained in Appendix 30.]

1146. *Cancelled.*

Members of a Governor's Executive Council.

1147. Members of the Executive Councils of the Governors of Madras and Bombay, when travelling by railway, are entitled to a reserved first class carriage, to railway fares actually paid for four servants at lowest class rates, and to the freight of luggage not exceeding ten maunds.

When travelling by road or steamer they are entitled to charge to Government their personal *bonâ fide* travelling expenses, appending to their bills a certificate as follows :—

“ I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels, or staging bungalows.”

Members of the Imperial and Provincial Legislative Councils.

1148. Additional Members of the Imperial Legislative Council and all Additional Members or Members of the Provincial Legislative Councils, who are required to leave their official head-quarters or usual places of residence for the purpose of attending meetings of any such Councils or transacting business connected with their duties as Members of any such Councils, are entitled to travelling allowances in accordance with the following scale :—

- (1) The travelling allowances admissible to an officer of the first class to and from the place at which the Council meets, or the business is to be transacted, and
- (2) a daily allowance for each day of residence at the place where the Council is to meet or the business is to be transacted until the close of the Session or the completion of the business, at the rate—

- (a) in the case of Additional Members of the Imperial Legislative Council, of Rs. 20 a day, and
 (b) in the case of Additional Members or Members of the Provincial Legislative Councils, of Rs. 10 a day :

Provided that any person who is at the same time a Member of the Imperial and of a Provincial Council, and who leaves the place of meeting of the Imperial Council to attend the Provincial Council, will be entitled to travelling allowances, as in clause (1), for journeys between the places of meeting of the Imperial and Provincial Councils, and, if the place of meeting of the Provincial Council is not the official head-quarters or usual place of residence of the Member, to a daily allowance at Rs. 20 a day during the period of such attendance :

Provided also that an Official Member, who is in receipt of a fixed monthly travelling allowance, will not be entitled to any allowances under this Article unless he leaves the limits of his jurisdiction to attend the Council or to transact business connected with his duties as a Member of the Council, in which cases, he will be entitled to the same travelling and daily allowances as other Members, subject, however, to the condition that such sum as may represent the amount of his fixed monthly allowance calculated at a proportionate daily rate, shall be deducted from his daily allowance.

Bishops of Calcutta, Madras and Bombay.

1149. The Bishops of Calcutta, Madras and Bombay, when on tours of visitation, draw a monthly allowance of Rs. 1,000 (which is intended to cover all their expenses and those of their clerks and messengers for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea : Provided that the monthly allowance may not be drawn by any individual Bishop for more than eighteen months in every three years of his term of office. The allowance which is admissible only when the Bishop is actually engaged in episcopal visitation or is travelling with that object in view, may not be drawn for any period spent in the visitation of a Sanitarium without the express approval of the Local Government.

Articles 1150—1157.—Cancelled (see Appendix 30).

Fares payable by Officers travelling in a reserved carriage.

1158. The officers mentioned in Articles 1145, 1147, and in Parts II and III of Appendix 30 should pay the usual fares for any person besides themselves travelling in the reserved accommodation provided for them.

NOTE.—[When the reserved accommodation is obtained by the purchase of a prescribed number of tickets from the Railway, no further payment should be made to the Railway in compliance with this Article for other persons travelling with the officer. The sum due from the officer on this account will be deducted in his travelling allowance bill from the amount which would otherwise be payable to him as travelling allowance. The following certificate signed by the officer should be appended to his travelling allowance bill :—

Certified that—persons besides myself for whom —full
 travelled with me. —half fares were payable by me

When the reserved accommodation is obtained by requisition in the form prescribed in Appendix 30 the officer will purchase tickets for persons travelling with him and get the station master to sign in the requisition form a certificate to the effect that fares for such persons have been paid.]

Chapter LVII.—Rules of Procedure.

Countersignature.

1159. A bill for travelling allowance (other than a permanent allowance) of an officer, other than the head of a department, on tour should not be paid unless countersigned by the Controlling officer. The Local Government may declare who shall be the Controlling officer for all or any of the officers of any particular department.

1160. In the following cases bills for travelling allowance may be paid without countersignature :—

(a) Chaplains—provided the bill is accompanied by the order of the Bishop or Commissary of the Diocese authorising the Chaplain to make the journey.

(b) Deputy Auditors General and Assistant Controller of Printing (Accounts)—provided that duplicate bills are at the same time forwarded to the Comptroller and Auditor General or to the Controller of Printing, Stationery and Stamps, as the case may be, for countersignature and transmission to the Comptroller, India Treasuries.

(c) Non-gazetted officers—provided that detailed countersigned bills are subsequently submitted to the Audit Officer for adjustment.

Controlling and Audit Officers' Duties.

1161. (a) It is the duty of the Controlling officer to scrutinise the necessity, frequency, and duration of journeys or halts for which travelling allowance (whether permanent or other) is claimed. The Controlling officer may disallow the whole or a portion of the travelling allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully scrutinise the distances entered in travelling allowance bills (especially in the case of journeys on tour), though they are also liable to examination by the Audit Officer, and should check any tendency to abuse the option of exchanging a daily rate for mileage under Article 1065.

(b) The Local Government may lay down any subsidiary rules that it thinks fit, for the guidance of a Controlling officer of any department.

1162. A Controlling officer (other than the Head of a Local Government or Administration, including the Commissioner in Sind) may not delegate the duty of countersignature to a subordinate.

1163. Countersignature does not dispense with the necessity for formal audit with reference to rates, distances, and general conditions. An Audit Officer will accept countersignature by the proper authority as final evidence that the facts of the journey on which the claim is founded are correct, and that the claim is admissible with reference to Article 1161¹(a) and to any

departmental rules. It is the duty of the Controlling and not of the Audit Officer to enforce departmental rules.

1. The Audit Officer is expected to check the distances entered in travelling allowance bills by any means that may be available, such as polymetrical tables, route books, etc., but where it is not possible so to check them, the distances passed by the Controlling officer may be taken as correct and his check may be considered sufficient.

PART XI.

REFERENCE TABLES.

ABBREVIATIONS USED IN THESE TABLES.

N., Not in the 3rd edition. Ex., Exception. r., rule, or rules. n., note or notes. O., omitted App., Appendix.

TABLE I—Showing where the rules of the 4th or 5th Edition are to be found in the 3rd Edition of the Civil Service Regulations.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
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1	1	29	16	56	71	84	101	109	128
2	2	29A*	N	57	72	84A*	N	110	129
3	3	29B*	N	58	73	85 & n.	103-105	111	130
4	5, 6, 7	30	36A	59	75	1 & 2	& n.	112	131
5	8	31	37	60	76, 241	86	106	113	132
6	9	32	38	61	77	87	107	114, 115	133, 134
7	10	33	40, 41, 99A	62	78	88	108	116	135
8	11	35 (c) n.	N.	63	80	89	109 & n.	117	136
9	12 (a)	36	43	64	81	90	110 & n.	118	137
10	13	37	45	65	81A	90 n.	114	119	138
11	14A	38	47	66	82	91	111	120	139
12	14B	38 r. 5	N.	67	83	92	112	121	140
13	15	39	48	68	84	93	113	122	141
14	15A	40	49	69	85	94	115	123	141A
15	17	41	50	70	87	95	116	124	142
16	18	42	52	71	88	96	117	125†	142A
17	19	43	53	72	89	97	118	126	142B
18	20	44	54	73	90	98	119	127	143
19	21	45	56	74	91	99†	120	128	144
20	22	46	58	75	92	100†	121	129	145
21	25	47	58A	76	93	101†	122	130	146
22	26	48	59	77	94	102†	123	131	146 A
23	29	49	60 to 62	77A	94	103†	123A	132	147
24	30	50		78	95	104	124	133(a)	148, 169
25	31	51		78A*	96	105	125	135(b)	N
26	32	52	64	79	97	106	126	134†	149
27	33	53	67	80	98	107	127	135	150
28	34	54	68	81	99	108 (a)	127-I, 295 n.	136	151
		55	69	82	100	108 (b)	131		

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 †4th Edition Articles, cancelled in the 5th Edition.

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137	152	170	188	199	223	229 n.	261 (b)	261	293
138	154	171	189	200†	225	230	262	262†	294
139	154A	172	190	201	227 n. (2)	231	263	262 n.	N.
139A	N	173	191	201 n.	227	232	264	263	295
140	155	174	192	202	228	233 (i)	264A(i)	264	296
141	156	175	193	203	229	(ii) (iv) & (v)	to (iv)		
142	157 & n. 2	176	194	203A	N	233 (iii)	N.	265	298
143	157A	177	195	204	230, 231 (a)	& n.		266	299
144	158	178	196	205 (a)	232	234	265	267	300
145†	159	179	70	205 (b)	234	235	266	268	301
146†	160	180 (a)	197, 200	206	235	236	267	269	303
147	161	(i) & (c)		207	235A	237	268	270	304
148	162	180 (a)	198	208	236	237 (c)n.	250	271	306
149	163	(ii)		209	239	238	269	272	307
150	164	180 (a)	199	210	292	239	270	273	308
151	165	(ii)		211	240	240	271	274	309
152	166	180 (c)	198A	212	249	241	272	275	310
153	167	181	201	213	364, 365	242	273	276	311
154	167A	182	202	214	342 & n.	243	274	277	311A
155	168	183	203	215 n. 1	243	244	275	278	311B
156	170, 172	184	204	215 n. 2	243 n.	245	276A	279	312
157	171	185	205	216	245	246	277	280	313
157A	N	186	206	217	244, 246	247	278	281	314
157B	N	187	207	218	247	248	279	282	315
158	173	188*	208	219	248	249	280	283	315A
159	174	188 r	N.	220	251	250	281	284	316
160	175	189	209	221	252, 66	251	282	285	317
160A	N	190	210	221A	N	252	283	286	319
160B*	N	191	211, 212	222	258	253	284	287	320
161	176	192	213, 214	223	256	254	285	288 & n.	321 & (2)
162	177	193	215	224	257	255	286		
163	78	193 (b)n.	N.	225	257A	256	287	289	322
164	179	194	216	226	258	257	288	290	323
165	180	195	218	227	259	258	289	291	324
166	181	196	219	228	260	259	290	292	325
167	182	197	220	229	261 (a)	260	291	293	326
167 n	N.	198	222						
168	184								
168 n.	185, 187								
169	186								

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† 4th Edition Articles, cancelled in the 5th Edition.

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294	327	324	355	359	391	393	431	426	468
2951	328	325	356 (a)	360	392	394	432	427	469
296	329	326	356(b)896	361	393	395	433	428	470
297	330	327	35	362	394	396	434	429	471
298	333	328	358&r. 1	363	395	397†	435	430	472
299	334	329	358 A	364	396	398	436	431	473
300 (a)	335 (b)	330	362	365	398	399	437	432	474
300 (b)	335 (c)	331	363	365 n.	400	400	438	433	475
301	336	332	366	366	399	401	439	434	476
302	337	333	366 A	367	402 (a)	402	440	435	477
303	338	334	367	368	(b)&(e) 403	403	441	436	478
304 (a)	339 (a)	335	368	369	404	404	441 A	437	480
304 (b)	(i) & (b) 339 (c)	336	369	370	405	405†	443	438	481
305	339 A	337	370	371	406	406†	444	439	482
306	339 B	338	371	372	407	407	445	440	483
307	339 C	339	372	373	408	408	446	441	485
308	340	340	373	374	409	409	447	442	486
309	341	341	374	375	409 A	409 n.	N.	443	487
310	342	342	374 A	376	410	410	448	444	488
311	343	343	375	377	411	411 (a)	449	445	489
312	344	344	376	378	412	to (c) 411 (d)	N.	446	490
313	345	345	377	379	413	& (e) 412	452	447	491
314	346	346	378	380	414	413	454	448	492
315	347	347	379	381	415	414	455,456	449	493
316	348	348	380	382	416	415†	457	450	494
317	349	349	349 A* N 381	383	417	416	458	451	495
318 (a)	350 (a)	350	382	384	419	417	459	452	496
318 (b)	& (b) 350 (c)	351	383	385	420	418	460	453	497
319	351	352	384	386	421	419	461	454	498
320	351 A	353	385	387	422	420	463	455	499
321 (a)	352	354	386	388	426	421	464	456	500
321 (b)	352 A	355	387	389	427	422	465	457	501
321 r.1 & 2	360,360A	356	388	390	428	423	465 A	458	502
322	353	357	389	391	429	423 A 424	466	459 (a)	503 (a)
323	354	358	390	392	430	425	467	& n. 1 & 2	& r. 1 & n.

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459(b)	503 (c)	492	536	517	572	552	611	583	647
460	504	493	537	518†	573	553	612	584	648
461	505	494 (1)	538	519	574	554	613	585 (a)	649 (a)
462†	506	494 (2)	539	520	575	554 1	609 r. 2	585 (a)	650
463	507	494 (3)	540	521	576	& 2	& 3	n.	N.
464	508	494 (4)	541	522	577	555	614	585 (b)	649 (b)
465	509	495	542	523	578	556	615	& (c)	& (c)
466†	510	496	543	524†	579	557	616 (a)	586	649A
467	511	497†	544	525	581	558	616 (b)	587	651
468	512	498	545	526	582	559	617	588	652
469	513	499	546	527	583	560	618	589	653
470	514	500	5 48	528	584	561	619	590	654
471	515	501 (a)	549 (a)	529	587	562	620	591	655
471 n.	N.	& r. 1	r. 1	530	587 A	563	621	592	656
472	516	501 (b)	549 (d)	531	588	564	622	593	656A
473	517	501 (c)	549 (g)	532	589	564A	623	594	657&Ex.
474	518	501 (e)	N.	533	590	565	N	595	658
475	519	501 n.	550	534	591	565	624	596	659
476	520	502	551	535	592	566	625—627	597	659 A
477	520 A	502 n.	N	536	593	567	632	598	660
478	521	503	552	537	594	568	633	599	661
479	522	504	553	538	595	569	633 A	599A	N
480	523	505	554	539	596	570	634	600	663
481	524	506	555	540	597	571	635	601 n.	663 n.
482	525	507	556	541	598	572 (a)	636 (a)	602	665
483	526	508	557	542†	599	& (b)	& (b)	603	666
484	529	509	558	543	600	572 (b)	636 (c)	604	669,670
484 Ex.	N.	509A*	N	544	601	573 (a)	637 (a)	& (b)	
485	529 A	510	559	545	602	573 (b)	637 (c)	605	671
486	530	510A*	N	546	603	574	638	606	672
487	531	511	565	547	604	575	639	607	673
488	532	512	566	548	605	576	640	608	674
489	533	512 n.	567	549	607	577†	641	609	675
490	534	513†	568	548	605	578†	642	610	676
491	535	514	569	549	607	579†	643	611	677
		515	570	550	608	580	644	612	679
		516	571	551	610	581	645	612 Ex.	680
						582	646 (i)	613	681

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614	682	649	719	683	752	715	775G(I)	740 n.	783,
615	683	650	720	684	753	716	775H(II)		791(d) n.
616	684	651	721	685	754		775G(II)	741	790
617	685	652	722	686	756	717	775H		791
618	686	653	723	687	757		(III).	742	787A
619	687	654	724	688	758	717 n. ²	775G(II)	743	788
620	689	655	725	689	759	718	775H		792-794
621	689A	656	726	690	760		(III).	744	797
622	689B	657	727	691	761	719	775G	745	798
623	689C	658	727A	692	762		(III).	746	798
624	689D	659	728	693	763	720	775H	747	800
625†	689E	660	729	694(a)	764		(IV).	748	801
626	689F	661	730	694(b)	765,773	721	(IV).	749	802
627	690	662	731	695	769A	722	775H	750	803
628	691	663	732	696	766		(V).	751	804
629	692	664	733	697	767		(IX).	752 †	806
630	693	665	733A	698	768	723	(III)	753	N.
631	694	666	734	699	771	723 n.	775H	753A	808
632	695	667	735	700	772	724	(II)—	754	809
633	696	668	735A—	701	774		V	755	810
634	697	669	740A	702	775		775H(I).	756	811
635	703	670	740B	702A	N.		N.	757	N.
636	704	671	741	703	775A	725	775G(V)	757A	812
637	705	671 n.	744A	704	775B(a)		775H	758	813
638	706	672	743	704	(b) & (d)	726	(VI)	759	814
639	707	673	744	705	775C(a)		775G	760	815(a)†
640	711(a)	674	746A	705	(b) & (c)	727	(VI)	761	& (b)
641	712	675	745	706	775C(d)		(VII).	761(b)	815(c)
642	714	676	746	706	775D	728	(VII).	762	816
643	714A	677	747	707	775(f)	729	776	763	817(e)
644	715	678	748	708		730		764	to (m)
645	716	679	749	709	775D	731		764	819
646	717	680	750	710	N.	732		765	820
647	718	681	751	711(a)	775B(c).	733		766	821
648	718A	682	751A	711(b)	775C(e)	734		767	822
					775D	735		768	823
					N.	736		769	825
					775E	737		770	826
					775F	738		771	827
					775G,	739		772	828
					775 H	740			

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773	829	806	866	838	902, 906	864 n.	939	895	975
774	830	807	867	839	908	865	940	898	976
775	831	807 n.	N.	840	909	866	941	897	977
776	832	808	868	841(a)	910(a)	867	942	898	979
777	833	809	869	841(b)	915(a) & (b)	868	945	899	980
778	834	810	870	841(c)	910(b)	868 r. 1	946	900	981
779	835	811	871, 79	841(d)	915(a) 910(c)	869	948	901	982
780	836	812	79	842	911	870	943	902	983
781	837	813	872	843	912	870(b)n	944	903	984
782	838	814	873	844†	913	871	949	904	985
782A*	N								
782B*	N	815	874, 875	845†	914	872	950	905	986
783	839	816	876	846	918	873	950A, 965A	906	987
784	840								
785	841	817	877	487	919	874	951	907	988
786	842	818	881	848	920	875	952	908	989
787	843	819	882	849	921	876	953	909	989A
788	844	820	883	850	922	877	954	910	990
789	845	821	884	851	923	878	955, 957	911	991
790	846	822(a)	885 (a) &	852	924	879	956	911(c)n.	N.
791	847								
792	849A	822(b)	885 (c)	853	925	880	958	912	992
793	852	823	886, 897	854	927	881	959	913	993
794	853	824	888	855(a)	929(a) 930(d)	882	960	914	994
795	854, 855	825	889	855(b)	929(b) 931(b)	883	961	915	995
796	857	826	891	855A	N	884	962	916	996
797	858	827	892	856	930(a) to (c)	885	963	917	997
798	859	828	893	857	931(a), (c) & (d).	886	964	918	998
798 n.	N.	829	894	858	932	887	965	919†	999
799	860	830	895	859	933	888	966	920†	1000
800	861	831	897	860	934	889	967	921† & 1	1001
801	862	832	899	861(a)	935(a) to (d).	890	968	921† n. (1) (4)	N.
802	863	833	903	861(b)	935 (e)	891	969	922† n. (5) & (6)	1002
803	864	834	904	862	936	892	972	922	1003
804	849 (2), (3) & n.	835	905	863	937	893	973	923	1004
805	865	836	900	864	938	894	974	924	1005
		837	901					925	1009
								926	1009A

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927	1010	960	1042	992	1083	1023	1116	1055Ex.	1158
928	1011	961	1044	993	1084	1024	1117	1056	1159
929	1012	962	1047	994	1085	1025	1118	1056n.	1161
930	1013	963	1048	995	1086, 1087	1026	1119	1056r.1	1163
931	1014	964	1049	996	1088, 1089	1027†	1119A	1057	1159
932	1014A	965	1050	997	1090	1028	1120	1058	1160, 1162
933	1015	966	1051, 1052	998	1091	1029	1121	1059	1164
934	1015A	967	1053	999	1092	1030	1122, 1123	1060	1165
935	1016	968	1054	1000	1093, 1095	1031	1124	1061	1166
936	1017	969	1055	1001	1094	1032	1125	1062	1166A
937	1018	970	1056	1002	1096	1033	1126	1063	1167
938	1019	971	1057	1003	1097	1034	1127	1063Ex.	1168
939	1020	972	1058	1004	1097A	1035	1128	1064	1169
940	1021	973	1059	1005	1098	1036	1129, 1130A	1065	1170
941	1022	974	1063	1006	1099	1037	1131	1066	1170A
942	1023	975	1064	1007	1100	1038	1132	1067	1171
943	1024	976	1065	1008	1101	1039	1133	1068	1172
944	1025	977	1066	1009	1102	1040	1134	1069	1173
945	1026	978	1067	1010	1103	1041	1135	1070	1174
946	1027	979	1068	1011	1104	1042	1141	1071	1175
947	1028	980	1069	1012	1105	1043†	1142	1072	1176
948	1029	981	1070	1013	1106	1044	1145	1073	1177
949	1030	982	1071	1014	1107	1044Ex.	1146	1074	1178
950	1031	983	1072	1015	1107A	1045	1147	1075	1181
951	1032	984	1073	1016	1108	1046	1148	1076	1179
952	1033	985	1074	1017	1109	1047	1149	1076Ex.	3000 n. 1180
953	1034	986	1075	1018	1110	1048	1150	1077	1183
954	1035	987	1076	1019	1111	1049	1151	1078	1184
955	1036	988	1077	1020	1112	1050	1152	1079	1184A
956	1037	989	1078 (a)	1021	1113	1051	1153	1080	1185
957 & n. 1	1038	990	1079, 1080	1022	N.	1052	1154	1081	1186
957 n. 2	1039&n.	991	1081, 1082			1053	1155	1082	1187—1189A
958	N.					1054	1156	1083	1190
959	1040					1055	1157	1083Ex.	1191

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1084	1192	1099	1208	1116	1226	1132	1243	1148	1285
1085	1193	1100	1207	1116 n.	1227	1133	1244	1149	1284
1086	1194	1101	1210	1117	1228	1134	1245	1150†	1285
1087	1195	1102	1211	1118	1229	1135	1246	1151†	1286
1088	1196	1103	1212	1119	1230	1136	1247, 1249	1152†	1286A
1089†	1197	1104	1213	1120	1231	1137	1248, 1250A	1153†	1286B
1090	1197A	1105	1214	1121	1232	1137A	N	1154†	1286C
1091	1198	1106	1215	1121A	N	1138	1250A	1155†	1286D
1092	1200	1107†	1216	1122	1233	1138A	N	1156†	1286E
1093	1201	1108†	1217	1123	1234	1139	1251	1157†	1286F
1093 n.	1202	1109†	1218	1124	1235	1140	1252	1158	1286G
1094	1203	1110	1219	1125	1236	1141	1274	1159	1287, 1288
1094 Ex.	1208, 1209	1111†	1220	1126	1236A	1142	1275	1160	1289
1095	1203A	1112	1221	1127	1238	1143	1276	1161	1290
1096	1204A	1113	1222, 1223	1128	1239	1144	1277	1162	1291
1097	1204	1114	1224	1129	1240	1144 A	N	1163	1292
1098	1205	1115	1225	1130	1241	1145	1280, 1281		
1098A	N			1131	1242	1146†	1282		
				1132	1243	1147	N.		

† 4th Edition Articles, cancelled in the 5th Edition.

TABLE II—Showing where the rules of the 3rd Edition are to be found in the 4th or 5th Edition of the Civil Service Regulations.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.
1	1	22	20	52	42	81A	65	113	93
2	2	23	App 4.	53 & n. & Example	43 & n.	82	66	114	90 n.
3	3	24	0	54	44	83	67	115	94
5	4	25	21	55	0	84	68	116	95
6 (a)	4	26	22	56	45	8	69	117	96
6 (b)	4 n. 1.	27	0	57	0	87	70	118	97 & 4. App.
6 (b) n.	0	29	23	57A	0	88	71	119	98
(c)	4	30	2	58	46	89	72	120	99†
7 (a)	4	31	25	58A	47	90	73	121	100†
(a) n. 1 & 2	4 n. 2.	31A	0	59	48	91	74	122	101
7 (b)	0	32	26	60—62	49, 50	92	75	123	102†
7 (c)	0	33	27	63	51	92 n.	0	123 A	103†
8	5	34	28	64	52	93	76	124	104
9	6	35	0	65	0	93(ii)n.	0	125	105
10	7	36	0	67	53	94	77	126	106
11	8	36A	30	68	54	95	78	127	107
11 (iv)n.	0	37	31	69	55	96	79	127-I	108 (a)
12 (a)	9	38	32	70	179	97	80	128	109
12 (b)	0	39	33	71	56	98	81	129	110
13	10	40, 41	34 & App. 1	72	57	99	82	130	111
14	0	42	35	73	58	99A	App. 1	131	112, 108 (b)
14A	11	43	36	75	59	100	83	132	113
14B	12	45	37	76	60	101	84	133	114, 115
15	13	46	0	77	61	103—105	85	133 n.	0
15A	14	47	38	78	62	106	86	134 (a) & n. 2	115 (a)
16	29	48 & examples 1 & 2 & r. 1.	39 & r. 1-3	79	811, 812	107	87	134 (a) n. 1 & (b)	115 (a) n. & (b)
17	15	49	40	80 & n. 1 & 3.	63 & n. 1 & 2	108	88	135	116
18	16	50	41	80 n. 2	0	109 & n.	89	136	117
19	17	51	0	81	64	110 & n.	90	137	118
20	18					111	91		
21	19					112	92		

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138	119	166	152	198	180 (a) (ii)	232	205 (a)	264	232
139	120	167	153	198 A	180 (c)	233	0	264 A	233
140	121	167 n.	0	199	180 (a) (iii)	234	205 (b)	265	234
141	122	167 A	154	200	180 (a) (i)	235	206	266	235
141 A	123	168	155	201	181	235 A	207	267	236
142	124	169	133 (a)	202	182	236	208	268	237
142 A	125 †	170	156	203	183	237	0	269	238
142 B	126	171	157	204	184	238	0	270	239
143	127	172	158	205	185	239	209	271	240
144	128	173	158	206	186	240	211	272	241
145	129	174	159	207	187	241	60	273	242
146	130	175	160	208	188	212 & n.	214	274	243
146 A	131	176	161	209	189	243	215 & n. 1	275	244
147	132	177	162	210	190	243 n.	215 n. 2	276 A	245
148	133 (a)	178	163 & App. 6.	211, 212	191	244	217	277	246
149	134 †	179	164	213, 214	192	245	216	278	247
150	135	180	165	215	193	246	217	279	248
151	136	181	166	216	194	247	218	280	249
152	137	182	167	217	0	248	219	281	250
154	138	183	0	218	195	249	212	282	251
154 A	139	184	168	219	196	250	237 (c) n.	283	252
155	140	185	168 n.	220	197	251	220	284	253
156	141	186	169	222	198	252	221	285	254
157	142	187	168 n.	223	199	253	222	286	255
157 n. (1)	0	188	170	225	200 †	254	223	287	256
157 A	143	189	171	227	201 n.	256	224	288	257
158	144	190	172	227 n. 1	0	257	225	289	258
159	145 †	191	173	227 n. 2	201	257 A	226	290	259
160	146 †	192	174	228	202	258	227	291	260
161	147	193	175	229	203	259	228	292	261
162	148	194	176	230	204	260	228	293	261
163	149	195	177	230 (a) (b) & (c)	0	261 (a)	229	294	262 †
164	150	196	178	231 (a)	204	261 (b)	229 n.	295	263
165	151	197	180 (a) (i) & (b)	231 (a)	0	262	230	295 n.	108 (a)
				231 (b)	0	263	231	296	264

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298	265	328	295	351A	320	381	349	415	381
299	266	329	296	352	321 (a)	382	350	416	382
300	267	330	297	352A	321 (b)	383	351	417	383
300 n.	1076	333	298	353	322	384	352	419	384
301	268 ^{Ex.}	334	299	354	323	385	353	420	385
302	0	335 (a)	0	355	324	386	354	421	386
303	269	335 (b)	300 (a)	356 (a)	325	387	355	422	387
304	270	335 (c)	300 (b)	356 (b)	326	388	356	423	0
305	0	336	301	357	327	389	357	425	0
306	271	337	302	358 & r.1	328	390	358	426	388
307	272	338	303	358A	329	391	359	427	389
308	273	339 (a)	304 (a)	360	321 r.1	392	360	428	390
309	274	(i) & (b)	0	360A	321 r.2	392 n.	0	429	391
310	275	339 (a)	0	362	330	393	361	430	392
311	276	(ii)	304 (b)	362 (a)	0	394	362	430 r. 2	0
311A	277	339 (c)	305	r. 1	331	395	363	431	393
311B	278	339A	306	363	213	396	364	432	394
312	279	339B	307	364,365	332	398	365	433	395
313	280	339C	308	366	333	399	366	434	396
314	281	340	0	366A	334	400	365 n.	435	397
315	282	340 (b)	0	367	335	402 (a)	367	436	398
315A	283	(iv) n.	309	368	336	(b) & (e)	0	437	399
316	284	341	310	369	337	402 (c)	& (d)	438	400
317	285	342	311	370	338	403	368	439	401
318	0	343	312	371	339	404	369	440	402
319	286	344	313	371 r. 2	0	405	370	441	403
320	287	345	314	372	339	406	371	441 A	404
321 & n.	288	346	315	373	340	407	372	443	405†
(2)	& n.	346 n.	0	374	341	408	373	444	406†
321 n. (1)	0	347	316	374A	342	409	374	445	407
322	289	348	0	375	343	409A	375	446	408
323	290	348 n.	0	376	344	410	376	447	409
324	291	349	317	376	345	411	377	448	410
325	292	350 (a)	318 (a)	377	346	412	378	449	411 (a)
326	293	& (b)	0	378	347	413	379†	450	to (c)
327	294	350 (b)	0	378	348	414	380	452	412
		r. 1	318 (b)	379	349				
		350 (c)	319	380	348				

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453	0	488	444	518	474	549(a) } r.2 & 3 }	0	585,586	0
454	413	489	445	51	475		0	587	529
455,456	414	490	446	520	476	549(b) } (c)&(e) }	0	587A	530
457	415†	491	447	520A	477	549(d) } (f) & (g) }	501(b) (c) & (d)	588	531
458	416	492	448	521	478			589	532
459	417	493	449	522	479	550	501	590	533
460	418	494	450	523	480	551	502	591	534
461	419	495	451	524	481	552	5	592	535
462	0	496	452	525	482	553	504	93	536
463	420	497	453	526	0	554	505	594	537
464	421	4 8	454	527	483	555	506	595	538
465	422	4 9	455	528	0	556	507	596	539
465A	423	500	456	529	484	557	508	597	540
466	424	501	457	529A	485	558	509	598	541
467	425	502	458						
468	426	503(a) } & r.1 }	459(a) n 1 }	530	486	559	0	599	542†
469	427	& n. }	& 2. }	531	487	564	510	600	543
470	428	501(b)	0	532	488	565	511	601	544
471	429	503(c)	459	533	489	566	512	602	545
472	430	504	460	534	490	567	512 n.	603	546
473	431	505	461	535	491	568	513†	603 n.	0
474	432	506	462†	536	492	569	514	604	547
475	433	507	463	537	493	570	515	605	548
476	434	508	464	538	494(1)	571	516	607	549
477	435	509	465	539	494(2)	572	517	608	550
478	436	510	466†	540	494(3)	573	518	609 & r.1	0
478 n. 1	0	511	4 67	541	494(4)	574	519	609 r.2 & 3	554 r.1 & 2
479	0	512	468	542	495	575	520	610	551
480	437	513	469	543	496	576	521	611	552
481	438	513 n.	0	544	497†	577	522	612	553
482	439	514	470	545	498	578	523	613	554
483	440	514 n.	0	546	499	579	524†	614	555
485	441	515	471	547	0	581	525	615	556
486	442	516	472	548	500	582	526	616	557 & n.
487	443	517	473	549(a)	501(a)	583	527	617	558
				& r. 1	& r. 1	584	528		

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618	559	651	587	685	617	716	645	746A	674
619	580	652	588	686	618†	717	646	747	677
620	581	653	589	687	619	718	647	748	678
621	582	654	590	687(d) n. 1	0	718 n. 1	0	749	679
622	583	655	591	688	0	718A	648	750	680
623	584	656	592	689	620	719	649	751	681
624	585	656A	593	689A	621	720	650	751A	682
625-627	586	657&Ex.	594	689B	622	721	65	752	683
632	587	658	595	689C	623	722	652	753	684
633	588	659	596	689D	624	723	653	754	685
633 n.	0	659A	597	689E	625†	724	654	755	0
633A	589	660	598	689F	626	725	655	756	686
634	570	661	599	690	627	726	656	757	687
635	571	663	600	691	628	727	657	758	688
636 (a) & (b)	572(a)	663 n.	601 n	692	629	727A	658	759	689
636 (c)	572 (b)	664	601	693	630	728	659	760	690
637 (a) & (b)	573 (a)	665	602	694	631	728(a)Ex.	0	761	691
637 (c)	573 (b)	666	603	695	632	729	660	762	692
638	574	669, 670	604	696	633	730	661	763	693
639	575	671	605	697	634	731	662	764	694(a)
640	576	672	606	698-702	0	732	663	765	694(b)
641	577†	673	607	703	635	733	664	766	696
642	578†	674	608	703 n. 2	0	733A	665	767	697
643	579†	675	609	704	636	734	666	768	698
644	580	676	610	705	637	735	667	769	0
645	581	677	611	706	638	735A to 740A	668 & Ex.	769A	695
646 (i)	582	678	0	707	639	740B	669	770	0
646 (ii)	0	679	612	708-710	0	741	670	771	699
647	583	679 (a) r. 1	0	711(a)	640	742		772	700
648	584	680	612 Ex.	711(b)	0	743	672	773	694(b)
649	585	681	613	712	641	744	673	774	701
		682	614	713	0			775	702
649A	586	683	615	714	642	744A	671 n.	775A	703
		684	616	714A	643	745	675	775B	704 & 711 (a)
650	585(a)			715	644	746			

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775C	705-707 & 711(a)	786	738	820	765	853	794	888	824
		787	739	821	766	854	795	889	825
775D	708,709 & 711(a)	787A	743	822	767	855	794	891	826
		788	744	823	768	857	796	892	827
775E	712	789	740	824	0	858	797	893	828
775F	713	790	741	825	769	859	798	894	829
775G	714	791	742	826	770	860	799	895	830
775G(I)	715, 722	791(d) n.	740 n.	827	771	861	800	896	826
775G(II)	716-718 & 722	792-794	745	828	772	862	801	897	831
		795	0	829	773	862 (iii)	0	898	0
775G(III)	719, 722	796	0	830	774	863	802	899	832
775G(IV)	720	797	746	831	775	864	803	900	836
775G(V)	724	798	747	832	776	865	805	901	837
775G(VI) -(VII)	726	799	Form 22	833	777	866	806	902	838
		800	748	834	778	867	807	903	833
775G(IX)	721	801	749	835	779	868	808	904	834
775 H	714	802	750	836	780	868 n.	0	905	835
775 H(I)	723	803	751	837	781	869	809	906	836
775H(II)	715, 722	804	752†	838	782	870	810	907	0
775H(III)	716, 718 & 722	805	0	839	783	871	811	908	839
		806	753	840	784	872	813	909	840
775H(IV)	719, 722	808	754	841	785	873	814	910 (a)	841(a)
775H(V)	720	809	755	841Ex.(1)	0	874	815(a) & r 1	910 (b)	841(c)
775H(VI) 775H (VII)	724, 725 727	810	756	842	786		& 2	910 (c)	841(d)
		811	757	843	787	875	815 b) & (e)	911	842
776	728	812	758	844	788	876	816	912	843
777	729	813	759	844 n.	0	877	817	913	844†
778	730	814	760	845	789	878-880	Form 23	914	845†
779	731	815(a) & (b)	761 (a) n.	846	790	881	818	915	841(b) & (c)
780A	732	815(c)	761 (b)	847	791	882	819		
780B	733	816	762	848	0	883	820	917	0
781	734	817 (a)	0	849	0	884	821	918	843
782	735	to (d)	0	(1) & (4)	0	885 (a)	822(a)	919	847
783	740 n.	817 (e) to (m)	763	849 (2) & (3) & n.	804	& (b)		920	845
784	736	818	0	849A	792	885 (c)	822 (b)	921	849
785	737	819	764	852	793	886, 887	823	922	850

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923	851	953	876	989A	909	1024	942	1064	975
924	852	954	877	990	910	1025	943	1065	976
925	853	955	878	991	911	1026	944	1066	977
926	0	956	879	992	912	1027	945	1067	978
927	854	957	878	993	913	1028	946	1068	979
929	855	958	880	994	914	1029	947	1069	980
930 (a) to (c)	856	959	881	995	915	1030	948	1070	981
930 (d)	855 (a)	960	882	996	916	1031	949	1071	982
931 (a)	857	961	883	997	917	1032	950	1072	983
(c)&(d)		962	884	998	918	1033	951	1073	984
931 (b)	855 (b)	963	885	999	919+	1034	952	1074	985
932	858	964	886	1000	920+	1035	953	1075	986
933	859	965	887	1001	921 &+ r. 1	1036	954	1076	987
934	860	965A	873	1002	921 n. (5)&(6)	1037	955	1077	988
935 (a) to (d)	861 (a)	966	888			1038	956	1078(a)	989
935 (e)	861 (b)	967	889	1003	922	1039&n.	957 & n. I	1078(b)	Form 30 990
936	862	968	890	1004	923	1040	958	1079- 1080	
937	863	969	891	1005	924	1041	959	1081- 1082	991
938	864	972	892	1009	925	1042	960	1083	992
939	864 n.	973	893	1009A	926	1043	0	1084	993
940	865	974	894	1010	927	1044	961	1085	994
941	866	975	895	1011	928	1047	962	1086, 1087	995
942	867	976	896	1012	929	1048	963	1088	996
943	870 & Form 9	977	897	1013	930	1049	964	1089	996(b)
944	870(b)n.	979	898	1014	931	1050	965	1090	997
945	868	980	899	1014A	932	1051- 1052	966	1091	998
946	868 r. 1	981	900	1015	933	1053	967	1092	999
947	0	982	901	1015A	934	1054	968	1093	1000
948	869	983	902	1016	935	1055	969	1094	1001
949	871 & Form 10	984	903	1017	936	1056	970	1095	1000
950	872	985	904	1018	937	1057	971	1096	1002
950 A	873 & Form 11	986	905	1019	938	1058	972	1097	1003
951	874	987	906	1020	939	1059	973	1097A	1004
952	875	988	907	1021	940	1062	0	1098	1005
		989	908	1022, 1023	941	1063	974	1099	1006

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1100	1007	1132	1038	1167	1083	1198	1091	1232	1121
1101	1008	1133	1039	1168	1083	1200	1092	1233	1122
1102	1009				Ex & App. 25				
1103	1010	1134	1040			1201	1093	1234	1123
1104	Chap. LII, n.	1135	1041	1169	1084	1202	1093 n.	1235	1124
1105	1011	1136 to 1140	0	1170	1085	1203	1094	1236	1125
1106	1011Ex.	1141	1042	1170A	1086	1203A	1095	1236A	1126
1107	1012	1142	1043†	1171	1087	1204	1097	1237	"0"
1107A	1013	1143, 1144	0	1172	1088	1204A	1096	1238	1127
1108	1014			1173	1089	1205	1098	1239	1128
1109	1015	1145	1044	1174	1070	1206	1099	1240	1129
1110	1016	1146	1044Ex.	1175	1071	1207	1100	1241	1130
1111	1017	1147	1045	1176	1072	1208, 1209	1094Ex.	1242	1131
1112	1018	1148	1046	1177	1073			1243	1132
1112A	1019	1149	1047	1178	1074	1210	1101	1244	1133
1113	1020	1150	1048	1179	1076	1211	1102	1245	1134
1114	1021	1151	1049	1180	1076Ex.	1212	1103	1246	1135
1115	1022	1152	1050	1181	1075	1213	1104	1247	1136
1116	1023	1153	1051	1182	App 26	1214	1105	1248	1137
1117	1024	1154	1052	1183	1077	1215	1106	1249	1138
1118	1025	1155	1053	1184	1078	1216	1107†	1250	1137
1119	1026	1156	1054	1184A	1079	1217	1108†	1250A	1138
1119A	1027†	1157	1055	1185	1080	1218	1109†	1251	1139
1120	1028	1158	1055Ex.	1186	1081	1219	1110	1252	1140
1121	1029	1159	1056	1187 to 1189A	1082 & App. 27	1220	1111†	1253 to 1273	App. 29
1122, 1123	1030	1159Ex.	1057	1190	1083	1222, 1223	1113	1274	1141
1124	1031	1160	1058	1191	1083Ex.			1275	1142
1125	1032	1161	1058 n.	1192	1084	1224	1114	1276	1143
1126	1033	1162	1058	1193	1085	1225	1115	1277	1144
1127	1034	1163	1058 r.	1194	1086	1226	1116	1278	Chap. LVI, n.
1128	1035	1164	1059	1195	087	1227	1116 n.		
1129	1036	1165	1060	1196	1088	1228	1117	1280, 1281	1145
1130A		1166	1061			1229	1118	1282	1146†
1131	1037	1166A	1062	1197	1089†	1230	1119	1283	1148
				1197A	1090	1231	1120	1284	1149

† 4th Edition Articles, cancelled in the 5th Edition.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
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		1286C	1154†	1286G	1158	1290	1161		
1286	1151†	1286D	1155†	1287, 1288	1159	1291	1162		
1286A	1152†	1286E	1158†			1292	1163		

† 4th Edition Articles, cancelled in the 5th Edition.

INDEX.

This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules.

Article	Article
A	
<p>Abolition of appointment— Abolition of one of two appointments held by one officer 435 Amount of pension of an officer who accepts re-employment instead of a compensation pension 440 An officer discharged on — may not refuse re-employment 437 and 439 Before pension is granted on — efforts should be made to provide other employment 427 Discharge of one officer to make room for another is not an — 429 Does not entail forfeiture of past service 420 (d) In the case of an officer on leave — takes effect on expiry of leave 436, Rule 2 Notice of discharge on — to be given 436 Reduction of pay as a part of a scheme of revision equivalent to — 426 Refund of gratuity given in lieu of notice on — 438 Secretary of State should be informed of the — of an officer on leave out of India 219 Service of a Marine officer retained on subsistence allowance on — qualifies for pension 379, Rule 1 Service of an officer employed on special duty on — qualifies for pension 379 Three months' notice of — to be given 436, Rule 2</p> <p>Absence after the end of leave— Allowances not admissible for period of — 229 Effect on continuous service and continuous active service 231 Involves loss of appointment 229 and 230 Judges of High Courts 543, Rule 24 When — does not entail forfeiture of past service 420 (b)</p> <p>Absence with or without leave— Five years' — entails loss of Government employ 198</p> <p>Absence without leave— Commutation of — retrospectively into leave without allowances 232, 421 and Note</p> <p>Absentee— Definition of — 6 When an officer on deputation is an — 91</p>	<p>Absentee Allowance(s)— Are part of the pay of an appointment 92 Limitation of — in the case of an officer whose pay is less than Rs. 100 147 (iii) Must not exceed actual salary 314 and 343 Source from which payable to be mentioned on last-pay certificates intended to be sent to England 899</p> <p>Accounts Branch, P. W. D.— Acting allowances of an accountant officiating in the — 124 (c) and (d) Acting allowance rules for superior officers of the — 117 Presidency allowance admissible during absence on inspection duty 62, Rule 3</p> <p>Accounts Department (Military)— Acting allowances of an officer of the — 105, Rule 2</p> <p>Accountant-General— Definition of — 7 May pass pay and allowances to the Head of an Administration or his staff absent from jurisdiction 59 Travelling allowances of an — proceeding to a hill station 113</p> <p>Accountant-General, P. W. D.— Leave admissible to the — after the grant of a special extension of service 648 Special additional pensions 643</p> <p>Acting Allowance(s)— Appointment belonging to a graded class 141 Appointments on less than Rs. 100 147 Archdeacon or Chaplain in charge of a Diocese 567, Rule 8, and 572 Assistant Surgeons 142 Barrister without a substantive appointment 546, Rule 1 Calcutta and Suburban Police 713 F Chaplains not entitled to— 576 Civil Engineers and Telegraph officers 633 Civil Veterinary Department 621 Commissioned Medical Officer 116 Definition of — 86 During joining time 185 Educational Department 139 Foreign Service appointment 753 (iv), (d) and 766</p> <p>Forest Department 135 to 137 Geological Survey 133 Government Pleaders or Prosecutors 653 In an appointment the pay of which has been prospectively reduced 39, Rule (2)</p>

Article	Article
Acting Allowance(s)— <i>contd.</i>	
In an appointment the pay of which is subject to increase on the passing of an examination or completion of a certain period of service	39, Rule 1
Indian Civil Service and other special services	104 and 105
Indian Subordinate Medical Department	143
Law officers	654 and 655
Lieutenant-Governor	535
Maximum and minimum salary	96
Member of Council	541
Military officer in Civil Department acting in Military appointment	199, Note
Military officers	109
Military officer in an appointment on consolidated pay	112 and 113
Military officer in an appointment the pay of which is a staff salary	114 and 115
Military officers in Civil employ	604
Military officer officiating in a Civil office in combination with a Military office	174
Ministerial officer, Acting promotion admissible to —	29, Note
Officers other than those for whom there are special rules	138 and 140
Officers without substantive appointment	107 and 144
Progressive appointment	155
Public Works, Railway, and Telegraph Departments	117
P. W. D. subordinates acting in superior appointments	124
Regimental Medical Officer acting as Civil Surgeon	170
Superior Revenue Establishment. Subordinates officiating in —	124(e)
Survey of India	127
Term — defined	86
Acting appointment—	
An officer on long leave has no lien on an —	211(a) and 212
Active Service—	
Barrister appointments	549 (b)
Chaplains	573
Engineers	11 and 628—630
Indian Civil Service	9
Law officer	655
Military officer subject to Civil Leave Rules	10
Statutory Civil Servants	566
Telegraph officers	12 and 631
Time occupied in voyage on recall from leave out of India counts as —	199 (b)
When time passed on subsistence allowance by a Civilian is not —	187
Actual Travelling Expenses—	
Definition of —	13
Additional Member of Council—	
Allowance of an —, how regulated	1148
Additional Pension—	
Officers to whom an — may be granted by the Government of India	475, 642 and 643
Aden—	
Free passage from — to subordinates	1130
Free passage to — to the family of a subordinate engaged in India for service at —	1086
Political Resident at — may recover cost of reserved accommodation by sea	1018
Administrative Medical Officers—	
Leave to — after 60 years of age	62 (b)
Administrator General—	
Furlough and leave of a Barrister holding the appointment of — of Bengal	548
Service as — at Madras and Bombay does not qualify	392, Rule 1
The — at Madras or Bombay is included in the term Law officer	651
Advances—	
Recovery in case of State Railway establishments	667
Rules regarding — and their recovery	64—66
To Chaplains	585 (b) and 586
Advocate—	
Government — or Assistant to Government — in Burma and Junior Government — in Punjab, included in Law officers	651
Advocate-General—	
Included in Law officers	651
Service of — does not qualify for pension	352 (c), Rule 1
Age—	
At which service qualifying for pension begins	358 to 360 and 503
Definition of —	14
Age and Health Certificate—	
On first appointment	49—50
Age on first appointment—	
Appointment to the service of men over 25 years of age, prohibited	51
Exceptions to the above rule	51
Agent to the Governor-General—	
Baluchistan, Rajputana, and Central India, are Local Governments	34
Agreement—	
Grant of leave to an officer under —	196, Rule 1 and Note
Increment of an officer appointed under —	151, Exception
Alteration of Rules—	
Reservation of the Government right of —	4
Andamans and Nicobars—	
Privilege leave to officers in the —	251, Exception

	Article		Article
Annuity		Apprentice—	
Commencement of —	970	Grant of leave to an — overseer	203 (b)
Deductions on account of —	556	When service as — qualifies or does not qualify for pension	372
Indian Civil Servants' — after 21 years' service	561	When service as an — qualifies for leave	203 (a)
Invalid — of an Indian Civil Servant	564		
*Anticipation of sanction—		Approved service—	
Of Secretary of State, prohibited	75	Necessary to earn full pension	470 (a)
		Necessary to earn increment	152
Anticipatory pensions	925 and 926		
Applications for furlough—		Archdeacon(s)—	
Priority of claim	310	Acting and other allowances of an — in Charge of Diocese	567, Rules 8 and 10, 569, 571 and 572 (b)
		Formal appointment of — to a Diocese not necessary for audit purposes	572 (a)
Applications for leave—		Furlough allowances of —	585 (a)
Chaplains of the Church of England	849	Special and local allowances on privilege leave	596, Rules 1 and 2
Commissioned Medical Officers	861	When conveyance allowance may be drawn by an — during privilege leave	1076, Exception
Local Funds officers	813		
Medical leave	828 and 833	Army—	
Military officers subject to Military Leave Rules	855—860	When service in the — counts for pension under Civil rules	356, Exception
Officers subject to British Army Leave Rules	856 (b)	When service in the — qualifies for leave under Civil rules	204
Privilege leave	826		
Report on title to accompany —	859	Arrears of pay—	
Rules under which claimed to be quoted in —	825, Rule 1	Entries regarding — not to be made in last-pay certificate	901
To whom submitted	825		
		Arrears of pension—	
Application(s) for pension —		Due to a deceased pensioner	959—961
Chaplains' —	988—992	Local Government may delegate its powers to sanction —	957, Note 1
Indian Civil Servants' —	974—977	Undrawn for more than six months	956
Particulars to be submitted with —	907	When sanction of Local Government is required to pay —	957
Period within which — must be submit- ted, not limited	906		
Preliminary — from officers intending to retire immediately while still in employ	917	Arrival in India—	
Preparation of non-gazetted officers' —	911	Advance of salary on first —	64
Submission of formal —	910—913		
Submission to Government of — with Audit Officer's report	914	Assam—	
Verification of service	908—909	Local allowance during privilege leave	267, Rule 2
When cause of inefficiency must be stated	912	Service under Local Funds in —	809 (e)
When pension begins from date of —	906	Travelling allowance to foreign recruits for the Police in — for joining first appointment	1083, Exception (d)
Appointment(s)—		Assam and Burma Military Police—	
Acting allowances in — on less than Rs. 100	147	Commandant or Adjutant of a battalion of the — retains a lien on his appoint- ment during furlough	215, Note 2
Acting allowances in an — the pay of which has been prospectively re- duced	39, Rule 2		
Advance of salary on first —	64	Assam and Dacca Military Police—	
Cannot be resumed without orders on return from long leave	225	Family travelling allowance	712
Creation of an — on pay exceeding Rs. 500 a month	75	Free passages	712
"Grades" and "Classes" of	29	Furlough	704
		Medical leave	705—707

	Article		Article
Acting Allowance(s)— <i>contd.</i>		Additional Pension—	
In an appointment the pay of which is subject to increase on the passing of an examination or completion of a certain period of service	39, Rule 1	Officers to whom an — may be granted by the Government of India	475, 642 and 643
Indian Civil Service and other special services	104 and 105	Aden—	
Indian Subordinate Medical Department	143	Free passage from — to subordinates	1130
Law officers	654 and 655	Free passage to — to the family of a subordinate engaged in India for service at —	1086
Lieutenant-Governor	535	Political Resident at — may recover cost of reserved accommodation by sea	1018
Maximum and minimum salary	96	Administrative Medical Officers—	
Member of Council	541	Leave to — after 60 years of age	62, (b)
Military officer in Civil Department acting in Military appointment	199, Note	Administrator General—	
Military officers	109	Furlough and leave of a Barrister holding the appointment of — of Bengal	548
Military officer in an appointment on consolidated pay	112 and 113	Service as — at Madras and Bombay does not qualify	392, Rule 1
Military officer in an appointment the pay of which is a staff salary	114 and 115	The — at Madras or Bombay is included in the term Law officer	651
Military officers in Civil employ	604	Advances—	
Military officer officiating in a Civil office in combination with a Military office	174	Recovery in case of State Railway establishments	667
Ministerial officer, Acting promotion admissible to —	29, Note	Rules regarding — and their recovery	64—66
Officers other than those for whom there are special rules	138 and 140	To Chaplains	585 (b) and 586
Officers without substantive appointment	107 and 144	Advocate—	
Progressive appointment	155	Government — or Assistant to Government — in Burma and Junior Government — in Punjab, included in Law officers	651
Public Works, Railway, and Telegraph Departments	117	Advocate-General—	
P. W. D. subordinates acting in superior appointments	124	Included in Law officers	651
Regimental Medical Officer acting as Civil Surgeon	170	Service of — does not qualify for pension	352 (c), Rule 1
Superior Revenue Establishment. Subordinates officiating in —	124(e)	Age—	
Survey of India	127	At which service qualifying for pension begins	358 to 360 and 503
Term — defined	86	Definition of —	14
Acting appointment—		Age and Health Certificate—	
An officer on long leave has no lien on an —	211(a) and 212	On first appointment	49—50
Active Service—		Age on first appointment—	
Barrister appointments	549 (b)	Appointment to the service of men over 25 years of age, prohibited	51
Chaplains	573	Exceptions to the above rule	51
Engineers	11 and 628—630	Agent to the Governor-General—	
Indian Civil Service	9	Baluchistan, Rajputana, and Central India, are Local Governments	34
Law officer	655	Agreement—	
Military officer subject to Civil Leave Rules	10	Grant of leave to an officer under—	196, Rule 1 and Note
Statutory Civil Servants	566	Increment of an officer appointed under—	151, Exception
Telegraph officers	12 and 631	Alteration of Rules—	
Time occupied in voyage on recall from leave out of India counts as —	199 (b)	Reservation of the Government right of —	4
When time passed on subsistence allowance by a Civilian is not —	187	Andamans and Nicobars—	
Actual Travelling Expenses—		Privilege leave to officers in the —	251, Exception
Definition of —	13		
Additional Member of Council—			
Allowance of an —, how regulated	1148		

	Article		Article
Annuity		Apprentice—	
Commencement of —	979	Grant of leave to an — overseer	203 (b)
Deductions on account of —	556	When service as — qualifies or does not qualify for pension	372
Indian Civil Servants' — after 21 years' service	561	When service as an — qualifies for leave	203 (a)
Invalid — of an Indian Civil Servant	564		
Anticipation of sanction—		Approved service—	
Of Secretary of State, prohibited	75	Necessary to earn full pension	470 (a)
		Necessary to earn increment	152
Anticipatory pensions	925 and 926		
Applications for furlough—		Archdeacon(s)—	
Priority of claim	310	Acting and other allowances of an — in Charge of Diocese	567, Rules 8 and 10, 569, 571 and 572 (b)
		Formal appointment of — to a Diocese not necessary for audit purposes	572 (a)
Applications for leave—		Furlough allowances of —	585 (a)
Chaplains of the Church of England	849	Special and local allowances on privilege leave	596, Rules 1 and 2
Commissioned Medical Officers	861	When conveyance allowance may be drawn by an — during privilege leave	1076, Exception
Local Funds officers	813		
Medical leave	828 and 833	Army—	
Military officers subject to Military Leave Rules	855—860	When service in the — counts for pension under Civil rules	356, Exception
Officers subject to British Army Leave Rules	856 (b)	When service in the — qualifies for leave under Civil rules	204
Privilege leave	826		
Report on title to accompany —	859	Arrears of pay—	
Rules under which claimed to be quoted in —	825, Rule 1	Entries regarding — not to be made in last-pay certificate	901
To whom submitted	825		
		Arrears of pension—	
Application(s) for pension —		Due to a deceased pensioner	959—961
Chaplains' —	988—992	Local Government may delegate its powers to sanction —	957, Note 1
Indian Civil Servants' —	974—977	Undrawn for more than six months	956
Particulars to be submitted with —	907	When sanction of Local Government is required to pay —	957
Period within which — must be submit- ted, not limited	906		
Preliminary — from officers intending to retire immediately while still in employ	917	Arrival in India—	
Preparation of non-gazetted officers' — Submission of formal —	911	Advance of salary on first —	64
Submission to Government of — with Audit Officer's report	910—913		
Verification of service	914	Assam—	
When cause of inefficiency must be stated	908—909	Local allowance during privilege leave	267, Rule 2
When pension begins from date of —	912	Service under Local Funds in —	809 (e)
	906	Travelling allowance to foreign recruits for the Police in — for joining first appointment	1083, Exception (d)
Appointment(s)—			
Acting allowances in — on less than Rs. 100	147	Assam and Burma Military Police—	
Acting allowances in an — the pay of which has been prospectively re- duced	39, Rule 2	Commandant or Adjutant of a battalion of the — retains a lien on his appoint- ment during furlough	215, Note 2
Advance of salary on first —	64		
Cannot be resumed without orders on return from long leave	225	Assam and Dacca Military Police—	
Creation of an — on pay exceeding Rs. 500 a month	75	Family travelling allowance	712
"Grades" and "Classes" of	29	Free passages	712
		Furlough	704
		Medical leave	705—707

	Article		Article
Assam and Dacca Military Police—<i>contd.</i>			
Pensions	703		
Privilege leave	708		
Travelling allowance to Native officers	710		
Assignee, Official—		B	
Included in Law officers	651	Baluchi—	
Assistant Engineer—		Examination leave	284 (a)
Subordinate officiating as an—	124 (b)	Baluchistan—	
Assistant Examiner—		Local allowance on privilege leave 267, Rule 2	
Accountant officiating as an—	124 (d)	Pension of members of the—Police	494 (4)
Assistant Inspector of Schools in Bengal—		Barrister(s)—	
Mileage for journeys on tour of —	1036 (b)	Acting allowance of a—without a substantive appointment	546, Rule 1
Assistant Opium Agents—		Active service	549 (b)
Allowances during joining time to sub. <i>pro tem.</i> and officiating —	188, Rule 1	Age at which retirement is compulsory	550
Certain—paid by Native States exempted from contribution	763 (i)	Appointments to which special rules apply	547
Assistant Superintendent of Police—		Definition of—	17
When service as a temporary and officiating, qualifies for leave and pension	202 (b) and 374	Exceptional privileges of—in certain offices as to counting service	403
Assistant Surgeon(s)—		Officers are not entitled to any special privileges by reason of their being—	546
Age at which—may be appointed	51	Special pensions	549
Allowances of an — in medical charge of a Civil station	142	Beginning of leave—	
Travelling allowance to attend an examination for promotion	1120	Rule regarding —	221
Assumed salary —		Benefices in the United Kingdom—	
Of officers in Foreign service	754	Acceptance of—by Chaplains	598
Astronomer, Madras —		Bengal—	
Addition to qualifying service of the — for superannuation pension	403	Salary of officiating Deputy Magistrate and Deputy Collector in— 141, Exception	
Audit Officer—		Bengal Pilot Service—	
Action to be taken by — in regard to extensions of leave to the Colonies	238	Allowances on special duty	670 (b)
Advance may be drawn under orders of —	64 (b)	Contributions for family pensions	683
Definition of—	15	Declarations required from widows and female orphans	689
Duties of—as regards check of travelling allowance	1163	Effect on pension of re-marriage of widow pensioner	690
Duty of—as regards extensions of joining time	181	Extraordinary leave	674
Average Emoluments—		Family pensions	684—686
Definition of term and rules of calculation	487 and Rules	Forfeiture of pension by widow or orphan	691
Reckoned for pension	486	Furlough admissible	671
When—may be substituted for emoluments in calculating gratuity	474 (a)	Invalid pension	679—680
Average Salary—		Leave after 55 years of age	677
Calculation of—when privilege leave is combined with other leave	16, Note 3	Leave on medical certificate	672
Definition of —	16	Outfit allowance	1091
Maximum and minimum limits of half and quarter—for leave allowances	341	Pay of grades for Leave Rules	670 (a)
Treatment in calculation of — of privilege leave on half-pay	16, Note (1)	Post Officer to be informed of marriages, births, etc.	687
		Privilege leave	676
		Rate of exchange for pensions	692
		Refund of subscriptions for family pension	688
		Retiring pension	678
		Special leave	673
		Subsidiary leave	675
		Superannuation pension	681—682

Article	Article
Berar—	Burma—contd.
Pensions for service paid before 1st October 1902, wholly or partly from — Revenues, how charged	Privilege leave concession to officers in — 251, Note
	Leave to an officer of the — Commission to study the Chinese language 281
Bishop(s) —	Burma Military Police—
Acting allowances of <i>locum tenens</i> 567, Rule 8	A Commandant or Adjutant in the — retains a lien during furlough 215, Note
Bombay as <i>locum tenens</i> of Metropolitan 567, Rule 11	Leave and leave allowance of the — 715—720
Charge allowance of — of Madras or Bombay exercising jurisdiction and functions of the See of Calcutta 568	Pensions to the — 726—727
Furlough 567, Rules 4—7	Pensions of Army pensioners who enlist into the — 528, Exception
Grant of leave 567, Rule 12	Travelling allowance 721—725
Leave after 25 years' service of — of Rangoon, Lucknow and Lahore 601, Note	Burma Police—
Leave allowances 567, Rule 9	Army service of volunteers for the — 501 (d)
Medical leave 567, Rules 2—3	
Pay of — of Calcutta in Indian currency 568	C
Rule regarding the compulsory retirement of Chaplains does not apply to — of Rangoon, Lucknow and Lahore 601, Note	Calculation of Pension—
Status of — of Rangoon, Lucknow and Lahore is that of a Senior Chaplain 570	Fractions of a year not taken into account in the — 468
Statutory rules for Bishops do not apply to — of Rangoon, Lucknow and Lahore 570	Calcutta and Suburban Police—
Travelling allowances of <i>locum tenens</i> 567, Rule 10	Leave and acting allowance rules 713 F
Travelling allowance of the — of Calcutta, Madras and Bombay 1149	Calendar Month—
	Definition of — 13
Bombay—	Camp Equipage and Camp Equipment—
Government of — not to communicate directly with the Secretary of State regarding questions of pension 923 (c)	Definition of — 19
House-rent during privilege leave 268	Camp Equipment and Horses—
When service in the establishment of the Inam Commissioner in — qualifies 381 (a)	Carriage of — not paid to officers in receipt of permanent travelling allowances 1000, Note
Bombay Excise Police—	Carriage of — when allowed at the expense of the State 1000
Service in the — qualifies for pension 501 (c)	Delegation of powers regarding carriage of — at the cost of the State 1001
Bonuses—	Local Governments may prescribe limitations regarding 1001
Powers of sanction in respect of — 72 (b)	Cantonment Magistracy—
Rule for the grant of — for special work 72 (a)	Charge allowance for a — held in combination with another office 172
When previous sanction of Government of India is necessary 72 (c)	Military officers should, as a rule, be appointed to a — 173
British Army Leave Rules—	Cantonment Police —
Applications for leave from officers subject to the — 856 (b)	When service of — qualifies 495 (b)
British (Imperial) Government—	Casual Leave —
Pension of an officer who has service under the — 472	Effect of — on service and salary } 332, Note
Burma—	Nature of — }
Age at which men may be appointed to the Subordinate Civil Service in — 51	When it may not be granted }
Local allowance during privilege leave 267, Rule 2	Certificate of Leave—
Local allowances of officers of the Indian Subordinate Medical Department in— 143	When — should be taken by an officer leaving India on leave 870—873

	Article		Article
Certificate of non-employment—		Chaplain(s)—<i>contd.</i>	
Required from a pensioner drawing pension in India	953	Local allowance on privilege leave	596, Rule 1
Ceylon—		Note on last-pay certificate regarding expiry of term of service of —	851, Note
When not "out of India"	{ 320, Note 2 341, Note 2 342, Note 2 408, Note 3	Passage of — appointed in Europe	1090
Change of pay of an appointment—		Pay and allowances	576
How it affects pay of incumbent	158	Pension admissible to —	599
Chaplain(s)—		Privilege leave	592-596
Acceptance of benefices in England by —	598	Privilege leave in instalments not allowed	595
Active service of a —	573	Probationer not entitled to leave	580, Note
Advances to —	585 (b) and 586	Record of service of —	815 (b) and (c)
Allowances of a — in charge of a Diocese	567, Rules 8 & 10 & 569	Report of refusal of leave to — on the Bengal Establishment	853
Allowances of Presidency Senior — of the Church of Scotland	571	Report of return to duty	852
Allowance to clergymen performing duties of a —	602	Report on title to pension	992
Applications for pension	988-992	Residence and service	573
Certificate of service of — to be attached to last-pay certificate	904	Retirement at end of leave	585 (c)
Certificate to be procured by a — who proceeds to England on retirement without applying for pension	989	Special leave and allowances	587, 588, 850
Compulsory retirement	600	Special leave. Alteration of term of — may be made by Secretary of State	850
Conditions and limit to which the grant of furlough to — is subject	583	Subsidiary leave	589-592
Conveyance allowance during privilege leave	1076, Exceptions	Time spent by a — in Kashmir	592, Note
Date of arrival in India	574 and 575	Travelling allowance for joining first appointment	1083, Exception (f)
Definition of the term —	20	Travelling Allowance Bill payable without countersignature	1160(a)
Extraordinary leave	597	Travelling allowance of the Additional Clergy Society's — at Indore and Insein	1067
Furlough admissible to —	580	Travelling allowance to solemnize a marriage	1038, Rule 2
Furlough allowance of —	585 (a)	Chapter of the Star of India—	
Furlough allowance. Junior — promoted to Senior —	585 (a), Note	Travelling allowance admissible for a journey to attend a —	1038, Rule 1
Furlough allowance of Archdeacon of Rangoon or Lahore	585 (a)	Charge of Appointment—	
Furlough. Alteration of term of —	850	Pay or salary begins from date of assuming —	52 (a)
Furlough due to —	582	Charge Allowance—	
Furlough earned by —	581	Cases in which — has been fixed	163
Furlough. Maximum allowed at one time	583 (c)	For charge of current duties of an additional office	161
Furlough to a — who has not rendered 3 years' continuous service	584	For independent charge of current duties	94
Grant of furlough and special leave to — may be made by Local Governments	846	Medical officer for visiting charge of a second station	171 and Note
Grant of furlough and special leave to — on the Madras or Bombay Establishment	847	Northern India Salt Revenue. Subordinate in charge of an Assistant Commissioner's office	164 (b)
Grant of pension in India	993	Of Signalling clerks in the Indo-European Telegraph Department	126
Grant of privilege leave to — may be authorised by the Bishop of the Diocese, report being made to the Local Government	848 and 849	Regimental Medical Officer in charge of a Civil Surgeony	170
Last-pay certificate on retirement	994	When inadmissible	169
Last-pay certificate on taking leave	851	When — is included in salary for leave allowances	38, Rule 4
Leave after 25 years' service	601	When — is not admissible	Notes under 94 and 95, and Art. 164 (a)
Leave to — of the Church of Scotland	854	Charge of current duties—	
		Allowance for independent —	94
		Appointments to the — of an office	88
		Limit of salary	162

	Article
Charge of current duties—<i>contd.</i>	
Local allowance not admissible	166
Local Government may regulate allowance for —	95
Rate of allowance for combined —	161
Charge of office—	
Joining time of an officer taking— away from head-quarters	179
Service qualifying for privilege leave does not begin until an officer takes—	248
Transfer of— at head-quarters	53
Transfer of— elsewhere than at head- quarters	53, Rule 1
Chief Commissioner—	
Travelling allowance otherwise than on duty of a —	Chap. LVI, Note
Chief Courts, Punjab and Lower Burma—	
Furlough and leave of Barrister Judges	548 (a)
Pension of a Native Judge, Punjab Chief Court	477
Privilege leave of an Indian Civil Ser- vant who is a Judge of the —	554, Rule 2
Chief Engineers—	
Leave after extension of term	648
Special additional pension	642
Tenure of appointment	647
Tenure of office of Royal Engineers	619 (c)
Chief Justices—	
Expenses for equipment and voyage of—	543, Rule 40
Leave Rules for —	543, Rules 6—26
Pensions of —	543, Rules 27—39
Salaries of —	543, Rules 2—5
Chinese Language—	
Leave for studying the— affixed or prefixed to privilege leave or furlough	281
Leave for studying the— qualifies for privilege leave	255 (b)
Leave to study the —	281
Leave to study the — included in Active Service	8 (ii)
Leave to study the — included in con- tinuous service	22, Rule 1
Church of Scotland—	
Intimation to Accountant-General of transfer of a Chaplain of the	815 (c)
Leave to Chaplains of the —	854
Civil Engineer(s)—	
Acting allowance rules applicable to—	633
Age from which service counts for pen- sion	639
Compulsory retirement of —	649—650
Leave after extension of term of office	648
Leave rules applicable to —	634
Pension rules applicable to —	635—636
Pensions admissible to —	641

	Article.
Civil Engineers(s)—<i>contd.</i>	
Periods of leave which count for pension	640
Special additional pensions for —	642—643
Tenure of certain appointments by —	646—647
Civil Fund Deductions—	
Indian Civil Service	557—560
Particulars of — to be entered in last- pay certificates	903
Civil Service—	
Members of —. See Indian Civil Ser- vice	
Civil Surgeon—	
Assistant Surgeon in charge of duties of —	142—143
Charge allowance	170
Warrant Officer acting for —	105, Rule 1
Civil Veterinary Department—	
Acting allowance	621
Compulsory retirement	624
Family pensions	626
Leave rules of the —	622
Pension rules of the —	623
Claims of Widow—	
To pension from Government	354 (a)
Class and Grades—	
Acting allowance of an officer in a class divided into grades	106 and 119 (b)
Acting promotion not allowed in a high- er grade of the same class	119 (a)
Munsifs and Tahsildars in Madras	140, Rule 2
Classes of Appointments—	
Definition of —	29
Classes of Ministerial Officers—	
There are no —	29, Note
Classification of Officers—	
For the purpose of travelling allowance	1002
Honorary Magistrates for ditto	1003
Officers in transit for ditto	1007
Officers on special duty for ditto	1006
Officers who are not full-timed servants for ditto	1005
Temporary employes for ditto	1008
Clergymen—	
Allowance to — other than Chaplains	602—603
Clerk(s)—	
Head-quarters of a — in a Government Secretariat	54
Of the Crown included in Law officers	51
Travelling Allowance of — in Military offices	3
Colaba Observatory—	
Addition to qualifying service of the Director of the —	403

	Article		Article
Colonel's allowance—		Commissioner in Sind—	
Civil salary, how affected by —	526	Travelling allowance otherwise than on duty to the —	Chap. LVI, Note
Vacation of appointment or succession to —	617	Committal to Prison—	
Colonial Service—		Allowances how affected by —	194
Pension of an officer transferred to —	473	Commutation of leave—	
Sanction to transfer to —	473, Note	Military officers	240
Colonial Warrants—		Rules for the —	232 and 236
By whom issued	888 and 967	Compensation for dearness of Provisions—	
Issued in triplicate	889 and 970	Does not count for pension	488 (5)
To be delivered up on return to India	890	Compensation pension—	
Transfer of payment from one Colony to another	891	Abolition of one or two appointments held by one officer	435
Combination of appointments—		Calculation of pension of an officer who has retained — on re-employment	530
An officer holding two appointments may not retire on pension from one only	467	Condition of grant	429
Cantonment Magistrates	173	Definition of —	426
Charge of current duties	161	Discharge of an officer because of a change in his duties	434
In the same office or on the same establishment	169	Discharge on — to be regulated so as to keep down pension charges	428
Local allowances not affected	168, Note	Discharge on completion of specified term of service	431
Medical charge of a Central Jail	172	Dockyard and Military artificers	484
Military officer officiating in a Civil office	174	Grant of — to an officer transferred on abolition of his appointment	439
Pension of an officer who has held more than one appointment	492—493	Officer discharged to make room for another better qualified	429
Permanent arrangements	167	Pay of abolished appointment of section-writers and Press servants re-employed after discharge on —	515
Temporary arrangements	168	Pension of an officer who accepts re-employment instead of a —	440
Travelling allowance in case of —	1009	Police men who come under scale A	503
Combined Leave—		Reduction of emoluments gives no claim to —	426, Note
Calculation of average salary governing —	16, Note 3	Re-employment may not be refused by officer discharged with a —	437
Conditions to which the grant of — is subject	233 and Note	Re-employment to be sought for an officer before granting him a —	427
Commander-in-Chief—		Re-employment. Pension held in abeyance on —	514 (a)
Allowance of peons accompanying His Excellency the — on tour	1063, Exception (e)	Re-employed pensioners. Leave allowances of —	517
Commencement and end of leave—		Refund of gratuity granted in lieu of notice of discharge	438
In India and out of India when subsidiary leave is not taken	220	Relinquishment of — on re-employment	516
Leave begins within 35 days of sanction	840	Report required from the Head of Department forwarding an application for —	427
Out of India when subsidiary leave is taken	221	When service of an officer re-employed after discharge on — qualifies	514, Note
Commencement of Service—		Withdrawal of postal duties performed as an extra charge gives no claim to —	433
Civil Engineers and Telegraph officers	628—632	Compensation gratuity—	
Indian Civil Service	561	Re-employment of an officer who has received a —	511
Commission —		Refund of — on re-employment	511—512
Reckoning of — of Thugyis in Lower Burma for pension	489 (3)		
When service paid by — does and does not qualify	392		
Commissioned Medical Officers—			
Acting Allowance rules	116		
Application for leave	861		

	Article
Compensation gratuity—<i>contd.</i>	
Service before 20 years of age counts for —	358 (a)
Compounders in the Punjab—	
Count for pension a year spent in training at Medical College, Lahore	411 (e)
Comptroller—	
Included in Accountant-General	7
Comptroller-General—	
Included in Accountant-General	7
Compulsory retirement—	
At 60 years of age	459
Barristers	550
Chaplains	600
Civil Veterinary Department	624
Indian Civil Service	565 (a)
Medical officers of administrative grades	612, Exception
Military officers in Civil employ	612—613
Of officers absent on leave out of India	217
Public Works Department	649—650
Statutory Civil Servants	566
Survey of India	461
Conditions of service—	
The whole time of an officer is paid for by the State	71 (a)
Condonation—	
Of deficiencies in service for pension	423
Of interruptions in service for pensions	422
Consolidated pay—	
Allowances of officer acting in an appointment on —	111
Definition of —	21
Continuous service and continuous active service—	
Absence after the end of leave not an interruption	231
Examination leave	22, Rule 1
Terms — defined	22
Contract—	
Leave of officer under—	196, Rule 1
Contract Allowance—	
Registration Officers, Bengal	365, Note
Service paid from — does not qualify	365
Contracts for service—	
Right of alteration and interpretation of rule reserved to Government in —	4, Note 1
Contribution for leave and pension—	
Arrear — cannot be accepted	802
Assumed salary in Foreign service	754
Audit Office to which — should be accounted for	772

	Article
Contribution for leave and pension—<i>contd.</i>	
Cannot be withheld by an officer in	
Foreign service	755 (b)
Date from which — begins and ends	774 (a) and (b)
Default in payment of —	776
During privilege leave taken after	
Foreign service	774 (b), Note
Educational officers transferred to non-departmental College or School	792
Exemptions from payment of —	763 and 795, Note 2
Family pensions, Bengal Pilot Service	683
First kind of Foreign service	754—755
Inferior servants	768 (c)
Liabilities of Government in return for —	779—780
Local Fund banking with a Government Treasury	802
Local Funds Officers	755 (c)
Municipal School Teachers in Bombay	802
	Rule 1
No officer has any right of property in —	778
Not levied in case of certain temporary transfers	761 (a) and Rule 1
Not required from officer employed under Imperial Government	758 (a), Note
Officers in Foreign service	754—755
Officers lent to Egyptian Government	757
Officers lent to Imperial Government or British Colony	758
Officers lent to the Mysore State	770, Note
Officers of the Public Works Department under Railway Companies	756 (a) (1)
Privilege leave of an officer who contributes for pension only	781
Privilege leave taken on termination of Foreign service	774 (b), Note
Rajputana-Malwa and Bellary-Kistna Railways	772 (b), Note
Rates in force before 7th January 1889	756 (a)
Rate of — for Foreign service, second kind	768
Recovery of — for Foreign service, second kind	767
Recovery of — for Foreign service, third kind	795
Remission of — for Foreign service, third kind	795
Remittance of —	775
Responsibility for the payment of —	770 and 777
Remission of — by Local Government	762
Second kind of Foreign service	768
Third kind of Foreign service	795
Controlling officer—	
Duties of —	1161 (a)
Local Government to declare who is —	1159
May not delegate the duty of counter-signature to a subordinate	1162
Regulations for guidance of —	1161 (b)

	Article		Article
Conveyance allowance—		Covenant—	
Circumstances in which a — is granted	1074	Increment of officer under a —	151, Exception
Does not count for pension	489 (1)	Leave of officers under —	195, Rule 1, and Note
Grant of — to Income Tax Assessors in Bengal	1079	Pension of an officer under —	352 (e) and 358 (b), Note
Grant of — to subordinates of certain Departments	1077	Covenants for service in India—	
Grant of — to Railway subordinates	1078	Right to alter and interpret rules inserted by the Secretary of State	4, Note 2
Grant of — in addition to other travelling allowance	1076 (a)	Criminal charge—	
Inadmissible during joining time and leave	1076 (b)	Position and allowances how affected by committal to prison on account of a —	194
Officers to whom granted	1075	Crossing river by steamer—	
Sanction required to the grant of —	1075	Travelling allowance in case of —	1031
When and to whom admissible during privilege leave	1076, Exception	Crown, Clerk of the—	
Conveyance hire	1080—1082	Included in Law officers	651
Coopers Hill Engineers and Telegraph officers—		Currency Department—	
Acting allowances	633	Daily allowance of clerks and peons of the — accompanying a remittance	1063, Exception (g)
Active service	11 and 12 and 628—631	Current duties—	
Age from which service counts for pension	639	Appointment to the charge of the — of an office	88
Compulsory retirement of —	649—650	Allowance for independent charge of —	94
Leave after extension of term of office	648	Limit of salary for charge of —	162
Leave rules applicable to —	634	Local allowance not admissible for charge of —	166
Pay and allowances	633	Local Government may regulate allowance for charge of —	95
Periods of leave which count for pension	640	Rate of allowance for combined charge of —	161
Special additional pensions for —	642 and 643	Travelling allowance for charge of —	1010
Tenure of certain appointments by —	646—647	Customs Preventive Service—	
Coroners—		When service in the extra list of the Calcutta — qualifies for pension	384
Service of — does not qualify for pension	352 (c), Rule 1		
Cotton Frauds Improvement Fund, Bombay—		D	
Service paid from the — qualifies for pension	809 (a)	Daily Allowance(s)—	
Council of India—		Of Additional Members of the Imperial and Provincial Legislative Councils	1148
Allowances to Members of the — appointed from India	1144 A	Beginning and end of absence from headquarters	1053
Counsel, Standing—		Conditions of grant of —	1052
Included in Law officers	651	Increase of — in special localities	1139 and 1140
Countersignature—		Karkuns in Bombay	1056, Rule 1
Bills for travelling allowance on tour require — by controlling officer	1159	Limited to 10 days of a halt at one place	1056
Cases in which travelling allowance bills may be paid without —	1160	Of Public Works officers employed in a Secretariat	1064
Court of Wards—		Officers attached to Railways	1057
Service under a — is Foreign service	27	Officers entitled to special fixed rates	1063, Exception (a)
Service paid from the funds of a — Estate does not qualify	391	Officers who may not exchange — for mileage	1072
Courts of Law—		Rates of —	1063
Travelling and other allowances of officers summoned to give evidence	1133 and 1134		

Article	Article
Daily Allowance(s)—contd.	Deputation—contd.
Superintendents and Assistant Superintendents, Railway Mail Service 1068 and 1069	Famine duty allowances 84
When an inferior servant may draw — in addition to Railway fare 1073	Local allowance when admissible during — 62
When — are exchangeable 1065 and 1066	On duty out of India is active service 8 (iv)
Dak Bungalow Establishments—	On duty in England. Period included in calculating average salary 16, Note 2
Service in — non-qualifying 350, Rule 1	On duty out of India counts for pension Outside India. Sanctioning authority in case of 84A
Daman Frontier—	Pay during— outside India 85
Pension of the Salt Preventive Force employed on the — 494 (3)	Rules relating to — 77—82
Darjeeling-Himalayan Railway—	Tahsildar in the United Provinces on Settlement duty 91, Note
Class of accommodation for third class officers on — 1011, Note	Term — defined 77
Date of arrival in India—	Outside India is not an interruption of service for leave 85, Note 2
Chaplains 574—575	To Military Department of an officer subject to Civil Leave Rules qualifies for leave 35 (e), Rule 4
Civil Engineers 628—630	Travelling allowance may be granted in addition to — allowance 82
Indian Civil Servants 551	When an officer on — is an absentee 91
Telegraph officers 631	When sub. <i>pro tem.</i> promotion may be allowed in place of an officer on — 90
Date of departure—	When period of — out of India qualifies for leave 85, Note 2
Report of — by an Indian Civil Servant leaving India on resignation 981	Deputy Examiner—
Report of — from India on leave 883	Acting allowances of Accountant officiating as — 124 (c)
Date of reckoning Allowance 52 (a)	Deputy Magistrates in Bengal—
Day—	Date from which — count service for leave and pension 202 (c) and 375
Term — defined. 23	Deputy Legal Remembrancer, Bengal—
Debt—	Addition to qualifying service of — for superannuation pension 403
Pension inadmissible to officer removed for — 353	Deputy Secretary to the Government of India, Public Works Department—
Position and allowances how affected by committal to prison on account of — 194	Tenure of office of Royal Engineers limited to five years 619 (d) and 647
Deceased pensioner—	Director, Colaba Observatory—
Payment of arrears of pension to the heirs of a — 959—961	Addition to qualifying service of the — for superannuation pension 403
Deficiency of service—	Director-General of Telegraphs—
Due to premature invaliding of an inferior servant 483	Leave after extension of term of office 648
Condonation of — for pension 423	Special additional pension 643
Departmental Examinations—	Tenure of office 646
Leave for — 284	Director, Royal Indian Marine—
Travelling allowance 1116—1117	Reserved accommodation by sea or river 1018
Departmental officer—	Discharge—
Definition of the term — 48	Abolition of one of two appointments held by one officer 435
Grades of — 48	Notice of — to be given 352 (b) and 436
Is not included in the term Com-missioned Military Officer 35 (c) Note	Policeman re-enlisted after — 502
Deputation—	Report to Government of India of — on account of change of duties 434
Amount of — allowance 81	

Article	Article
Discharge—contd.	
Salary ceases from date of — 192	
Service before — or dismissal 205 (b) and 419	
Service prior to — does not qualify for leave or re-employment 205 (a)	
Dismissal—	
An officer reversing an order of — may declare that past service counts 419	
Entails forfeiture of past service 418 (a)	
Free passage of subordinates in Port Blair and Aden 1129—1130	
Salary of an officer reinstated after suspension or — 193 (b)	
Travelling allowance not admissible 1121	
District Garden Establishments—	
Service in— does not qualify for pension 350, Rule 1	
District Jails—	
Allowances for executive charge of — 165	
District or Assistant District Superintendent of Police—	
Travelling allowance of an officer placed in charge of the office of a — 1010 (a)	
When travelling allowance is not admissible to — for visiting a Police Station 1055, Exception 1	
District and Sessions Judges—	
Privilege leave of — 278	
Dockyard Artificers—	
Compensation and invalid pension of — 484	
Dual Appointment—	
Service for pension in — 352 (d)	
E	
Education Department—	
Acting allowance rules 104 (2) and 139	
Addition to qualifying service of certain officers of the — 403 and 404	
Officers of the — transferred to a non-departmental college or school 792	
Officers of the — transferred to Local Boards 804	
Privilege leave 271—276	
Egyptian Government—	
Contribution payable by officers lent to — 757	
Contributions and fund subscriptions of Military officers lent to — 772 (c), Note	
Employment under the — during privilege leave 760	
Embarking and Disembarking—	
How far charges for — are recoverable from the State 1032	
Emoluments—	
What — are reckoned for pension 486	
End of leave—	
Day of arrival of vessel held to be the — in the case of leave out of India 221	
Engineer Apprentice, Public Works Department—	
Service of — for leave and pension 203 and 372	
Engineer, Marine Department—	
Hospital leave to — 291	
Equipment and voyage expenses—	
High Court Judges 543, Rule 40	
Indian Members of the Council of India 1144 A	
Europe—	
Detention in — on special duty 84 A, 85	
Free passages to or from — not provided for by ordinary rule requires Secretary of State's sanction 1121 A	
Salary of an officer deputed to — 85	
European Service Leave Rules—	
Circumstances under which officers under the — have no lien on appointments 211	
Extent of application 297	
Furlough due to an officer transferred from the Indian Service Leave Rules 305—306	
Leave under other rules which counts as furlough under the — 300	
Option of coming while on leave under the Indian Service Leave Rules 307	
Privileges not forfeited on transfer from — 298	
Examination(s)—	
Acting allowance in appointment the pay of which is subject to passing — 39, Rule 1	
Honoraria for conducting — 72 (d)	
Travelling allowance to attend — 1116—1120	
Examination Leave—	
Absence after end of — does not qualify for privilege leave 254	
Affixed or prefixed to privilege leave 280 (c)	
Allowance during — 280 (d)	
Chinese Language 281	
Degree of honour in Arabic or Persian 280 (b)	
Departmental examinations 284 (a)	
Examinations in Baluchi and Pushtu 284 (a)	
Examinations qualifying for higher Subordinate appointments 285	
Grant of — in continuation of other kinds of leave 232	
Included in active service 8 (ii)	
Included in continuous service 22, Rule 1	
Joining time in addition to — 182	
Leave in continuation of — 280 (c)	
Lien on appointment 280 (d)	
Military Examination 286	

Article	Article
Examination Leave—contd.	Extraordinary Leave—contd.
Military officers eligible 283	Certificate to be obtained in case of an officer proceeding on — to Europe or to a Colony 873
Not an interruption of duty 255 (c)	Combined with privilege leave 233
Not to be given for preparing for examination or for recreation thereafter 284 (b)	Conditions of grant of — 332 and 339
Proficiency in Arabic or Persian 280 (a)	Conversion retrospectively into medical leave 236
Qualifies for privilege leave 255 (a) and (b)	Does not count as service for other leave 339
Statutory Civil Servants 566	Grant of — in continuation of privilege leave 264 Note
Travelling allowance. Circumstances in which allowed 1104—1105	Grant of — in continuation of other leave 232, 332 and 339
When — counts as service for pension 410	High Court Judges 543, Rule 26
Examiner (Public Works)—	Law officers 658
Acting allowances of an Accountant officiating as — 124 (c)	Lien of appointment during— 332
Service of an — apprentice qualifies for leave and pension 203(a) and 372	May be granted up to two months when other leave is at the time admissible 332.
Exchange—	Rule 1 and 339, Rule 1
Rate of — for recovery of advances made in England 66	Medical leave in continuation of — 236
Rate at which leave allowances are paid in England 868	Military officers under Civil leave rules 333
Rate of — for the payment of pensions of the Bengal Pilot Service 692	No officer is entitled to — 332 and 339
Rate of — for payment of annuity of an Indian Civil Servant in India 983	Officers wounded in action 733
Rate of — for the payment of pensions in England and the Colonies 934, 935 and 971	Statutory Civil Servants 566
Executive Engineer—	Temporary or officiating officer 339, Rule 2
Acting allowance of a subordinate officiating as an — 124 (a)	Term — defined. 24
Exemptions from contribution 758, 761 (a), 763, 795, Note	Extraordinary pension(s)—
Extension of leave—	Amount of — how regulated 737
Application to Secretary of State for — 237 (a)	Application for — 746—747
Preferential claims to be considered 237 (d)	Continuance of — 741
Extensions and Commutations of leave—	Degrees of injuries 738
Applications for —. Submission of — 237—238	Duration of an — granted to a female infant 742 (c), Note
Audit officer concerned to be informed of — 877	Limit up to which gratuity may be sanctioned 739, 743 and 744
Extraordinary leave 236	Limit up to which pension may be sanctioned 740
Military officers under Military rules 240	Not necessarily granted for life 736
When — are permitted 232—236	Preliminary inquest 746
Extra Assistant Conservator of Forests—	Re-employment of recipient of — 748
Mileage allowance of — 1036 (b)	State Railway Servant 745
Extra Work—	When an — is granted 735
Additional remuneration for — when admissible 71 (a)	F
Extraordinary Leave—	Families of Government Servants—
After 55 years of age 301 (b) and 345	Pension to — 354 (b)
Barrister. Officers holding certain — appointments 548	Note 2
Bengal Pilot Service 674	Family—
	Term — defined. 25
	Family Pension(s)—
	Allotment and duration of — 742
	Bengal Pilot Service 683—691
	Civil Veterinary Department 626
	Dowry to female pensioner 742 (c)
	Family pensions to domestic servants paid from Household allowance 366, Rule (2)

	Article		Article
Family Pension(s)		First Appointment—contd.	
To domestic servants on the Govern- ment House Establishment, Bombay	366, Rule 2	Travelling allowances of officers for joining —	1083 and Exceptions
To the family of a man killed in the execution of a public duty	740 (iii)	Foreign Service—	
Transfer not permissible	742 (d)	Acceptance of pension from Native State prohibited	784
Family Travelling Allowance—		Acting allowance in a — appointment	753 iv(d), and 766
Assam and Burma Military Police	712 and 724	Additional premium paid by subscribers to Uncovenanted Service Funds in —	785
Grant of — to subordinates on transfer	1097 -1098	Aided school teachers	804
Not ordinarily admissible	995	Annuitiy deductions of a Civil Servant in — 556 (b) and 754 (a), Note	790
Famine duty —		Applications for leave	754
Allowances for deputation on—	84	Assumed salary	771
Fees—		Audit office to be furnished with order of transfer	753 A. 772
Acceptance of — by Public officers	71	Audit office to which contribution should be accounted for	773
From private persons or bodies, etc.	74	Audit officer. Report to — of assuming and relinquishing charge in —	777
Medical officers' — for professional at- tendance 74 (d)	74 (d)	Clerical Establishments Contributions of —	774 (a), (b)
Pilots and leadsmen apprentices for special services 74 (e)	74 (e)	Default in payment of contribution	750
Service paid by — does not qualify	392	Description of the three kinds of —	758
When — should be credited to Govern- ment 74 (b)	74 (b)	During leave	759
Female Training Colleges—		Duty unconnected with India	792
Lady Superintendents of —. Class of accommodation by railway to —	1011. Exception (a)	Educational officers transferred to non- departmental college or school	774 (a), (b)
Ferry and other tolls—		Egyptian Government, Employment under — 757 and 760, 772 (c), Note	776
Included in actual travelling expenses	13	Exemptions from contribution 758, 761 (a), 762, 763, 769, 795, Note	750
Field Service—		Extent of application of — rules	758
Fifty five years of age—		General and disciplinary rules appli- cable to officers in — 753 (v)	759
Audit officer to report attainment of — 463	463	Imperial Service	758 (a)
Invalid certificate of officer less than —	444	Increments in progressive salary how affected by —	787
Leave after — 301 and 345	301 and 345	Inferior servants	768 (c)
Optional retirement at — 464	464	Interest on arrear contributions	776
Retirement at — 459 (a), 461, 564, 612, 613, 616, 624 and 650	459 (a), 461, 564, 612, 613, 616, 624 and 650	Joining time on transfer to and return from — 774 (c)	769
Financial Department—		Kolhapur State	782, Note
Acting allowances of officers of the —	104 (4). Rule 2	Leave admissible to an officer in —	779 (a), Note 1
Fire Brigade, Calcutta—		Leave allowance of a member of the Indian Civil Service in —	779—780
Pension rule for establishment of the —	801 (ii) and Note	Liabilities which Government accepts in return for contributions	786
First day of leave—		Lien on Government appointment of an officer in —	198, Note
How reckoned	220	Limit of maximum leave does not apply to — in India	803
First Appointment—		Local Funds. Transfers to —	770, Note
Age on —. Restrictions regarding	51	Mysore. Officers employed in — 28, Note and	367 (b)
Date from which pay or — begins	52	Native State. Service pensionable	757 (A)
Exceeding joining time on — 9 (i), Note	9 (i), Note	Officer on furlough not to accept em- ployment in —	757 (A)
Free passage by sea for joining —	1085		
Medical certificate required on —	49		
Recovery of advances for joining —	66		
Term — defined.	26		

	Article		Article
Foreign Service—contd.		Forest Department—contd.	
Payment of contribution of clerks	777	Subordinates of the — in Kumaon and Garhwal count recess leave as service for pension	409
Payments of contribution	770	Time spent under instruction in the Dehra Dun School counts for pension	411 (c)
Pension and absentee allowance. Calculation of —	779 (a)	Travelling allowance for joining first appointment in the —	1102
Pension and leave of officers in —	782	Travelling allowance of officers attending the Dehra Dun and Burma Forest Schools	1094, Note 1
Pension and leave of officers in — of the third kind	794	Forest Survey—	
Privilege leave to an officer in —	789	Lower subordinates in the — count recess leave as service for pension	409
Provisional appointments	786	Travelling expenses of subordinates of the — in Assam and Burma	1128
Rajkumar College, Kathiawar	793	Fractions of a year—	
Rates of contribution in force before 7th January 1889	756	Not reckoned in calculating pensions	468
Recovery of contribution	767 and 795	Free Passage(s)—	
Remission of contribution	762 and 795	Assam Military Police	711—712
Remittance of contribution	775	Families of officers transferred	1097—1098
Remuneration in — of the first kind	753 (iv)	Families of subordinates to Aden or Port Blair	1086
Retirement from British service of an officer in —	782 A, 782 B	Free passages to or from Europe not provided for by ordinary rule requires Secretary of State sanction	1121 (A)
Sanction required to transfer to — of the first and second kinds	753 (ii) and 764	Hospital Assistants serving in Burma	1125
Saving due to absence of permanent officer	783	Military Police companies at Dacca, Bhagalpur, Dumka and Hooghly	1126
Service books of Non-Gazetted Officers in —	822	On joining first appointment	1085 and 1088
Service Register of Gazetted Officers in —	815, Rule 1	On recall to duty from out of India	1127
Service under a landholder who retains the management of his own estate is not —	753 A, Note	Port Blair Police	696
Sub. <i>pro tem.</i> appointments	786	Subordinates employed at Aden and Port Blair on dismissal or retirement	1129 and 1130
Temporary transfers. Delegation of power to sanction —	761, (b), Note	United Provinces' Police Force	1131
Ten years' qualifying service necessary in certain cases	753 (iii) and 761 (b)	Free transit—	
Term — defined	27	Police Inspector and Chief Constables, Bombay	1013, Rule 1
Transfer for not more than six months	761 (a), and (b) Note	Reduction of travelling allowance when — is allowed	999 (ii) and 1013
Transfer to — first kind	753	Furlough—	
Transfer to — second kind	765	Advance to an officer returning from —	65
Transfer to — third kind	794	Assam Military Police	704
Under the Government in England or a British Colony	758	Barristers holding certain appointments	548
When qualifies for leave and pension	751 (a) and (b)	Beginning and end of — out of India	221
Forest Department—		Bengal Phot Service	671
Acting allowance. Officers in —	135—137	Bishops	567, Rules 4—7
Acting allowance. Rangers and Guards in the —	140 and 141, Note	Chaplains	580—586
Conveyance allowance to subordinates	1077	Combined with privilege leave	233
Daily allowance of certain officers of the —	1063, Exception (b)	Commutation of — on medical certificate	237 (d)
Date from which students of the Dehra Dun School draw pay	52, Rule 2	Commutation of privilege leave into —	239
Examination leave rules do not apply to —	283	Egypt. Service in — does not count for —	757
Leave during recess	295 (ii) and 296	Employment in Foreign Service of an officer on —	758 (b)
Non-commissioned officers employed in — Service for pension of —	356, Note 2	Extensions of —	234—235
Pension of officers of the —	476	Extent to which — count for pension	407—408
Permanent travelling allowance to certain officers of the —	1049—1050	High Court Judges	543, Rules 6—16

Article	Article
Furlough—contd.	General Revenues—
Inadmissible to an officer who ought to be dismissed	Service paid from the — qualifies for pension, even though recovery be effected on the part of Government of the whole or part of cost
Law officers	Term — defined
Lien on appointment during—	
Limit to number of officers of a Commission who may be absent on —	
Military officer in Civil employ	Geological Survey Department—
Military officer subject to Military Leave Rules	Acting allowances
Officer on — does not forfeit past leave allowances by resigning service	Exemptions from the 10 days' halt rule
Ordinary — inadmissible unless officer has substantive appointment	Special rules for increments in the —
Port Blair Police	Pension of officers of —
Priority of claim to —	When officers of the — may draw actual expenses
Report of embarkation —and arrival by officers proceeding on — out of India	
State Railway Revenue Establishments Statutory Civil Servants	Goa and Daman Frontiers—
Subsidiary leave admissible when privilege leave is changed into —	Pension of the Salt Preventive Force employed on the —
Transferred from Indian to European Service Leave Rules	
	Good Conduct allowance of Policemen—
Furlough, European Service—	Treatment of — in calculating leave allowances and pensions
Aggregate of — and special leave with allowance	
Allowance during — other than ordinary	Good service pension—
Allowances during ordinary —	Civil salary how affected by —
Allowances of an officer out of India owing to ill-health	Member of Council
Allowance paid in India in respect of leave spent out of India	Salary of Member of Council when a Military officer how affected by —
Amount admissible	
Amount due	Government of India—
Amount earned	Power of — as regards extraordinary pensions and gratuities for injuries received on duty
Conditions of grant	Powers of — as regards temporary appointments and deputations
Extension on medical certificate	Power of — to condone deficiencies
In respect of Military Service	Power of — to condone interruptions
Leave under other rules which counts as —	Power of — to sanction special pensions
On urgent private affairs of Royal Engineers	
Ordinary — limited to two years	Government Pleader(s)—
To an officer with less than three years' continuous service	Leave, etc., of a —
	Service of — does not qualify for pension
Furlough, Indian Service—	Travelling allowance of — in Bombay
Allowances during —	
Medical leave counts as service	Government Steam Launch—
Minimum allowance out of India	Table money in case of journeys by — on transfer in Burma
Officer on — taking extension of leave on medical certificate	
Period and conditions of grant of —	Government vessel(s)—
	Class of accommodation to which officers are entitled in —
G	Rate of table money for Political officers in the Persian Gulf and Muscat
Gazetted Officers—	Rate payable to Commanders of — for board of officers
Rules regarding grant of leave to —	Service afloat of a Medical officer in charge of a —
Service Registers of —	Travelling in — compulsory
	Governments of Madras and Bombay—
	Not to refer questions of pension to the Secretary of State direct

Article	Article
Governor-General—	
Allowance of clerks and servants accompanying the — on tour 1063, Exception (d)	
Salary of — reduced by the amount of pension, annuity or other emolument	532
Travelling expenses of the — and his household	1141
Governor or Lieutenant-Governor—	
Salary of — reduced by the amount of pension, annuity or other emolument	532
Travelling allowance of a — resident in India when appointed Chapter LVI, Note	
Travelling expenses of a — and his household	1142—1144
Grade(s)—	
An officer cannot be appointed in charge of a —	94
There are no — of Ministerial Officers	29, Note
Warrant Officer's —	48
Grade and class—	
Acting promotion not allowed in a higher grade of the same class	119 (a) and 140
Acting allowance of an officer in a class divided into grades	106 and 119 (b)
Munsiff and Tahsildar in Madras	140, Rule 2
Graded Class—	
Explanation of the term "pay"	120 and 141
Grant-in-aid School—	
Transfer to — entails forfeiture of past service	420 (e)
Service of officers of — or Institution does not qualify	362 (3)
Gratuity—	
Amount of —	745 (a) and 481 (a)
Amount of — for Indian Civil Servant who is invalided	564
Conversion of — into a life annuity	941—942
Effect on subsequent pension or gratuity of not refunding — on re-employment	531
Grant of — to mechanic or labourer injured on duty	744
Grant of — to Railway servant injured or family of such servant killed on duty	745
In lieu of notice of discharge	436
May not be taken in lieu of pension	471
Not payable in instalments	940
Officers wounded, and to families of officers killed in action	728
Payment of — in anticipation of sanction	925—928
Refund of — granted in lieu of notice of discharge	438
Refund of overpayment of — made in anticipation of sanction	927 (b)
The term pension includes —	41
Term — defined.	41
When — based on average emoluments may be granted	474 (a)
Gratuity—contd.	
When — should be paid in India	934, Note 1, and 971, Note 1
H	
Halt—	
Daily allowance not admissible for more than 10 days of a — at one place	1056
Daily allowance not admissible for — otherwise than on tour	1052
Daily allowance rates	1063
Exemption from 10 days' — rule	1056
Grant of actual expense of keeping up camp equipage for — at headquarters	1059
Officers entitled to specially fixed rates	1063
Exception (a)	
Officers exempted from the 10 days' — rule	1058
Travelling allowance for journey from a halting place	1057
Head of a Department—	
Definition of—	29A
Head of an Administration—	
Accountant-General may pass pay and allowances to the — or his staff absent from jurisdiction	59
Head-Quarters—	
Beginning and end of period of absence from —	1053
Charge of office to be taken at —	53
Grant of actual expense of keeping up camp equipage for halt at —	1059
Joining time of an officer making over charge of office away from —	179
Local Government may determine what are —	1060
Of an officer on the staff of a Government	54
Term — defined.	54—55
Transfer of charge of office elsewhere than at —	53, Rule 1
Travelling allowance ordinarily inadmissible for journeys within 5 miles of —	1055
Health Certificate—	
Required on first appointment	49
When may be dispensed with or one from other than a medical officer accepted	50
High Court(s)—	
Grant of leave to officers of —	843
Privilege leave of officers of —	271—278
Rules regarding leave, pension, etc., of Judges of —	543
High Officials—	
Allowances to Members of the Council of India, appointed from India	1144A

	Article		Article
High Officials—contd.	Article	House-rent -	Article
Rules regarding passage and outfit allowances of—appointed in Europe	1087	Chaplains may draw—during privilege leave	596 and Rule 3
Special rules of travelling allowance for—	1141—1149 & 1158	Does not count for pension	488(3)
High Proficiency and Degree of Honour—		During privilege leave in Bombay	268
Travelling allowance for journeys to attend the— Examination	1119	Not included in salary	38, Rule 3
Hill Station—		Presidency—during absence on duty	62
Allowances of clerks accompanying an Accountant-General to a—	1113	When on deputation	62, Rule 4
Cases in which travelling allowance for journey to a—should be refused	1114	Household Allowance -	
Halt of more than 10 days at a—	1115	Service paid from the—	366 and Rule 1
Last-pay certificate not required from an officer accompanying Government to a—	68	Hugli College -	
Travelling allowance of an Accountant-General going to a—	1113	Service for pension of establishments of— and Collegiate Schools	386, Example (b)
When travelling allowance is not admissible for journeys to a—	1112		
Holidays—			
Effect of—on commencement and termination of leave	220	Imperial Branch or Service—	
Honoraria—		Definition of—	
Powers of various authorities to sanction—	72 (b)	Imperial (British) Government -	
Rules for the grant of—	72 (a)	Pension of an officer who has service under the—	472
Sanction of Finance Department necessary in certain cases before work is begun	72 (c)	Imprisonment—	
Honorary Magistrates—		An officer's position and allowances how affected by—	194
How classified for purpose of travelling allowance]	1003	Inam Commissioner's Establishment, Madras and Bombay—	
Horse (Conveyance) Allowance -		Service in the— qualifies	381 (a)
Does not count for pension	489 (1)	Incapacity—	
Grant during privilege leave of—	1076 (b)	Employment to be found for officer partially incapacitated	453
Exceptions		Furlough not to be granted to an officer who ought to be dismissed for—	18
Hospital Assistant(s) -		Full pension not to be given when— for further service is only partial	447 (b)
Date from which pay is admissible to pupils of the— class	52 (b), Rule 1	Medical evidence of—does not necessarily give a claim to invalid pension	452
Free passage allowed to certain—	1125	No pension can be granted when— is due to irregular or intemperate habits	454
Privilege leave of Military—	244	Removal from the Service for—	217
Travelling allowance of the—of the Viceroy's dispensary	1063, Exception (f), Note	Retention in the Service of an officer who has submitted certificate of— for further service]	455 and 456
Hospital Leave—		Incidence of charge—	
Extra expenditure may be incurred on account of absentee allowance of men absent on—	148 (ii)	Pension of Military Assistant Surgeon in Civil employ	356, Note 5
To petty officers and men of various Departments	287—294	When police pensions are a Military charge	501, Note
Hotels and Dak Bungalows—		Income Tax Assessor, Bengal—	
Charges for—not included in the term "Actual travelling expenses"	13	May not exchange daily allowance for mileage	1072 (b)

	Article
Incorporated Local Fund(s)—	
Calculation, grant and payment of pen- sions charged to —	798
Leave rules	810, and 813
Salary of officer paid from an — acting in an office paid from General Re- venues	812
Service for pension from —	797—798
Service for pension partly from — and partly from General Revenues	799
Increment—	
Accrual of — in a progressive pay	151
Approved service necessary to earn —	152
Broken period does not count for —	151
Geological Survey	133 (a)
Grant of — in advance of due date	153
How affected by time spent on leave suspension, or Foreign service	159, 160 and 787
Military Assistant Surgeon in medical charge of a Civil station	143, Rule 1
Of officer appointed under agreement	151, Ex- ception
Reduction for misconduct or inefficiency	154
Rule regarding withholding of —	152
Indian Civil Service—	
Acting allowances	104 (1)
Active service	9 and 187
Advances to a member of the — who resigns while in Europe	986
Allowance for charge of an office open to a member of the —	161
Allowance on furlough other than ordi- nary	315 (i)
Allowances when under suspension	191
Annuity. Commencement of —	979—980
" May be paid in a Colony	987
" Particulars of — deductions to be entered in last-pay certificate	903
" Payable monthly	982
" Place of payment to be stated	931
" Power to withhold	564 A
" Rate of exchange	983
" Residence and service for —	561—564
" Sanction to —	978
" Transfer of payment	984 and 985
Applications for permission to resign —	974—977
Appointments which may, in practice, be held by a member of the —	104 (4), Examples
Barrister. Officer who is a — enjoys no official privilege	546
Chief Court Judge. Compulsory re- retirement of officer who is a —	565 (a), Note
Privilege leave of officer who is a —, Punjab or Lower Burma	554, Rule 2

	Article
Indian Civil Service—contd.	
Civil Fund deductions	557—560
Compulsory retirement	565 (a), Note
Contribution for leave and pension in Foreign service	755 (a) (i)
Date of arrival in India	551
Furlough due, how calculated	304 (a)
Grant of leave to a member of the — serving out of his own Presidency	842
High Court Judge. Leave taken as —	545
Pension of Indian Civil servant who is a —	543, Rule 34
Invalid gratuity	564
Leave after 35 years' service	555
Leave allowance of a member of the — in Foreign service	779 (a), Note (1)
Leave, etc., of members of the — em- ployed as Law Officers	652
Leave Rules applicable to the —	554
Lien on appointment	210, 211, 332 (iii)
Allowances dur- ing privilege leave of officer who has no —	263
Loss of —	229
Maximum and minimum furlough allowance of a member of the —	314 (a)
Maximum furlough admissible during service	297
Officers required to report return to duty to Home Department	228
Pay and allowance rules	553
Report from Accountant-General when an officer retires	979, Note
Report of date of departure	981
Resignation of Lieutenant-Governor, Member of Council or High Court Judge	563
Salary of Natives in appointments usually filled by members of the —	63 and Notes
Subsidiary leave of Lieutenant-Governor or Member of Council	534, Note and 537, Note
Subsistence allowance	108 (a) and 187
Term — defined	30
Travelling allowance to attend High Proficiency or Degree of Honour Ex- aminations	1119
Vacation of office	562
Wound pensions	[730 (i)]
Indian College Engineers—	
Acting allowance	633
Commencement of service	632
Leave rules	634
Pay and allowance rules	633
Pensionary rules	636—637
Service under 20 years of age counts for pension	639
Indian Educational Service—	
Acting allowances	104 (2)

	Article		Article
Indian Revenues—		Inferior Servant(s)—<i>contd.</i>	
Pension from— of officer who has service under British Government	472	Retention in service after medically certified unfit	456
Indian Service Leave Rules—		Service counts from age of 16 years	360
Extent of application	334	Superannuation or retiring pension not admissible	481
Furlough due to officer transferred to the European from the —	305—306	Superannuation pension of an officer part of whose service has been inferior	460
Officer on leave under the — has no lien on acting appointment	212	When an — may draw daily allowance in addition to railway fare	1073
Indian Subordinate Medical Department—		When pension for — may be calculated on average pay	482
Compulsory retirement	613 (c)	Initial pay—	
Leave of — officers in Civil employ	608	On transfer to a progressive appointment	157 (a)
Officer of — acting as Civil Surgeon 105, Rule 1	143	Ordinarily the minimum pay of a progressive appointment	156
Pay of a warrant medical officer in charge of a civil station	1124	Injury pension(s)—	
Travelling allowance on going on or returning from leave on medical certificate	1124	Amount of — how regulated	737
Indo-European Telegraph Department—		Degrees of injuries	738
Charge allowance of certain officers of the — counts as salary for leave purposes	38 (c), Rule 4	Duration of —	741
Charge allowance of signalling clerks of the —	126	Grant of — for injuries received on duty	734
Pension to certain officers of the —	645	Not admissible in case of ordinary accident	735
Pension of Director-in-Chief	643	Not necessarily granted for life	736
Inefficiency—		Power to sanction	740
Old age not to be stated to be cause of — of officer less than 55 years old	444	State Railway servants	745
Pension inadmissible to an officer removed for —	353	Inspecting or Controlling Officer—	
Inferior Servant(s)—		Daily allowance of an inferior servant accompanying an — 1063, Exception (c)	1063, Exception (c)
Amount of pension	481	Inspector, Postal Department—	
An officer holding two or more inferior appointments	400	May not exchange daily allowance for mileage	1072
Appointment with inferior designation, but superior duties	402 (a)	Intemperate habits—	
Distinction between superior and inferior service	396	Incapacity due to — invalidates claim to pension	454
Extent to which leave counts as service for pension	414	Interpretation of rules—	
Health certificate not required on promotion to superior service	50	Right of — reserved	4
Hospital leave	287—294	Interruption(s)—	
Leave to —	335	Condonation of — in service for pension	422
List of officers in inferior service	396	Deputation to Europe not an — of service for leave	85, Note 2
Military service counting as inferior service	357	Discharge or dismissal causes an — of service for leave	205
Officer with nearly 30 years' service should not be invalided	483	Of duty for privilege leave	253 and 259
Officers on pay exceeding Ra. 10 whose duties are inferior	402 (b)	Which do not entail forfeiture of past service	1420
Pension of — promoted to superior service for meritorious service	399	Invalid Pension(s)—	
Pension of officer whose service is partly inferior	398	Bengal Pilot Service	679—680
Reduction of pension of officer promoted from inferior service	479	Chaplains	599
		Civil Engineers	641

	Article		Article
Invalid Pension(s)—contd		Joining Time—	
Civil Veterinary Department	623	Absence after end of — does not qualify for privilege leave	254
Conditions of grant of —	441	Allowances during —	185 and 186
Dockyard and Military Artificers	484	Allowances during — to officiating Assistant Opium Agents	188, Rule
Effect on subsequent pension of retention of — on re-employment	530	Applicant for medical leave who fails to get a medical certificate	327
Forest and Geological Survey Departments	476	Appointment changed during transit	184
Full pension not to be given when incapacity is only partial	447 (b)	Definition of —	175
High Court Judges	543, Rule 30	Departmental Examination	284 (5)
Medical certificate for — in England	445	Duty of Audit Officers as regards extensions of —	181
Medical certificate for — in India	443 (a) and 447 (a)	Effect of — ending on a Sunday or *holiday	220
Medical certificate not to be given except at request of Head of Office	442 (f)	Examination in an Oriental language	279
Medical certificate of doubtful validity not to be rejected by the Audit Officer	446	Extension of — by Local Government	180
Medical certificate of signallers of the Telegraph Department	448 (a)	Indian Civil Servant who falls ill on first arrival	187
Medical certificates. Attestation of —	442	Local allowance during —	185
Medical evidence of incapacity gives no claim to —	452	May be allowed for joining appointment changed during long leave in India	227
Medical officer to be informed of applicant's recorded age	442 (f)	Ministerial officers. Grant of — to —	190
Medical Officer's attention to be called to rule regarding reduction of —	480	Munsiffs in Bengal on transfer during vacation	180 (c)
Police. Special precautions required in case of the —	449 to 451	Officer without a substantive office	188
Reduction of — in the case of officers appointed after age of 30 years	478 (a)	On transfer to or return from Foreign service	774 (c)
Re-employment after retirement on —	519	Penalty for exceeding —	189
Retirement on — at end of leave	457	Period admissible	176—177
Statutory Civil Servants	566	Permanent travelling allowance during —	1047
Telegraph Signallers retired without a medical certificate	448 (c)	Recall from leave in India	200
Travelling allowance to appear before Medical Board	1138	Route by which — is calculated	178
		Taking charge away from head-quarters	179
		Tentage during —	185
		When — of Indian Civil Servant is not active service	9 (I), Note
		When leave intervenes	182
		When officer is treated on duty during —	175
		Journey—	
		Commencement and end of —	998
		From Port of debarkation of officers appointed in Europe	1092—1093
		Judges of High Courts—	
		Leave taken by —. Effect on reversion to general line	545
		Leave, pension, etc., rules of —	543
		Officiating service as —. Effect on privilege leave in the general line	544
		Resignation of the Service and of office by Civilian —	563
		Travelling allowance otherwise than on duty to —	Chapter LVI, Note
		Judicial Commissioner, Oudh—	
		Furlough and leave of Barrister holding appointment of —	548
		Judicial Officers—	
		Age of — on first appointment	51
J			
Jail—			
Allowance for charge of a Central —	172		
Allowances for charge of a District —	165		
Hospital leave to — Warders	287		
Reduction of pension in the case of — officers	478 (a), Note 3		
Service of certain — establishment in Bombay paid from a Jail Labour Fund	809 (b)		
Travelling allowance to — officials for joining first appointment	1083, Exceptions (b) (d) and (g)		
Joining first appointment—			
Free passage by sea for —	1085		
Travelling allowance for — 1083, Exceptions, 1092, 1093 and 1102			

	Article		Article
Leave—contd.		Leave—conold.	
Civil Engineers and Telegraph officers	634	Periods of — which count for pension	408 and 640
Claims to — are regulated by rules in force when granted	4	Permanent travelling allowance	1047
Commencement and end of —	220—222 and 538	Permission required to return from long —	223—224
Compulsory retirement during —	216—217	Police probationers	202 (b)
Date from which Deputy Magistrates, Bengal, count service for —	202 (c)	Press servant paid by piece-work is not entitled to any allowance during —	208
Date of embarkation on — out of India must be reported to the Accountant-General	222 and 883	Private Secretaries	206—207
Delegation of powers of granting —	841 (c)	Privilege — earned, and how calculated	246—247
Deputation to Europe not an interruption, but does not count as service for —	85, Note 2	Probationers	202 (a)
Duty in Military Department of officer under Civil Rules qualifies for — 35(e), Rule 4		Promotion during	60
Extension and commutation of —	232—240 and 877	Recall from —	199
Extent to which — with allowances counts for pension	408	Report of Audit office	341
First and last day of — how reckoned	220	Report of return to duty	228
Foreign Service. Leave to officers in —	782 and Note	Retention of appointment during —	211
Free passage of a military officer in case of — on medical certificate	1122	Return to duty from long —	—212
Gazetted and Non-Gazetted Officers. Procedure regarding the grant of — to —	841	Returning from — before due date	237 (b)
General conditions of — partially overridden in the case of certain classes of officers	196	Section writers	208
Government Pleader	653	Service prior to discharge or resignation	205 (a)
Hospital Assistants	52 (b), Rule 1	Service under other rules	204
Indian Civil Servant after 35 years' service	555	State Railway Revenue Establishments	661—664
Inferior servants count — as service for pension	414	Survey of India, and Forest Survey during recess	295—296
Joining time in addition to —	182—183	Suspension. Grant to officer under —	195
Law officers	654—656	Temporary or officiating officer	201, 242 336, Rule 1, and 339, Rule 2
Lien on appointment during —	210—215	Termination of — in and out of India	220—221
Lieutenant-Governors	534	Time spent on — how treated for the purposes of progressive salaries	159
Limit of maximum — does not apply to Foreign service in India	198, Note	To officer who ought to be dismissed	218
Local Government's power to grant —	197	Travelling allowance to officer proceeding on, rejoining from, or during —	1121
Maximum admissible at a stretch	198	Travelling allowance of an officer on — summoned to give evidence	1133, Note
May be granted with retrospective effect	839	Leave Allowance(s)—	
Military Officer after 55 years of age	620(a)	Absentee allowances of an officer on less than Rs. 100	147 (iii)
Military Service which qualifies for —	204	Archdeacons and Chaplains	585 (a) and 588
Military Works Department Subordinates of —	241, Rule 1	Barrister. Officers holding certain — appointments	548
No-demand certificates not required by officers going on leave	874, Rule 1	Beginning and end of leave of officers serving in Persia or Turkish Arabia	321, Rule 1
Not to be given for preparing for examination or for recreation thereafter	284(b)	Bishops	567, Rule 9
Officer under contract. 196, Rule 1, and Note		Calculation of average salary in case of combined leave	16, Note 3
Officers under training	203A	Calcutta and Suburban Police	713
Officers of Pilot vessels	245	Change of treasury for payment of — in India	878
On private affairs not to be granted on account of ill-health	197 (c), Rule 1	Civil Veterinary Department	622
Past service of a reinstated officer may be allowed to count for	205 (b)	During furlough	314, 315, and 340
Penalty for overstaying —	229	Good conduct allowance treated as salary for calculating —	38, Rule 5
		High Court Judges	543, Rule 14
		Incorporated Local Funds	810 811
		Last-pay certificate for payment of — out of India	867, 874 and 878
		Law officer	654—655

	Article
Leave Allowance(s)—contd.	
Local allowance not taken into account in calculating —	32 (b)
Maximum and minimum limits	314, 315
Medical leave	320, 341—343 340 (a), Rule 1
Not forfeited by resignation	314, Rule 2, and 344
Ordinary furlough cannot extend beyond two years at one time	313
Payment in India is subject to rupee limits	described 315, Note and 31, Note 1
Payable in India after the end of each calendar month	862
Payment in England	869
Payment in India of—of Gazetted officers	863—864
Payment of—of a non-gazetted officer on leave in India	865
Payment of—of officers of Public Works and Telegraph Departments on leave in India	866
Payment of—through an agent	864
Place of payment	862
Port Blair Police	694(b), 699 and 700
Privilege leave allowances not payable out of India	870 (a)
Rate of exchange	945 and Rule 1
Re-employed pensioners	517
Rule of proportions	900
Rule of proportions. When—is charged according to—	209
Shall not in any case exceed salary	314 and 343
Subsidiary leave	330, 331 and 348
Transfer of payment of—	862 and 891
Without allowances	332 and 339
Wound leave	733
Leave in consequence of Accidents—	
Subordinates on State Railway Revenue Establishments	665
Leave of Absence—	
Interruptions caused by — do not entail forfeiture of past service	420(a) and (b)
Leave on Medical Certificate—	
<i>See Medical Leave.</i>	
Leave on Private Affairs—	
Barrister. Officer holding certain appointments	548
Combined with privilege leave	233
High Court Judges	543, Rule 10
Indian services	337
Not granted on account of ill-health	197 (c) Rule 1
Leave out of India—	
Abolition of appointment of officer on —	219
Absentee allowances paid in India subject to rupee limits	315, Note and 341, Note 1
Action to be taken by Accountant-General on notification of —	880

	Article
Leave out of India—contd.	
Beginning and end of —	221
Certificate of leave in what case to be obtained	870—873
Extent to which—counts as service for pension	408
Last-pay certificate required in case of an officer proceeding on — whose leave allowances are payable in a circle of audit, other than that under which the officer's appointment is held	887
Last-pay certificate to an officer proceeding on —	881
Memorandum of information for the guidance of officers proceeding on — officer proceeding on — paid up to date before he sails	881—882
Prevention of return from — of officer whose retirement is deemed expedient	217
Recall from — Allowances during voyage on —	199 (b)
„ Balance of leave due on —	199 (a)
„ Orders of — communicated through Secretary of State	199, Note
„ Time spent on voyage on — counts as active service and as service for pension	199 (b) and 413
Report of departure from India	883
Secretary of State in granting extensions of — does not guarantee retention of appointment	237 (c), Note
Secretary of State's permission required to return from —	224
Warrant to officer taking — to a Colony	888 (b)
Leave Rules—	
Abuse of the — deprecated by Secretary of State	197 (c), Rule 1
Do not apply to Military officer subject to the Military Leave Rules	35 (c)
Right to modify and interpret — reserved	4
Leave without Allowances—	
After 55 years of age	301 (b) and 345
Barrister. Officers holding certain appointments	548
Bengal Pilot Service	674
Combined with privilege leave	233
Commutation of absence without leave retrospectively into —	421
Conditions of grant of —	332 and 339
Conversion retrospectively into medical leave	236
Does not count as service for other leave	339
Grant of — in continuation of other leave	232, 332 and 339

	Article
Leave without Allowances—contd.	
Grant of—in continuation of privilege	
leave	264, Note
High Court Judges	543, Rule 26
Law officers	658
Lien on appointment during—	332
May be granted up to two months when	
other leave is at the time admissible	332,
Rule 1, and 339, Rule 1	
Medical leave in continuation of —	236
Military officers under Civil Leave Rules	333
No officer is entitled to —	332 and 339
Officers wounded in action	733
Statutory civil servants	566
Temporary or officiating officer	339, Rule 2
When — may count as pensionable	
service of inferior servants	415
Leaving Jurisdiction—	
Accountant-General may pass pay and	
allowances to the Head of an Admin-	
istration or his staff —	59
Effect on allowances of —	56
Local Governments' powers as regards—	57
Sanction required for —	57—58
Lecturership in a Government Institution—	
Allowances of — are part of salary	38, Rule 2
Legislative Councils—	
Travelling allowance of Additional	
Members of —	1148
Lien—	
An officer may have a — on an appoint-	
ment without joining it	31
An officer without a — cannot draw full	
pay on subsidiary leave	331
During Foreign service	786
During leave	210—215 and 607, Rule 1
Examination leave, Oriental languages	280 (d)
Loss of — on overstaying leave	229
Privilege leave allowances of an officer	
without a —	263
Term - defined	31
When an officer's - may be suspended	89
Lieutenant-Governor(s)—	
Allowance of a Private Secretary to a —	83
Leave of —	534
Resignation of the service and of office	563
Salary of an acting—	535
Salary of —reduced by the amount of	
pension, annuity or other emolument	532
Tour allowance of establishment accom-	
ppanying the —of the Punjab	1063 (h)
Life annuity—	
Amount of — how determined	941
Conversion of gratuity into a—	941—942

	Article
Life Certificate—	
Gazetted officer who does not appear in	
person to draw leave allowance	864
Pensioner resident out of India whose	
pension is paid in India	949
Pensioner not appearing in person	945—946
Light-houses in Madras—	
Absentee allowance of Superintendents	
of—	148 (iii)
Listed Appointment—	
Acting allowance of officer of Provincial	
Civil Service officiating in —	105, Rule 3
Local allowance(s) —	
Assistant Surgeons	142 (b)
Do not count for leave or pension	488 (1)
During joining time	185
During privilege leave	267 and
596, Rule 1	
Executive charge of District Jails	165
Is not "salary"	38, Rule 3
Medical Officer summoned to give evi-	
dence in judicial proceedings	62, Rule 2
Not admissible to an officer in charge of	
the current duties of an office	94, Note, and
166	
Not affected by rule regulating plural	
appointments or salaries	168, Note
Pension not admissible for loss of a —	432
Police officers on Hospital leave	288, Note
Private Secretary	83
Reduced in the case of a Native of	
India	63, Note (2)
Service paid for by a — does not qualify	
for pension	352 (d)
Term —defined	32 (a)
Upper and Lower Subordinates of the	
Public Works Department	124, Note
Warrant Medical Officers in Civil charge	143
When admissible to absentee—	62
Local Fund(s)—	
Bonus or honorarium from —	72 (a)
Calculation, grant and payment of pen-	
sions charged to —	798
Cases in which service qualifies	809
Contribution for pension of employes	
of —	802
Purchase of Post Office annuities	807
Re-employment in a—after retirement	520
Service for pension of officers paid from	
—	390
Service paid from—does not qualify for	
pension from General Revenues	796
Service under an Incorporated—may	
qualify for pension chargeable to the	
Local Fund	797
Service under other Local Funds	800 and
801, Rule 1	

Article		Article	
	Local Fund(s)—<i>contd.</i>		Local Government(s)—<i>contd.</i>
	Solvency of — Pension Funds not guaranteed	808	Powers of—under travelling allowance regulations—
	Term—defined	33	To authorize exchange of daily allowance for mileage in the case of officers drawing not more than Rs. 200
	Transfer from pensionable establishment of one Local Fund to another	805	To authorize exchange of permanent travelling allowance
	Transfer of officers of — to Foreign service of the first kind	755 (c) and Note	To decide class of accommodation by sea or river steamer in doubtful cases
	Transfer to — of an officer in qualifying service under Government	803	To decide point of commencement and end of journey
	Transfers between service under — and service in Government establishments	805	To declare controlling officers for countersigning travelling allowance bills
	Travelling allowances of officers paid from —	814	To declare officers ineligible for travelling allowance for journeys by road within jurisdiction
	Local Government(s)—		To declare shortest route between any two stations
	Definition of —	34	To determine head-quarters in case of doubt
	May allow retention of old pay when pay of appointment is changed	158	To determine rate of deduction from travelling allowance when means of locomotion are provided by the State
	May appoint one officer to hold two or more appointments temporarily	168	To disallow travelling allowance for attending departmental or other examinations
	May appoint one officer to two or more appointments permanently	167	To exempt officers from the 10 days' halt rule
	May commute absence without leave into leave without allowance	232	To fix limits of ordinary jurisdiction and impose restrictions upon journeys
	May delegate powers of granting leave	841 (c)	To grant actual expenses for keeping up camp equipage for halts at head-quarters
	May dispense with health certificate	50	To grant actual expenses of maintaining camp to an officer compelled to leave it in case of sudden emergency
	May exempt an officer from loss of appointments for overstaying leave	230	To grant actual expenses to an officer whose jurisdiction extends over a whole province
	May extend joining time	180	To grant conveyance allowance to officers summoned temporarily to a Presidency town on duty
	May extend subsidiary leave	329	To grant horse allowance to Income Tax Assessors in Bengal
	May grant furlough and special leave to Chaplains	846	To grant free passage to join an appointment by sea
	May not fill up substantively an appointment on which an officer has a lien	214	To grant permanent travelling allowance to forest officers
	May permit joining time to be calculated by other than the route used	178	To grant permanent travelling allowance to munshis and clerks of the Public Works Department in the United Provinces
	May refuse to grant leave or the full amount of leave applied for in any case	197	To grant travelling allowance to non-gazetted subordinates for joining first appointment
	May regulate amount of allowance for charge of current duties	95	To grant travelling allowances for journeys to procure medical certificate in case of invalid pension
	May remit penalty for overstaying privilege leave, examination leave and joining time	253—254	To grant travelling allowance in case of transfer for misconduct
	May sanction pensions under rule	918	
	Power of — as regards injury and family pensions	740	
	Power of — as regards the grant of injury gratuities	739, 744—745	
	Powers of — to depute out of jurisdiction	57	
	Powers of — to condone interruptions and deficiencies in service for pension	422—423	
	Powers of — to sanction establishment charges	76	
	Powers of — as regards fees payable by private persons, etc.		
	Powers of — as regards temporary appointments and deputations	78	
	Powers of — to fix salary of officer holding more than one appointment	168, Ru	

	Article
Local Government(s)—concl'd.	
To grant travelling allowance to re-employed pensioners	1084
To increase daily and mileage rates in special localities	1139
To lay down subsidiary rules for controlling officers	1161 (b)
To pass travelling expenses of non-official gentlemen attending Educational Conference	1004
To permit travelling allowance by other than the shortest or cheapest route	997
To prescribe limitations regarding carriage of camp equipment and horses, etc.	1001
To prescribe scale of tents	1042 (a)
To regulate travelling allowance of officers who are not whole-timed or are paid by fees	1005
To regulate permanent allowances in cases of combination of appointments	1009
To regulate travelling allowance in case of charge of current duties of an office	1010
To regulate travelling allowance in case of journeys to hill stations of subordinate officers	1114—1115
To sanction carriage of camp equipment and horses by rail or steamer	1000
Preferential claims to furlough to be considered by —	237 (d)
Procedure to be followed by a — to prevent return from leave of an officer whose retirement is deemed expedient	217
Sanction of — necessary to suspend an increment	152
Sanction of — when required to grant of subsidiary leave	322 (b)
To report grant of leave to a Member of the Indian Civil Service serving out of his own Presidency	842
When a — may allow an officer without a substantive appointment allowances during joining time	188
Locomotion—	
Travelling allowances of officers provided with means of — at the expense of the State	999 and Rule 1
Long Leave—	
An officer on — has no claim to substantive promotion	60
Combination of — with privilege leave	233
Combination of — with vacation	277
Lien on appointment	211—212
Minimum allowance of Naib Tahsildar, United Provinces	335, Rule 3
Return to duty of an officer on —	223

	Article
Long Leave—concl'd.	
To an officer in Foreign service	790—791
To Europe or to a Colony	871—872
Luggage—	
Quantity of personal—to be carried free when travelling by sea or river	1021

M

Madras—	
Absentee allowances of Superintendents of Light-houses in —	148 (iii)
Conservators may grant permanent travelling allowance to foresters	1050
Conveyance allowance of Inspectors of Police, —, during privilege leave	1076 (b) Exceptions
Government of — not to communicate directly with the Secretary of State regarding questions of pension	923 (c)
Hospital leave to petty officers and servants	288, 293 and 294
Lower ranks of—City Police may retire after 25 years' service	503, Note
Munsifships and Tahsildarships in — are treated as distinct classes	140, Rule 2
Travelling allowance rules for officers in the — Survey	1070 (b)
When Board of Revenue —, may accept medical certificate of date later than that of application for invalid pension	911 (c), Note
When service in Inam Commissioner's and Malabar Escheat establishments in — qualifies	381 (a)
Manager, North-Western Railway—	
Leave admissible to the — after special extension of term of office	648
Managers of State Railways—	
Grant by — of conveyance allowance to subordinate Railway employes	1078
Powers to sanction allowances to station masters for postal work	167, Note
Marine—	
Allowances of an officer of the — under suspension	

Article	Article
Marine—contd.	
Messing provision and working allowances do not count for pension	488 (2)
Qualifying service of officer of—Service whose appointment has been abolished	379, Rule 1
Royal Indian — Travelling Allowance Rules applicable to —	3
Service of — officers paid by fees fixed by the Board of Trade does not qualify	362 (1)
Maximum leave admissible	198
Maximum Salary—	
Of an officiating officer	96
Mechanic (covenanted)—	
Advances to — how regulated	64 (c), Note and 667
Service for pension of —	352 (e), Note
Medical Advice—	
Permission of superior authority necessary for travelling allowance to obtain —	1137
Travelling allowance to obtain —	1136
Medical Certificate—	
Application for medical leave from an officer in superior service to be accompanied by a — from his medical attendant	833
Attestation of — for invalid pension	442
Countersignature of —	833, 835 and 838
Detention under professional observation	830
Duplicate of medical report to be sent to India Office	837
Form of — for application for leave	828—829 and 833
Form of — for application for pension in India	447
Form of — given by the Medical Board, India Office	445
Form of — in case of detention under medical observation	325
Form of — on first appointment	49
From an applicant, residing out of India, for extension of leave on —	838
Head of the Department. Permission of — to be obtained before countersignature of —	834
In case of incapacity due to "general debility"	443 (b) and (c)
Invalid pension of Telegraph signallers retired without a —	448 (c)
Joining time etc., of applicant for medical leave who fails to get a —	327
May be dispensed with in case of signallers of the Telegraph Department	448 (a)
Medical Certificate—contd.	
Medical officer to be informed of age of applicant for — of incapacity	442 (f)
Not required from an applicant for invalid pension who is sixty years age	442
Not required from an officer promoted from inferior to Superior Service	50
Of doubtful validity not to be rejected by the Audit Officer	446
Of incapacity not to be given exception a letter from head of applicant's office	442 (f)
Officer whose age is less than 55 years Required on first appointment may be from other than a medical officer	444
Service after the date of a — does not count for pension	50
Statement of medical case should accompany a — for invalid person	455
Time spent in obtaining—how to be treated	443 (a)
When a — signed by one or two medical officers may be accepted	326
	831 and Note
Medical Leave—	
Allowances during —	340 (a)
Amount admissible	336
An officer cannot proceed on — without sanction	832
Assam Military Police	705
Barrister. Officers holding certain — appointments	548
Bengal Pilot Service	672
Bishops	567, Rules 2 and 3
Certificate of fitness to return to duty	197 (c)
	Rule 1, 224 and 225
Certificates required 828—829, 833 and 838	233
Combined with privilege leave	236
Conversion retrospectively into — of extraordinary leave	833
Countersignature of medical certificate	834—835 and 838
Counts for furlough	338, Rule 1
Counts for private affairs leave	337, Rule 2
Retention under professional observation	830
Duplicate of medical report to be sent to India Office	837 and 857 (a)
Extension on medical certificate of furlough	312
Extension on medical certificate of other leave as —	235
Extent to which — counts for pension	408
Grant of — in continuation of extraordinary leave	236
High Court Judges	543, Rule 9
In continuation of examination leave	282
Law Officer	655
Lieutenant-Governor	534 (a)
Medical report to be taken when — is taken out of India	836
Member of Council	537

	Article		Article
Medical Leave—contd.		Member of Council—contd.	
Officer holding temporary appointment	336, Rule 1	Salary of—how affected by good service pension	533, 540 and 541
Officer wounded in action	735	Salary of—reduced by the amount of pension, annuity or other emolument	532—533
Port Blair Police	694 (a) and 700	Subsidiary leave of a member of the Indian Civil Service resigning office	537, Note
Repeated grants of—depreciated by Secretary of State	197 (c), Rule 1	Travelling allowance of an Ordinary Member of the Viceroy's Council	1145
State—Railway Revenue Establishments	256, 661—663	Travelling allowance otherwise than on duty of a—	Chap. LVI, Note
Statutory Civil Servants	566	Travelling and other allowances of Additional Members of Legislative Councils	1148
Time spent in obtaining a certificate	326		
To an officer with less than three years' continuous service	311	Members of Civil Service—	
Travelling allowance of an officer who takes—while in transit	1106	See Indian Civil Service.	
When a certificate signed by two officers may be accepted	831	Meritorious Service—	
Medical Officer(s)—		Claim to pension of an officer promoted from Inferior to Superior Service for—	399
Acting allowance rules for Commissioned—	116	Messengers of the Telegraph Department—	
Acting as Professor or Lecturer in a College	168, Note	Calculation of pension of—paid on the task-work system	485
Allowances admissible to a—for visiting charge of a second station	171	Meteorological Department—	
Allowances admissible to a regimental—in charge of a Civil Station	170	Travelling allowance of employes of—	1011, Exception (b) and 1036 (b)
Application for leave from Commissioned—	861	Metropolitan—	
Compulsory retirement	612, Exception, and 613	Acting allowances of Bishop of Bombay or Madras acting as locum tenens of a—	567, Rule 11
Exemption from contribution of certain—	763 (c)	Mileage Rates—	
Fees for professional attendance	74 (d)	For Assistant Opium Agents	} 1036(b)
Leave to—of administrative grades after 60 years of age	620 (b)	For Deputy Inspectors of School, Bengal	
Local allowance of Assistant Surgeon in charge of Civil Station	142 (b)	For Superintendents and Assistant Superintendents, Northern India Salt Revenue	} 1035
Local allowance of—summoned to give evidence in a Court	62, Rule 2	Fractions of a mile omitted	
Military Assistant Surgeons in charge of Civil Stations	142	Increase of—in special localities	1139—1140
Travelling allowance to attend the family of an officer	1038, Rule 2	Journeys by road	1034
When service of a—in charge of a Government vessel qualifies	383	Officers who are entitled to special—	1036
Medical Subordinate(s)—		Military Account Department—	
Pension of the heir of a—merges in salary while in Civil employ	527	Acting allowance of officer of the—	105, Rule 2
Travelling allowance to attend examinations for promotion	1120	Military and Marine Departments—	
Member of Council—		Hospital leave	289
Allowance of an Additional—	1148	Officers of—whose service does not qualify under the Military rules	2
Annuity deduction of a Civilian—	506, Note	Military Artificers—	
Commencement and end of leave of a—	538	Compensation and Invalid pensions of—	484
Commencement of annuity	980	Military Assistant Surgeon—	
Date on which tenure of office begins and ends	536	Comptroller for increments periods of temporary reversion to Military duty	143, Rule 1
Good service pension of a—	540—541		
Leave admissible to a—	537		
Madras or Bombay entitled to reserved first class carriage	1147		
Resignation by a Civilian—	563		
Salary of a temporary.	[539 and 541		

	Article		Article
Military Assistant Surgeon—<i>contd.</i>		Military Officer(s)—<i>contd.</i>	
Incidence of charge for pension of —	356, Note 5	When a — officiating in Civil Department is in permanent Civil employ	35(e), Rule 2
Pay of	143	When a — officiating in Civil Department is considered to have a substantive appointment	215, Note 1
Military Examination—		Military Officer in Civil employ—	
Examination leave for —	286	Audit officer to intimate beginning and end of leave of — to Military Department and Local Government and to see that leave is not exceeded 855 (a) and 857 (c)	
Military Hospital Assistant(s)—		Claims of — to wound pensions under Military Rules	732, Note
Service of — for pension	356, Rule 1	Combined leave admissible	606, Note 2
Travelling allowance of a — in Civil employ	1123	Furlough and leave out of India. Report to be made to the India Office	855 (b)
Military Medical Subordinates—		Furlough to a —. Condition to which grant of — is subject	605, Note 1
House-rent, horse allowance, etc., during privilege leave	269	Leave after 55 years of age	620
Military Officer(s)—		Not entitled to use certificate in Form E	1122
Acting allowances of a —	109, Note, and 111—115	Privileges of — in respect of passage in the case of furlough or on medical certificate	1122
Active service of —	10	Reports of arrival from and departure on leave	857 (b)
Allowance for charge of an office open to a —	161	Sanction to leave to — to be communicated to Account Office and Military Department	855 (a)
Allowances of — on famine duty	84 (ii)	Special leave allowances of a — subject to the rules of 1868	319
Civil salary of — on re-employment how affected by military pension	526	Travelling allowance to attend examination for promotion in Military rank	1116
Compulsory retirement from Civil employ	612—614	Travelling allowance to attend High Proficiency or Degree of Honour Examination	1119
Employed in the Military Secretariat of the Government of India is not in Civil employ	35(e), Rule 1, and 110	Military Officers(s) subject to the Civil Leave Rules—	
Employment in Civil Department	Foot-note, Chap. XXVIII	Acting allowance in the Public Works Department of a —	121
Extension and commutation of leave of — subject to the Military rules	240	Calculation of furlough	303
In a limited tenure appointment remains subject to Military rules	35 (e), Rule 3	Leave Rules applicable to —	604
In Burma or Assam Military Police retains lien on appointment while on furlough	215, Note 2	Leave under other rules which counts as furlough	300 (a)
Incidence of pension of Assistant Surgeons and Native soldiers	356, Note 5	Subsistence allowance of —	108 (a)
Officiating in a Civil office	174	Total furlough admissible	299
Pay and Allowance rules applicable to — in Public Works, Telegraph, Survey, and Forest Departments	109	Military Officer(s) subject to the Military Leave Rules—	
Private Secretary appointed from Military employ	35 (e), Rule 1	Acting allowances in the Public Works Department of a —	121
Retention in the Public Works Department of a Lieutenant-General	618	Applications for furlough or leave from —. Procedure to be observed in dealing with —	856
Sub. <i>pro tem.</i> appointment in place of a —	93	Beginning and end of furlough to be reported by Audit Office	611
Subsistence allowance of a —	108	Certificate required from — proceeding on leave before a last-pay certificate or warrant can be obtained	860 and 875
Term — defined	35		
Travelling allowance of a — joining Civil Department	1101		
Warrant officers. Leave in Civil employ	608		
When—count time passed on subsistence allowance, as active service	10, Note		

Article.	Article
Military Officers subject to the Military Leave Rules—contd.	
Commutation of leave	240
Deputation of a — to the Military Department qualifies for leave	35 (e), Rule 4
Examination leave to —	283 and 285
Medical leave. Intention to apply for — to be communicated to departmental superior	858
Lien on appointment on proceeding on furlough or leave	213 Note and 607, Rule 1
Local Government may grant leave to —	605
Medical statement to be forwarded by the Local Government to the India Office	857 (a)
Privilege leave of — in Civil employ	855, Foot-note
Rules regarding Colonial Warrants apply to —	891, Note
Short leave of —	606
Special leave. Application from — for — to be submitted to Local Government for sanction	859
Subsidiary leave allowances	609
Subsidiary leave of —	605, Note 2, and 610
Subsidiary leave of — may be extended when kept waiting for troopship	328
Subsistence allowance of —	108 (b)
Military Offices—	
Travelling allowance of clerks in —	3
Military Pay—	
Consolidated pay includes — and allowances	21
Included in salary of temporary Member of Council	541
Military Pension(s)—	
Burma Military Police	528, Exception
Civil salary on re-employment of an invalid native commissioned officer	528
Re-employment of recipients of —	525
Salary in Civil Department of person in receipt of —	525
When — of heir of native officer or soldier merges in salary	527
Military Police—	
Free passage in case of leave	1126
Rules for Assam	Chapter XXXV
Rules for Burma	Chapter XXXVII
Military Rules—	
For officers acting in appointments on staff salary	115
Military Secretariat of the Government of India—	
Military Officer employed in the — is not in Civil employ 35 (e), Rule 1, and 110	
	Secretariat of the Government of India—contd.
Short leave of a Military Officer in the —	606,
Military Service—	
Government of India may allow — to count for pension under Civil Rules	357
Hospital Assistant not entitled to privilege leave for —	244
How treated for the purposes of pension under Civil Rules	356
Which qualifies for Civil pension also qualifies for leave	204
Military Works Department—	
Privilege leave of Military Subordinates of the —	241, Rule 1
Minimum Furlough allowance—	
Bengal Pilot Service	627
European Service Leave Rules	302
Indian Service Leave Rules	342
Minimum Pay—	
Officer appointed to a progressive appointment to begin on —	156
Minimum Rate of exchange—	
Rules for payment of pensions at the 934 and Notes, and 971 and Notes	
Minimum Saar —	
Of an officiating officer in certain cases	97
Officiating Deputy Magistrate and Deputy Collector, Bengal	141, Exception
Ministerial Officers—	
Calculation of value of progressive pay of —	150
May act in a higher grade	29, Note
Term — defined	36
When actual expense on journey are admissible to — for journey by road	1034 and 1065, Rule 1
When joining time rules are applicable to a —	190
Ministers—	
Allowance to — other than Chaplains 602—603	
Minor Professorship—	
Allowances of — are part of salary 38, Rule 2	
Misconduct—	
Furlough not to be granted to an officer who ought to be dismissed for —	218
Pension inadmissible to an officer removed for —	353
Pension may be withheld or withdrawn in cases of —	351

Article	Article
Misconduct—contd.	Native(s) of India—
Time spent on suspension as a penalty for — does not count towards increment	Local allowance of — when reduced 63, Note 2
Travelling allowance in cases of transfer for —	Salary of — 63
	Term — defined. 37
Municipality—	Native State—
Contribution for pension of teachers in Municipal Schools in Sind 802, Rule 1	Contribution in case of Political Agency established at cost of — 795, Note 1
Exemptions from payment of contribution 763 (b)	No officer may accept pension from — 784.
Pension of the police force in Presidency Towns and in Lower Bengal 496	Remuneration in case of Foreign Service under a — 753 (iv)
Pension of Municipal Police in Sind 497	Service under a — is Foreign Service 27
Service of Municipal officer does not qualify 362 (2)	When service rendered to a — qualifies for pension 367 (b)
Service under a — is Foreign Service 27	Appointments —
Should not be charged for advice and services from public officers 71 (b)	Officers serving in — not allowed privilege leave 243
When Government is not concerned with the pensions of Municipal Police 495 (a)	Non-Gazetted Officers—
When service of Municipal Police qualifies 495 (b)	Contribution in Foreign service second kind of — 768 (b)
Munsif(s)—	Record of service 816—824
Compensation pension not admissible on abolition of local appointment 430	Rules regarding grant of leave to — 841 (b)
Joining time of officiating — in Bengal 180 (c)	Travelling allowance of family of — 1097—1098
Mysore—	Verification of service of — 907—909
Contributions of officers lent to — 770, Note	Non-official Member of Council—
Date from which service of certain officers employed in — became Foreign service 28, Note	Allowances of — 1148
Pensions for service partly British and partly in — 389	Northern India Salt Revenue—
Service paid from — Revenues treated in certain cases as service paid from the General Revenues 28	Charge allowance for charge of Assistant Commissioner's office 164 (b)
	North-West Frontier Province—
	Local allowance during privilege leave 267, Rule
	Notice of Discharge—
	On abolition of appointment 436
	To a person employed temporarily 352 (b)
	When pension of officer who has received gratuity in lieu of — begins 930, Rule 1
N	O
Naib Tahsildar—	Officers whose pay is less than Rs. 100 a month—
Minimum long leave allowance of — in the United Provinces 335, Rule 3	Conditions on which long leave may be granted to — 335
Native Army—	Conditions on which privilege leave may be granted to — 148, Note
Pension of the heir of a Native officer or soldier of the — merges in salary 527	Transfers of — should not be made 335, Rule 2
Re-employment of a Native officer or soldier in receipt of a wound pension 748—749	Travelling allowances and transit pay of substitutes for — 335, Rule 2
Reservists and pensioners. Employment of — after the age of 25 years 51, Note	Official Trustee or Assignee—
Service of Native Accountant, Silladar Regiment, for pension 364	Included in Law officers 651
When soldiers of the — in the Police count Army Service 501	
Native Assistant to the Resident at Baroda —	
Entitled to first class accommodation when travelling by railway 1011, Exception (a)	

	Article
Officiating Service—	
Sub. <i>pro tem.</i> service may be counted as —	156, Note
When — of an officer without a substantive appointment qualifies . . .	371
When — qualifies for privilege leave . . .	242 (b)
Which counts for pensions, counts for leave	201
Officiating or temporary appointment—	
Leave admissible to the holder of an —	201, Note, 242, 336, Rule 1, and 339, Rule 2
Opium Department—	
<i>See</i> Assistant Opium Agents.	
Ordinary Furlough—	
Allowances during —	314
An officer cannot obtain — or allowances unless he has a substantive appointment	215
Cannot extend beyond two years at one time	313
Outfit Allowances—	
Bengal Pilot Service	1091
Officers appointed in Europe	1087
Overstaying Leave—	
High Court Judges	543, Rule 24
Not an interruption of service for pension	420 (b)
Penalties attaching to —	229—230

P

Passage to and from India—	
Free—not provided for by ordinary rule requires Secretary of State's sanction	1121 A
Hospital Assistants in Burma	1125
Military officers proceeding on and returning from leave on medical certificate	1122—1124
Officers appointed in Europe	1087
Officers recalled from leave	1127
Port Blair, Assam and Burma Police	696,
	711, 722
Subordinates serving in Aden	1086 and 1130
Patwari(s)—	
Rates at which — summoned as witnesses in Criminal Courts receive expenses	1135
Service of — for pension	350, Rule (2)
Transfer of officer paid from a — Fund to Foreign service first kind	755 (c), Note
Pay and Allowances—	
Admissible during joining time	185—186

	Article
Pay and Allowances—<i>contd.</i>	
Allowances on account of any foreign office not admissible	788
Cease from date of dismissal	192
Claims to — regulated by the rules in force from time to time	4
Combination of appointments and salaries	161
Consolidated pay includes Military or Staff Corps pay	21
Date from which Hospital Assistants draw —	52 (b), Rule 1
Date from which students of the Forest School, Dehra Dun, draw —	52, Rule 2
For time spent out of jurisdiction	56
Is remuneration for officer's whole time	71 (a)
Maximum civil salary	69
Pay begins from date of assuming charge	52 (a)
Personal allowance is treated as pay	38, Rule 1
Right of altering and interpreting — rules reserved	4
Terms Pay and Salary defined	38 (a) and (b)
When — may be drawn without joining appointment	52 (b)
Pay of an Appointment—	
Absentee allowances are part of —	92
Change of — how it affects pay of incumbent	158
Definition of —	39
English furlough pay of a Military officer and subsistence allowance not included in —	92, Note
In a graded class defined	141
Payment of Leave Allowances—	
In India to an officer on leave out of India	863
Last-pay certificate	867 and 874
May be made either in India, at the Home Treasury or in a Colony	862
Method of — in England	869
Officer on leave in India	863, 865 and 866
Place of — cannot be changed more than once during any one period of leave	862
Rate of exchange for the —	868 and Rule 1
Payment of Pension(s)—	
Annuity (I.C.S.) when amount should be stated in sterling	985
Annuity payable monthly in arrear	982
Annuity payment in a Colony	987
Annuity transfer of payment	984—985
Certificate of non-employment	953
Colonial Warrants	967
Communication of authority to make payment	939
Date from which pension begins	930—932
Exemptions from appearance in person	945—946
Heirs of a deceased pensioner	959—961
Identification of pensioners	947, Rule 2 and 948
In anticipation of sanction	925—928

	Article		Article
Payment of Pension(s)—<i>contd.</i>		Pension(s)—<i>contd.</i>	
In England962—965	Date from which Deputy-Collectors in Bengal court service for —	375
In the Colonies966—973	Duty out of India is active service for — 8 (iv) and	412
Life certificate when required	945	Emoluments and average emoluments for —	486—487
Option allowed as regards place of —	933	Emoluments which do not count for —	488 and 489
Payable from day on which pensioner dies	943, Rule 4	Extent of application of — rules for the Police	494
Payment of arrears	956—958	Extent to which leave counts as service for —	407, 408 and 640
Pensioner must take payment in person	944	Extent to which service on lines under construction qualifies for —	668
Precautions against imposition	947	Fixed in rupees	469
Prevention of delay in —	929	Fractions of a year not taken into account in calculating —	468
Rate of exchange for —	934 and 971	Full—not granted for partial incapacity	447 (b)
Renewal of pension payment order	954—955	Full — not allowed except for approved service	470 (a)
Responsibility of disbursing officer	947, Rule 1	Good conduct allowance of policemen not treated as salary for calculating —	38, Rule 5
Return to India from a Colony	973	Governments of Madras and Bombay not to communicate directly with the Secretary of State regarding questions of —	923 (c)
Rules or —	943	Gratuity may not be taken in lieu of —	471
Sanctions to the —	938	High Court Judges	543, Rules 27—39
To Agents in India	949	Incapacity due to irregular or intemperate habits	454
Transfer of — from one treasury in India to another	950—951	In case of injuries received on duty	734
Transfer from one Colony to another	972	In excess of amount admissible under rule	924 (a)
Transfers between England and India	936—937	Inferior servants count authorised leave as service for —	414
Transfers within a District	952	Inferior service counts from age 16	360
		Interruption in service entails forfeiture of past service	420
Pension(s)—		Intimation of revision to the Secretary of State	965
Additional service allowed for professional or special qualifications	403 and 404	Local allowance not taken into account in calculating —	32 (b)
Age at which qualifying service begins	358—360 and 503	Local Government may rule that service does not qualify for —	350
Appointment by Government necessary condition of qualification for —	362	Loss of a Local allowance gives no claim to —	432
Amount how regulated	468	Military Service to count for Civil —	357
An officer cannot earn two — in the same office at the same time	355 (a)	Municipal, Cantonment and Port Trust Police	495 (b)
An officer may be admitted to — while absent on leave	906	Native Judge, Chief Court, Punjab	477
An officer holding two appointments cannot retire on — in respect of one of such appointments	467	New service does not count for a separate pension	529
Assam Police	703	No officer may accept a — from a Native State	784
Attachment of — by a Civil Court	943, Rule 5	Officers in whose case there are special rules for —	349
Barrister appointments	549	Officers not to be informed of recommendation made to the Government of India	923 (b)
Calculation of average emoluments	487	Officers who may be granted a special — by the Government of India	475 and 642—643
Calculation of — in the case of the police	509		
Calculation of — of an officer transferred to Colonial Service	473		
Calculation of — of an officer who has held more than one appointment	492—493		
Case of an officer who has service under the British Government	472		
Cases in which — is inadmissible	352—353 and 454		
Chaplains	599		
Civil Engineers and Telegraph officers	635—641		
Civil Veterinary Department	623		
Claim to — governed by the rules in force at the time of discharge or resignation	4		
Classification of —	424		
Clerks in certain P. W. D. offices whose service does not qualify for —	669		
Condonation of interruptions and deficiencies	422 and 423		
Date of beginning of —	930—932		

Article	Article
Pension(s)—<i>contd.</i>	Pension(s)—<i>contd.</i>
Of officers in Foreign service, how regulated	Time spent under training in a School, College, &c
782	411
Officiating service of officer without substantive appointment	To officers wounded and to families of officers killed in action
371	728
Past service of a reinstated officer may be allowed to count for	Transfer of —
419	936—937
Payment of — (See under "Payment of Pensions.")	Two officers may not simultaneously count service for — in respect of the same office
Period spent in Russia, studying the language, counts for —	355 (b)
9 (iii)	908
Police in Presidency Towns and Lower Bengal	When circumstances justify departure from rule amount of — may be arbitrarily fixed
496	924 (c)
Port Blair Police	When Examination leave counts as service for —
701	410
Power of Government of India to sanction — in excess of amount admissible	When Foreign service qualifies for —
924 (b)	751
Powers of Local Government to sanction —	When Military — merges in Civil salary
918	527
Questions connected with — not considered until retirement	When Police — are a military charge
915—916	501, Note
Questions of interpretation of rules and proposed concessions outside rule to be referred to the Government of India	Withdrawal of — for misconduct
923 (a)	351
Recess leave	Pensioners of the Native Army—
409	Employment of — after the age of 25 years
Reduction of — in case of unsatisfactory service	51, Note
470 (b)	Pension Payment Order—
Re-employment of pensioners	Form of — in case of pension payable from Local Funds or by a Native State
510	939, Note
Refund of gratuity on re-employment	Renewal of —
531	954—955
Revision of sanction	To be returned to Accountant-General when pension remains undrawn for six months
922	956
Right to modify and interpret — rules reserved	Permanent Travelling Allowance—
4	Conditions of grant of —
Scale of superior —	1044
474	Conditions under which — is exchangeable
Service after the date of a medical certificate	1045—1046
455	Deductions to be made for the use of free pass
Service as an apprentice	1044
372	Forest officers
Service in an office created experimentally and subsequently made permanent	1049 and 1050
370	Munshis and clerks of the Public Works Department, United Provinces
Service of a probationer	1051
373	Officer holding two separate appointments
Service on an establishment the duties of which are not continuous	1009
369	Officer compiling Bombay Administration Report may draw —
Service paid from Local Funds and Trust Funds	1047, Rule 1
390—391	Officers who draw Railway fares in addition to —
Service paid from a household allowance	1044, Exceptions
366 and Rule 1	Officers in receipt of — not entitled to cost of carriage of camp equipment, horses and camels
Service paid from contract allowance	1000, Note
365	Officers to whom — is granted
Service pensionable under Military rules	1048
356	Sanction of the Government of India required to the grant of —
Solvency of Local Fund — Fund not guaranteed	1048
808	When inadmissible
Source of remuneration, a condition of qualification for —	1047
385	Persia—
Special additional — in Public Works Department	Officers serving in — may leave or return by any port
642—643	321, Rule 1
State Railway Revenue establishments	Persian Section, Indo-European Telegraph Department—
659—660	House-rent of members of the — on deputation or transfer
Statutory Civil Servants	62, Rule 4
566	
Substantive service on a permanent establishment a necessary qualification for —	
368	
Temporary service to count for —	
368	
Term — defined	
41	
Time passed under suspension	
416—417	
Time spent on voyage on recall from leave	
413	

Article	Article
Personal Allowances —	Police—contd.
Included in substantive pay 38, Rule 1	Pensions calculated on net pay 509
Reduced or discontinued on increase of salary or pay 61	Pension of the — in Presidency Towns and Lower Bengal 496
Piece-work —	Pensions from a—Superannuation Fund allowed in addition to salary 522 (i)
Service on — how treated for pension 380	Pensionary position of Railway Police 498
Pilots—	Port Blair. Rules for — Chapter XXXIV
See under Bengal Pilot Service.	Previous inferior service how reckoned for pension 507—508
Pleader, Government—	Qualifying service for leave and pension of — Probationers 202 (b) and 374
Included in Law officers 651	Scales of pension 503—505
Leave of absence and leave allowances 653	Service after establishment of — Superannuation Fund qualifies 499
Travelling allowance of — in Bombay 1005, Note	Service Rolls 823—824
Plural appointments—	Service before discharge or resignation 502
Calculation of salary for holding — 168	Service in — after 18 qualifies 503
Cantonment Magistrates 173	Service before enlistment in the present constabulary qualifies 501
Local allowances not affected 168, Note	Travelling allowance may be allowed for joining certain — appointments 1083, Exception (d)
Local Government may appoint one officer to hold two or more appointments permanently 167	Travelling allowance on transfer 1094, Exception 1, and 1108
Medical charge of Central Jails 172	Travelling allowance of the Railway Police 1067 and 1095
Medical officer in visiting charge of a second station 171	When Police pensions are a Military charge 501, Note
Military officer appointed to officiate in a civil office in combination with a military office. 174	When service of — under Municipalities, Port Trusts and Cantonment Funds qualifies 495 (b)
Pension of officer who has held — 492—493	Political—
Professorships or lecturerships 168, Note	Contribution for pension required in case of a — agency established at the charge of a Native State 795, Note 1
Regimental Medical officer appointed to act as Civil Surgeon 170	Duration of a — pension granted to a female infant 742 (c), Note
Salary for — in the same office or the same establishment 169	Reserved accommodation by sea allowed to — Resident at Aden 1018
Police—	Port Blair—
Acting allowances of officers of the — 104 (3)	Employment of policemen on voyage to and from India 697
Admission to benefits of the Superannuation Fund of men in the Bombay City — 500	Extraordinary leave, — Police 695
Bombay City — count certain service in inferior grades as superior 506, Rule 2	Hospital leave, — Police 699
Calcutt and Suburban — Chapter XXXVI	Medical leave, — Police 694 (a) and 700
Caution against retiring capable officers on invalid pension 449	Number of policemen on leave at one time not to exceed 10 per cent. 698
Extent of application of the — Pension Rules 494	Passage concessions to subordinate 696, 1086, 1129
Free passage to subordinates of the Port Blair and Nicobars — 766	Pension of — Police how calculated 701
Free passage by rail to men of the United Provinces — on retirement or discharge 1131	Privilege leave of — Police 693
Hospital leave 288 and Note	Soldiers volunteering for service in the — Police 501 (a), Rule 1
Identification of — pensioners 948	Travelling allowance to recruits enlisted in India for the — Police 1083, Exception (d)
Leave reckoned as service 503	Port Trust and Funds—
Lower ranks of the Madras City Police may retire after 25 years' service 503, Note	Assistant Port Officer, Rangoon. Class of accommodation by railway 1011, Exception (a)
Medical certificate not to be given except at request of District Superintendent 450	
Particular care enjoined in the examination of applicants for invalid pension 451	
Pension admissible to officers on pay exceeding Rs. 20 506	

Article	Article
Port Trust and Funds—contd.	
Entitled to service of public officers without charge	71 (b)
Officers of Royal Indian Marine lent to — exempted from contribution	763 (b)
Pension of establishments paid from Port Funds	801 (i)
Port Officers exempted from reduction of pension	478 (a), Note 4
Table money deductions and allowances	1024
Term Port Officer defined	42
Travelling allowance of Junior Port Officers in Madras	1011, Exception, and 1036 (b)
When service of Port Trust Police qualifies	495 (b)
Post Office—	
Definition of the term "pay of an appointment in a graded class" does not apply to appointments in the —	141, Note
Gratuities in lieu of — annuities	807, Note
Hospital leave	287
Managers can grant special allowances to station masters for doing — work	167, Note
Officers of the — may officiate in a higher grade of their own class	120
Purchase of — annuities by Local Funds	807
Service of a postman is superior service	401
Travelling allowance of an Inspector	1072 (a)
Travelling allowance of officers of Railway Mail Service and Superintendents of Mail Carts	1068—1069
Travelling allowance on first appointment	1083
Exception (c)	
When discontinuance of employment as postmaster gives no claim to pension	433
Potdars in the United Provinces—	
Are in inferior service	402 (b), Example
Premature invaliding—	
Caution against — of inferior servants	483
Presidency Allowance and house-rent—	
During privilege leave	267, Rule 1
During absence on duty	62
Presidency Magistrates—	
Addition to qualifying service of — for superannuation pension	403
Press Servant(s)—	
Average emoluments for pension	487, Rule 4
Emoluments in the case of — how reckoned for pension	486, Rule 1
Lithographic pressman is an inferior servant	402 (b), Example
Pay and leave allowances of — paid by piece-work	140, Rule 4, and 208
Pay of the appointment of a — re-employed	515
Service for pension of — paid by piece-work	380
Preventive Service, Calcutta Customs—	
When service on the extra list of the — qualifies for pension	384
Private Affairs Leave—	
After 55 years of age	345
Allowances during —	340 (b)
Extensions of — on medical certificate	235
Law Officer	655
Minimum allowances on — out of India on account of ill-health	342
Not to be granted on considerations of health	197 (c), Rule 1
Period and conditions of grant of —	337
Statutory Civil Servants	556
Private Secretary—	
Allowance of a —	83
Leave admissible to a —	206—207
Military officer appointed from military employ	35 (e), Rule 1, and 83, Note
Short leave of a — appointed from Military employ	606, Note 3
When service as — qualifies for pension	378
Privilege Leave—	
After 55 years of age	301 and 345
Allowances admissible during —	261
Allowance how charged in case of Foreign service	779—781
Allowances of an officer who has no lien on an appointment	263
Allowances for leave taken during transfer	265
Allowances of an officer in a temporary or special appointment	266
Allowance of officers who enjoy a regular vacation	271—275
Allowances not payable out of India	870 (a)
Allowances of officers on pay less than Rs. 100 during —	148 (i)
Allowances of Military Medical Subordinates in Civil employ	269
Amount earned, and how calculated	246—247
Amount due	252
Annuity deductions	556 (a)
Assam and Dacca Military Police	708
Average salary when — is combined with other leave	16, Note 3
Barrister. Officers holding certain — appointments	548
Bengal Pilot Service	676
Calculation	247
Calculation on transfer from an ordinary to a vacation department	275—276
Cannot be combined with vacation	271—272
Certificate to be taken by an officer going out of India on —	870
Chaplains	592—596
Chaplains after 25 years' service	601
Civilian Judge of Chief Court	554, Rule 2
Civil Servant after 35 years' service	555
Combined with other leave	233
Commutation of — into furlough	239

Article	Article
Privilege Leave—contd.	Privilege Leave—concl'd.
Condition of grant 260	Tentage during — 270
Declaration required with application for — 826—827	Temporary or officiating officer 242
Detention in Europe at end of — 85	Travelling allowance of officer who takes — after giving over charge 1104—1105
Effect of suspension on — 257—258	Vacancies due to — should generally be filled by officers in the same station 98
Employment under Egyptian Govern- ment during — 760	Vacation on half-pay treated as on full pay for calculating average salary 16 (b), Note 1
Examination leave qualifies. 255 (a) and (b)	Prize for an Essay or Plan—
Examination leave affixed or prefixed to — 280 (c)	Government servant may accept a — 73 (a)
Exceptions to the rule limiting — to three months 251, Exception	Probationer(s)—
Formal joining at end of — 826, Rule 1	Chaplain on probation not entitled to leave 580, Note
Grant of — to Chaplains 848—849	Chaplains. Periods and conditions of service of — as — 576
High Court Judges 543, Rules 17—20	Qualifying service for leave of — 202 (a)
Horse (conveyance) allowance of Police Inspectors in Madras during — 1076, Exception	When service as a — qualifies for pension 373
House-rent, Bombay Presidency 268	Professor and Minor Professors—
Included in active service 8 (i)	Allowances of — are part of salary 38, Rule 2
Included in continuous service 22	Rule regarding plural appointments does not apply to — 168, Note
Interruptions of duty 253—259	Progressive Appointment—
Joining time in addition to — 182	Accrual of increment 151
"Leave in India" under the Staff Corps rules is an interruption of duty 259	Calculation of acting allowances in — 155
Lien on appointment 210	Calculation of value of pay of — 150
Limited to three months 251	Foreign service does not count towards increments 787
Local allowances during — 267	Initial pay of an officer in a — 156— 157B
Medical Store-keepers to Government and Military Works Subordinates 241, Rule 1	Officers under training 160A
Military Hospital Assistants 244	Officers on time-scale of pay 160B
Military Medical Subordinates 269	Sub. <i>pro tem.</i> service may be counted as officiating service 156, Note
Military officer in Civil employ after 55 years of age 620 (a) and Note	Term — defined. 43
Military officer. Calculation of — 250	Time spent on Foreign service 787
Not an interruption of duty 246	Time spent on leave 159
Not admissible to officers who are allowed regular vacations. 271	When Local Governments may allow officer transferred from a higher to lower appointment salary not ex- ceeding maximum pay 157 E(b)
Not admissible to an officer entitled to recess leave 296	Promotion during leave 60
Non-continuous establishments 243	Prosecutor, Government—
Officer in Foreign service 789	Included in Law officers 651
Officers to whom ordinary — rules do not apply 241	Leave of absence and leave allowances of — 653
Pay and allowances of Chaplains on — 596	Provincial Civil Service—
Period of absence after end of examina- tion leave, or joining time 254	Acting allowances of an officer of the — officiating in a "Listed appoint- ment" 105, Rule 3
Pilot after 55 years of age 677	Provisional or sub. <i>pro t m.</i> appointment—
Port Blair Police 693	When — may be made and full pay drawn 89—9
Presidency allowance and Presidency house-rent during — 267, Rule 1	
Promotion during — 60	
Qualifying service 248—250	
Right to receive allowances contingent on return 264, and Note	
Seamen's — 245	
State Railway Revenue Establish- ments — 661—663	
Subordinates of —	
Interval of six months not required in case of — 260, Rule 1	
Medical leave of — not an interruption of duty 256	
Statutory Civil Servants 566	

Article	Article
Public Conveyance—	
Term — defined	44
Public Works Department—	
Acting allowance of Civil Engineers	633
Acting allowance of an officer without a substantive appointment	121
Acting allowance rules for officers of the —	117—124
Additional pensions	642—643
Allowances on Famine duty	84 (i)
Appointments in which the tenure is limited	647
Apprentice overseer. Leave to —	203 (b)
“Civil Pay” of a class defined	120
Compulsory retirement	649—650
Contribution payable by officers employed under Railways	756 (a), (1)
Conveyance allowance of subordinates	1077
Daily allowance of an officer of the — employed in a Secretariat	1064
Examination rules do not apply to —	283
Hospital leave to labourers in the — Workshops, Madras	294
Last-pay certificates	876
Leave after extension of term of office	648
Leaverules applicable to Civil Engineers	634
Local allowance granted to certain subordinates of the —	124 (b), Note
Lower Subordinate conducting the duties of Upper Subordinate	140, Rule 1
Military officers in the — must vacate appointment on succession to the Colonel's allowance	617
Net Military pay of — Royal Engineers how treated in calculating acting allowance	122
Overseer in the —. Mileage of —	1036 (b)
Payment of leave allowances of officers of the — on leave in India	866
Pension rules of Civil Engineers	635—636
Permanent travelling allowance to certain Munshis and clerks of the — in the United Provinces	1051
Presidency allowance to be drawn by officers and accountants of the — when absent on inspection duty	62, Rule 3
Record of service of officers of the — in Foreign service	815, Rule 2
Re-employment of officers of the — who retired in 1879	518
Retention in the — of Military officers	615—619
Royal Engineers in — who have elected for continuous service are subject to the Civil Leave Rules	35 (b)
Service for Civil pension of Departmental Commissioned and Warrant officers	356, Rule (2)
Service for leave and pension of an Engineer or Examiner Apprentice in the —	203 (a) and 372
Temporary grade promotion of a Royal Engineer in the — is an acting appointment for the purposes of the Furlough Rules of 1868	117, Note
Public Works Department—contd.	
Travelling allowance of certain subordinates of the — placed in charge of Districts and Sub-Divisions	1010 (c) and (d)
Travelling allowance on an unopened line of railway	1015
Travelling allowance on open lines of Railways	1067 and 1095
Travelling allowance on first appointment to the —	1083, Exception (a)
Punjab—	
Allowance to Assistant Surgeon in absence of Civil Surgeon on inspection duty	142, Note 2
Local allowance during privilege leave in the —	267, Rule 2
Service under District Boards in the —	809 (f)
Under Subordinates of the Public Works Department in the — granted a local allowance for certain charges	124 (b), Note
Pushtu—	
Examination leave	284 (a)
Q	
Qualifying Service—	
Appointment by Government, necessary condition of —	362
Beginning of —	358—360
Conditions of —	361
Establishments, the duties of which are not continuous	369
Native accountant in a Silladar Regiment, Bombay	364
Period spent in Russia	9 (iii)
Privilege leave	248—250
Service in an appointment created experimentally and subsequently made permanent is —	370
Service paid from contract allowance not —	365
Service paid from the allowance for Registration Offices in Bengal	365, Note
Source of remuneration a condition of —	385
Substantive service a condition of —	368
The service of an officer detached on temporary duty is —	376
Treasury subordinates in the Punjab	363
Quetta Revenue Fund—	
Service paid from the —	809 (g)
R	
Railways—	
Travelling allowance of officers attached to —	1067

Article	Article
Railway Companies—	Recovery of Advances—
Contribution payable by officers employed under 756 (a) (i)	In case of State Railway Establishments 667
Railway Mail Service—	Rules regarding — 64—66
Travelling allowance of officers 1068—1069	Reduction—
Railway Police—	Attention of medical officer to be drawn to rule regarding — of pension 480
Position as regards pension 498	Discharge on — of Establishment to be regulated so as to keep down pension charges 428
Service of members of office establishments in the —, Bombay 387	Of pension in the case of officers appointed after the age of 30 years 478 (a)
Travelling allowance of officers of the — and 1095 1067	Of pension of officer promoted from inferior to superior service 479
Railway Revenue Establishments (Superior)—	To a lower grade or post, for misconduct or inefficiency, disqualifies previous service for increments 154
Acting allowance rules for — 117	Re-employed pensioner—
See also State Railways.	Travelling allowance to — for joining on re-appointment 1084
Rajkumar College, Kathiawar—	Re-employment—
Officers employed in the — may contribute for leave and pension 793	After compensation gratuity 511
Rate of Exchange—	After compensation pension 514
Annuity of Indian Civil Servant paid in India 983	After invalid pension 519
Bengal Pilot Service 692	After superannuation and retiring pension 520 and 521
For the payment of leave allowances 886	An officer discharged on compensation pension may not refuse — 437 and 439
For the payment of pensions 934, 935 and 971	As extra-departmental agent in the Post Office 523
Recovery of advances 66	As Sub-Registrars of Assurances 523
Recall from leave—	Attention of the re-employed pensioner to be drawn to provisions of Chapter XXI 510 A
Allowances admissible during joining time on — in India 199(c)	Civil salary of Military officers how affected on — 526
Allowances during voyage to India 199 (b)	Effect of not ceasing to draw compensation pension on re-employment 516
Balance of leave may be taken again 199 (a)	Effect on subsequent pension of retention of compensation or invalid pension on — 530
Instructions to be communicated through Secretary of State 199, Note	Gratuity not refunded on —. Effect on subsequent pension 531
Time spent in voyage on — is active service and counts for pension. 8 (iii), 199 (b) and 413 413	Invalid Native Commissioned Officer 528
Travelling allowance admissible in case of — 1127	Leave allowances of re-employed pensioner 517
Receiver of a High Court—	Native officer or soldier in receipt of a wound pension 748—749
Included in Law officers 651	New service does not count for a separate pension 529
Recess Leave—	On non-pensionable Subordinate Establishment of a State Railway 522 (ii)
Condition of grant of leave during recess 295	Particulars to be supplied to Audit Office on — 510
Privilege leave may not be granted to an officer entitled to — 296	Pay on — not limited 518 (c), Note
Travelling expenses of survey subordinates in the case of — 1128	Pensions paid from a Police Superannuation Fund may be drawn in addition to salary 522 (i)
When — counts as service for pension 409	Refund on — of gratuity granted in lieu of notice on discharge 438
Record of Service—	Retirement with a view to — 509 A
Chaplains 815 (b) and (c)	
Gazetted Officers and of Myooks in Burma 815 (a)	
Non-gazetted officers 816—822	
Non-gazetted Police officers. 823—824	

Article	Article
Re-employment—<i>contd.</i>	
Second pension of an officer who accepts — instead of a compensation pension	440
Service previous to discharge or resignation does not qualify for leave on —	205 (a)
Wound pensioners	748—749
Refund—	
Compensation gratuity	511—512
Compensation pension	514 (b)
Registration Department, Bombay—	
Definition of "pay of an appointment in a graded class" does not apply to certain appointments in the —	141, Note
Establishment allowance for Regis- tration Offices, Bengal	365, Note
Re-instatement—	
Dismissal followed by —. Effect on pensionable service	419
Past service of a dismissed officer on —	205 (b) and 419
Remembrancer of Legal Affairs—	
Included in Law officers	651
Reserved Accommodation—	
When fares are payable by officers entitled to — by Railway	1158
Reservists and pensioners of the Native Army—	
Employment of — after the age of 25 years	51, Note
Resident—	
Travelling allowance otherwise than on duty of a —	Chapter LVI, Note
Resignation—	
At the end of leave	344
Indian Civil Servant must vacate office on —	562
Of an appointment to take up another Pension regulated by rules in force at time of —	418 (b) 4
Service of a policeman who re-enlists after —	502
Service prior to — does not qualify for leave on re-employment	205 (a)
When — entails forfeiture of past ser- vice	418 (a)
Retiring pension—	
Bengal Pilot Service	678
Chaplains	599
Civil Engineers	641
Civil Veterinary Department	623
Forest and Geological Survey Depart- ments	476
General Rule	465
Not admissible for inferior service	481
Retiring pension—<i>contd.</i>	
Re-employment after retirement on —	520
Retirement—	
At age 55 is optional	464
Free passage of subordinates in Port Blair and Aden	1129—1130
Free passage by rail to men of the United Provinces on retirement or discharge	1131
Information to be furnished to Govern- ment by the Accountant-General on the — of an Indian Civil Servant	979, Note
Not to be enforced in the case of an efficient officer	459 (a)
On pension from one of two appoint- ments held jointly is not permissible.	467
Subsidiary leave on —	347
Travelling allowance not admissible on —	1121
When subsidiary leave preparatory to — ceases	321 (b)
While on leave	906
With a view to re-employment not permissible	509A
Return to duty—	
An officer must await orders on —	226
Gazetted officer must report his —	228
Permission required to — more than 14 days before end of long leave	223
Revenue and Forest Officers in Madras—	
Special mileage rates for certain —	1036 (a)
Special rates for certain — for journeys by railway	1012, Exception
Revenue Survey—	
Exemption from contribution of certain subordinates of the —	763 (a)
Recess leave in the — counts	409
When service in the — qualifies	381 (a)
Roman Catholic priests—	
Service of — does not qualify for pen- sion	352 (c), Rule 1
Route—	
For calculation of travelling allowance	996—997
Royal Engineers—	
Date from which — count active service	10
Furlough on urgent private affairs of —	22
Net Military pay of — in the Public Works Department	122
Officers who are subject to Civil Leave Rules	35 (b)
Pay and allowances of — in Survey Department	128
Retention after 55 years of age	619 (a)
Temporary grade promotion of — for purposes of furlough	117, Note
Tenure of office in certain appointments	619 (c)
Vacation of appointment in Public Works Department by Generals	619 (b)

	Article		Article
Rule of Proportions—		Salt Revenue Department (Northern India)—	
Application of the — to service partly		<i>See</i> under Northern India Salt Revenue.	
under certain Local Funds	801	Sandheads—	
Leave allowances	810 and 900	Seamen's shore leave for duty at —	245
Pension for service paid partly from an		School Masters—	
Incorporated Local Fund	799	Service for pension of certain — in	
Pensions for service in Mysore	389 (a)	Bombay	386, Example (c)
Pensions for service paid partly from		Seamen—	
Berar Revenues	388	Shore leave of —	245
Term — defined	45	Secretary of State—	
Runn Salt Works—		Abolition of appointment. Intimation	
Pension of the Preventive Force em-		to — of — of officer on leave	219
ployed on the —	494 (3)	Application to — for extension of leave	237 (a)
Russian Language—		In granting extensions of leave does not	
Time spent by a Civilian in Russia		guarantee retention of appointment	237 (c), Note
studying the — counts for pension	9 (iii)	Information to be furnished to —	
		regarding officer whose return to	
S		India is deemed inexpedient	217
Salary—		Intimation to — of revision of pension	965
Allowance during leave must not ex-		Permission of — necessary to return	
ceed —	314 and 343	from long leave to Europe	224
Allowances attached to a Professorship		Sanction of — required to creation of, or	
or Lecturership	38, Rule 2	increase of pay of an appointment	70 & 75
Allowances not included in —	38, Rule 3	Sanction of — required to grant free	
Begins from date of assuming charge of		passages to or from India not pro-	
appointment	52 (a)	vided for by rule	1121 A
Calculation of — in plural appointments	167—168	Sanction of — when required to depu-	
Calculation of — in progressive appoint-		tation of an officer out of India	84 A
ments	155	Sanction of — when required in certain	
Calculation of value of —	150	cases to grant an increment	153 (b)
Cases in which special minimum — has		Sanction of — when required to pen-	
been fixed	97	sions	924 (b)
Good conduct allowance of policemen		Sanction of — when required to tem-	
treated as —	38, Rule 5	porary appointments and deputations	80
High Court Judges	543, Rule 2—5	Secretary to Government—	
Hospital Assistants	52, Rule 1	Furlough and leave of absence of —	
Includes charge allowances of Tele-		of India, Legislative Department	548
graph Masters	38, Rule 4	Head-quarters of a —	54
Increase of — above Rs. 750 a month	70	Leave admissible to a — of India, Pub-	
Limitation of — of officer in charge of		lic Works Department, whose term	
current duties of an office	162	of office has been extended	648
Maximum and minimum of an officiating		Special additional pension of —, India,	
officer	96	Public Works Department	643
Maximum Civil —	69	Tenure of appointment of —, India,	
Native of India	63	Public Works Department	647
New appointment on — exceeding		Tenure of office of Royal Engineers	
Rs. 500 a month	75	in appointment of —, India, Public	
Of an officiating officer in the Public		Works Department	619 (d)
Works Department	120	Section-Writer(s)—	
Of sub. <i>pro. tem</i> officer	90	Acting allowance of — paid by piece-	
Personal allowances how affected on		work	140, Rule 4
increase of —	61	Emoluments for pension	486, Rule 1, and 487, Rule 4.
Private Secretary	83	Is entitled to no allowance during leave	
Regimental medical officer acting as		Pay of the appointment of a — re-	
Civil Surgeon	170	employed	208
Regulation of progressive —	149	Service for pension of — paid by piece-	
Term — defined	38 (c) and 70, Note	work	515 380
Salt Department—			
Hospital leave to officers of the —	288		

Article	Article
Sehor School— Service for pension of the establishment of the — 386, Example (d)	Shipping Masters— Service for pension of — 386, Example (a)
Senior Chaplains— Conveyance allowance during privilege leave of Presidency — 1076, Exception	Shore leave— Rules of grant to seamen 245
Furlough allowances of Presidency — 585	Signallers, Telegraph Department— Charge allowance of — and others 126
Grant of leave to Presidency — in Bengal 854 (c)	Reduced pension admissible to — on re- tirement without a medical certificate 448 (c)
Pay of — 576	When medical certificate of incapacity may be dispensed with in case of — 448 (a)
Special allowances of Presidency — 571	Sind— Local allowance during privilege leave 267, Rule 2
Special and local allowances on privilege leave of Presidency — 596, Rule 1	Period between engagement of camp equipage and departure on tour treated as a halt 1054 (b)
Service Book(s)— Attestation of entries in — of an officer in Foreign service of the first kind 882 Rule 1	Subordinate Judges in — are treated as distinct classes 140, Rule 3
Cause of reduction to a lower appoint- ment to be stated in — 820	Small Cause Court(s)— Addition to qualifying service of a — Judge for superannuation pension 403
Cost and custody of — 818	Furlough and leave of absence of First Judges of — who are Barristers 548
Entries in — to be made regularly 821, Rule 1	Soldier(s)— Incidence of charge for pension of native — 356, Rule (5)
May be given up to the officer if he resigns or is discharged 818	Service for pension of — clerks in mili- tary offices 356, Note 1
Of an officer transferred to Foreign ser- vice of the first kind to be sent to Accountant-General 822	Service for pension of — in Civil employ ment 356, Rule (3)
Officers who are and who are not required to keep — 816	Solicitor to Government— Included in Law officers 651
Periods of suspension, leave, etc., to be entered in — and attested 821	Service of — does not qualify for pen- sion 352 (c), Rule 1
Personal certificates of character not to be entered in — 820	Somali Coast Mounted Police— Pension of members of the — 494 (4)
Responsibility for entries in — 819	Special Additional Pensions— For service in certain appointments 475 and 642—643
Service Registers— By whom kept 815	Service which counts towards — 644
Service Rolls— Cases in which — should be kept 817	Special Conveyance— Actual cost of transit allowance when an officer is required to travel by — 1037
Checking and attestation of entries in — 823	Audit officer to report improper con- cessions 1037 (b)
Particulars to be entered in — 823	Special Duty— Advance of salary — 64
Settlement— Allowances of Settlement and Assistant Settlement officers 81, Note 3	Officer on — how classified for travelling allowance 1006
Daily allowance of and special mileage rate for — officers in Bengal 1036 (b) and 1063, Exception (1)	Pay and allowances during — 81
Delegation of powers to exempt officers of the — Department from the 10 days' halt rule 1056, Note	Service on — qualifies for pension 379
When service in — and Survey Estab- lishments qualifies for pension 381 and 382	When included in calculation of average salary 16, Note 2
Sheriffs in Presidency Towns— Service of — does not qualify for pen- sion 352 (c), Rule 1	

	Article		Article
Special Leave—		State Railway(s) —	
After 55 years of age	301 (b)	Acting allowance of subordinate in superior appointments	124 (e)
Aggregate of — and furlough	299	Appointments in Superior Revenue Establishment tenure of which is limited	647
Allowances during —	318	Classification of service of — Revenue Establishment	659
Allowance during — of a Military officer in Civil employ, under 1868 rules	319	Compulsory retirement, Superior — Revenue Establishment	650
Allowances not forfeited by resignation during —	318(b)	Declaration required with applications for privilege leave from certain subordinates of —	827
Bengal Pilot Service	673	Extent to which ordinary leave rules apply to — Revenue Establishments	662
Chaplains	587—588	Extent to which service on lines under construction is pensionable	668
Combined with privilege leave	233	and Exception	
Date from which — begins and ends	221	Gratuities to servants injured on duty	745
Furlough under Rule XI of Military Furlough Regulations of 1868 is —	316, Rule 1	Interval of six months between two periods of privilege leave not required in the case of — Revenue Establishments	260, Rule (1)
Included in continuous service	22	Leave in consequence of accidents to — establishments	665
Lien on appointment during —	211 (a)	Leave rules for subordinates of — Revenue Establishments	663
May be taken partly in and partly out of India	323 (a)	Medical leave of — Revenue Establishments not interruption of duty	256
Military officers subject to Military Leave Rules	605	Medical leave to certain men employed on out-door work	661
Officer proceeding on — out of India must report embarkation and arrival	222	Recovery of advances from — establishments	667
Pilot after 55 years of age	677	Re-employment of pensioners on the non-pensionable Subordinate Establishment of a —	522 (ii)
To officer promoted from Indian Service Leave Rules	317	Service for leave of candidates in the Superior Revenue Establishment of —	203(a)
When — may be granted	316		
Special Pension(s)—		Statutory Civil Servant(s)—	
Forest and Geological Survey Departments	476	Leave of — employed as Law officers	652
Reference to Government of India of all special concessions	923 (a)	Leave taken as a High Court Judge	545
Recommendation for — not to be communicated to the officer concerned	923 (b)	Rules regulating the pay and allowances, pension and leave of —	566
When — require sanction of Secretary of State	924 (a)	Salary of —	63, Note (1)
		Term — defined	47
Special Services—		Subsidiary leave—	
Assumed salary in foreign service	754(a)	Admissible when privilege leave is retrospectively changed into furlough	239
Staff Corps—		Allowances admissible during —	330—331 and 348
Consolidated pay includes — pay	21	Allowances during — of Military officers subject to Military Leave Rules	609
Leave in India under the — Rules is an interruption of duty	259	Applicant for medical leave who fails to get a medical certificate	327
Salary of temporary Member of Council includes — pay	541	Barrister. Officers holding certain — appointments	548
Staff Salary—		Bengal Pilot Service	675
Acting allowance of a Military officer officiating in an appointment with a —	114—115	Chaplains	589—591
Command allowances which are not —	46, Note	Conditions of grant of —	322, 346 and 347
Term — defined	46		
Standing Counsel—			
Included in Law officers	651		
Stanley Engineers—			
Pay, Leave and Pension Rules applicable	See Article 627		
Star of India—			
Travelling allowance is admissible for a journey to attend a Chapter of the —	1038, Rule 1		

Article.	Article-
Subsidiary leave—<i>contd.</i>	
Definition of the term—	321(a)
Effect of not leaving India at end of —	221
End of — in the case of an Indian Civil Servant retiring from the service	979
High Court Judges	543, Rule 12
Included in active service	8 (i)
Law Officer	654—655
Leave partly in and partly out of India	323
Lien on appointment during —	213
Military Officers subject to Military rules	605, Note 2, 609 and 610
Not admissible to an officer combining privilege leave with other leave	346, Note
Not admissible to an officer who does not leave India by sea	321 (a)
Not reckoned from date of appointment to a particular post	329
Officer detained for a troopship	328
On return before end of leave	322 (b)
Period admissible	324, 346 and 347
Prolongation of — in case of detention under medical observation	326
Statutory Civil Servants	566
Time spent in obtaining a medical certi- ficate counts as —	327
Time spent on — does not qualify for privilege leave	249
When — does not count as service for pension	407
When — preparatory to retirement ceases	321 (b)
Subordinates—	
Cases in which travelling allowance for families is allowed to — on transfer	1097 —1098
Subsistence Allowance—	
Included in pay	38 (b)
Indian Civil Servants and Military Officers	108 (a)
Indian Civil Servant prevented by illness from joining his first appoint- ment	187
Indian Civil Servant under suspension	191
Is not part of pay of an appointment	92, Note
Military officer subject to the Civil Leave Rules	108 (a)
Officer returning from leave before due date liable to be kept on —	237 (b)
Statutory Civil Servants	566
Time spent out of employ on — includ- ed in active service	9 (ii), 10 Note
When — granted by a court is credited to Government	1134 (b)
When time passed on — qualifies for privilege leave	249
Substantive appointment—	
Acting allowances of officer without —	144—145
An officer cannot obtain ordinary fur- lough unless he has a —	215
Lien on — during leave	210—214
Substantive appointment—<i>contd.</i>	
Officer without a — entitled to subsist- ence allowance	107
Officers without a — not entitled to any allowances during joining time	188
Section-writer or Press servant paid by piece-work is officer without —	140, Rule 4
When an officer may draw the pay of his — without joining it	52 (b)
Substantive <i>pro tempore</i> appointment—	
Full pay cannot be drawn unless — is formally made	90, Note
Salary of officer holding a — how reckoned when acting in higher ap- pointment	90
Service may be counted as officiating service	156, Note
Status of an officer holding a — is that of an acting officer	90
When a — may be made	90—93
Sumptuary allowance—	
May be granted in addition to maximum Civil salary	69
Sundays—	
Effect of leave or joining time ending on holidays or —	220
Superannuation Fund—	
Admission of the Bombay City Police to the benefits of the —	500
Pensions paid from a Police — may be drawn in addition to salary	522 (i)
Superannuation Pension—	
Audit Officer to report when an officer attains the age of 55	463
Bengal Pilot Service	681—682
Compulsory retirement of an efficient officer, deprecated	459
Not admissible for inferior service	481
Of an officer part of whose service has been inferior	460
Optional retirement on —	464
Reduction in the case of officers appointed after age of 30 years	478 (a)
Re-employment after retirement on —	520
Statutory Civil Servants	566
Term — defined.	458
Superior Railway Revenue Establish- ment—	
See under State Railways.	
Superior Service—	
An officer holding two or more appoint- ments in inferior service is not in —	400
Application of rule regarding reduction of pension to an officer promoted to—	579
Calculation of pension of an officer whose service is partly —	398
Classes of pensions for —	424

	Article
Special Service—contd.	
Distinction between inferior and —	396
Medical certificate not required from officer promoted to —	50
Officer in appointment with inferior designation, but superior duties	402 (a)
Officer promoted from inferior to —	399
Officers who are not in — even though their pay exceed Rs. 10	402(b)
Surgeon-General with the Government of India—	
Head-quarters of the —	54
Survey —	
Acting allowance of officer in an administrative appointment in the — Department	131
Acting allowance	127
Appointments in Administrative Branch of the — Departments are not graded	131
Compulsory retirement in the — Department	461
Examination leave rules do not apply to — Department	283
Leave during recess	295
Pay and allowances of Royal Engineers	128
Power of Head of the — Department to sanction exemption from the 10 days' halt-rule	1056, Note
Recess leave of subordinates of the —	409
Royal Engineers' continuous services are subject to Civil Leave Rules	35 (b)
Special travelling allowance rules for the — Department in Madras	1070 (b)
Travelling allowance rules for officers of the — Department	1070 (a)
Travelling allowance of an officer in charge of a Survey Party	1010 (b)
Travelling allowance for journeys on transfer	1096
Travelling expenses of certain — subordinates in Assam and Burma in the case of recess leave	1128
Travelling allowance of first appointment to the — Department	1083, Exception (a)
When service in — Establishments qualifies for pension	381—382
Suspension—	
Allowance of Indian Civil Servant and military officer in Civil employ under —	191
Delegation by Local Government of power to sanction extra expense in certain cases of —	193 (b), Note
Effect on privilege leave of —	257—258
Increments in progressive salaries how affected by —	160
Leave of absence on account of — not admissible	195
Salary of an officer reinstated after —	193 (b)
Subsistence allowance of officer under —	193 (a)
When time passed under — does and does not count for pension	416—417
When — does not entail forfeiture of past service	420 (c)

	Article
T	
Table-Money—	
Officers in Burma to whom — is granted for travelling by Government Steam Launch on transfer	999, Rule 2
Port Officers travelling on detached duty not liable to deduction on account of —	1024
Rates of —	1022 and 1023
Rate of table-money for Political Officers in the Persian Gulf and Muscat	1022, Note
Recovery from or payment to an officer who does not actually travel by sea	1026
Second class passengers not entitled to board at the Commander's table	1025
When neither recovered nor paid.	1023, Explanation
Tahsildars—	
Travelling allowance on transfer of — in the United Provinces in the same district	1094, Exception 2
Teachers—	
Contribution for pension on behalf of — in Municipal Schools, Bombay	802, Rule 1
Transferred to service under Local Boards	804
Telegraph Department—	
Additional pensions	642—643
Calculation of the pension of — Messengers paid on the task-work system	485
Charge allowance of Telegraph Masters counts as salary for leave purposes	38, Rule 4
Commencement of service of officers of the —	12 and 631
Compulsory retirement	16 and 650
Grant of conveyance allowance to subordinates of the —	1077
House-rent allowance of Signallers of the — at Rangoon	62, Rule 1
House-rent of members of the Indo-European — on deputation or transfer	62, Rule 4
Leave rules applicable to officers of the —	634
Pay and allowance rules	633
Pension rules	635
Pensionary claims of certain officers of the Indo-European —	645
Service for leave and pension of an Assistant Superintendent Apprentice.	203 (a) and 372
Tenure of appointment of Director-General	
Travelling allowance of officers of the — attached to open lines of Guaranteed or State Railways	1067 and 1095
Travelling allowance of officers of the — travelling on an unopened line	1015
Travelling allowance on first appointment to the —	1083, Exception (a)

Article	Article
Temporary Appointment(s)—	Tolls—<i>contl.</i>
Extraordinary leave to officer holding a — 339, Rule 1	Payment of ferry and other — to an officer travelling on duty 1055
Medical leave of an officer holding a — 336, Rule 1	Tour—
Privilege leave to an officer holding a — 242 (a)	Allowance does not count for pension 488 (4)
Rules relating to — 77—84	Beginning and end of journeys on — 1053—1054
Service in a — created experimentally and subsequently made permanent 370	Charge allowance not admissible for charge of routine business 164 (a)
*Service in — does not qualify for pension (a) and (b) 352	Journeys to hill stations 1038
Sub. <i>pro tem.</i> promotion in place of officer holding a — 90	Officers not entitled to travelling allowance for journeys by road within jurisdiction 1039
Term — defined. 77	Officers whose jurisdiction extends over a whole province 1062
Travelling allowance of officers holding — 1008 and 1132	Travelling allowance for — 1038
Temporary Duty—	Travelling allowance ordinarily inadmissible for journeys within 5 miles of head-quarters. 1055
Service of a permanent officer deputed to — qualifies for pension 376	Training Schools—
Temporary Member of Council—	Time spent under instruction in certain — counts for pension 411
Salary and appointment of a — 539	Trans-Indus Police—
Temporary Service—	Footing for pension of the — 494 (2)
Government of India may allow — to count for pension 368	Transfer—
Privilege leave 242	Class to which an officer belongs during — for the purpose of travelling allowance 1007
Service in Establishments, the duties of which are limited to fixed periods in each year 369	Extension of joining time to prevent formal — 180 (a) (ii)
When service in Survey and Settlement Departments is non-qualifying 381	From a temporary to a permanent appointment 370
When — counts for leave 201	Initial pay on — to a progressive appointment 156—157
Tentage—	Of an officer to act in a privilege leave vacancy should be avoided 98
Cost of carriage of tents by whom defrayed 1042 (b)	Of charge elsewhere than at head-quarters 53, Rule 1
Does not count for pension 489 (2)	Officer during — how classified for travelling allowance 1007
In Madras during privilege leave 270	Officer on — cannot begin to draw pay and allowances without a last-pay certificate 67 (a)
Local Government prescribes scale of tents 1042 (a)	Privilege leave allowances for leave taken during — 265
Not included in salary 38, Rule 3	Reason of — when to be communicated to Audit Officer 1099
Officer compiling Bombay Administration Report may draw — 1047, Note, Rule 1	Survey Department 1096
When — may be drawn during joining time 185	To Household establishment of the Viceroy does not entail forfeiture of past service 420 (f)
Tenure of Land—	To non-qualifying service under Government does not entail forfeiture of past service 420 (e)
When service paid by the grant of a — counts for pension 393 and 394	Travelling allowance admissible to families of subordinates on — 1097—1098
Tenure of Office—	Travelling allowance for journeys on — to officers in superior service 1094
Date on which — of a Member of Council begins and ends 536	Travelling allowance in cases of — for misconduct 1100
Thugyi(s)—	Travelling allowance of an officer whose appointment is changed in transit 1103
Emoluments or average emoluments of a — in Lower Burma 489 (3)	
Service for pension of — 350, Rule 2, and 392, Rule 2	
Tolls—	
Included in the definition of actual travelling expenses 13	

Article	Article
Transfer—	Travelling Allowance—contd.
Travelling allowance in case of — from	Judicial Commissioner, Central Provinces, when not entitled to 1039, Note 1
the Army 1101—1102	
When leave intervenes 1104	
During leave 1105	
Transit—	Local Government or the Head of a Department decides which is the shortest route in case of doubt 996 (b)
Joining time of officer who obtains furlough while in — 183	Local Government or the Head of a Department may allow—by other than the shortest or cheapest route 997
Joining time of officer whose appoint- ment is changed during — 184	Locomotion at the expense of the State 999
Officer in transit how classified for travel- ling allowance 1007	May be granted in addition to maximum Civil salary 69
Time occupied in — does not entail for- feiture of past service 420 (g)	May be granted, on re-employment, to pensioner or officer thrown out of employment 1084
Travelling allowance of an officer whose appointment is changed during — 1103	Medical officer not entitled to — to attend upon the family of an officer 1038, Rule 2
Travelling allowance of officer who while in — obtains furlough 1106	Military officer on famine duty 84 (ii)
Travancore State—	Non-officials attending an Educational Conference 1004
Certain officers lent to the — exempted from contribution 763 (c) and (d)	Non-official Members of Legislative Councils 1148
Travelling Allowance—	Not admissible for a day on which an officer does not travel more than five miles from head-quarters 1055
Additional Members of the Imperial and Provincial Legislative Councils 1148	Not ordinarily admissible for families 995
Admissible for a journey to attend a Chapter of the Star of India 1038, Rule 1	Not intended to be a source of profit 995
Admissible in addition to deputation allowance 82	Of applicant for invalid pension to ap- pear before a Medical Board 1138
Bills for — on tour require counter- signature by Controlling Officer 1159	Of an officer compelled to leave his sta- tion to obtain medical advice 1136
Bishops of Calcutta, Madras and Bombay 1149	Of an officer compelled to leave his camp in case of emergency 1061
Carriage of camp equipment, camels and horses 1000	Of an officer on leave summoned to give evidence 1133, Note
Chaplain not entitled to — for a jour- ney to solemnize a marriage 1038, Rule 2	Of an officer provided with means of locomotion by the State 999
Classification of officers for — 1002	Of officers paid from Local Funds 814
Concession to officers whose jurisdiction extends over a whole Province 1062	Of officers attached to Railways 1067
Controlling Officer may not delegate the duty of countersignature to a subor- dinate 1162	Of officers of the Survey of India Depart- ment 1070 (a)
Definition and principles of — 995	Of officers of the Madras Survey De- partment 1070
Does not count for pension 489 (2) and (4)	Of officers of the Geological Survey 1071
Duties of Audit Officer 1163	Of officers appointed in Europe 1087—1093
Duties of Controlling Officer 1161 (a)	Officer holding two separate appoint- ments 1009
For the period intervening between de- parture and arrival of an officer and his camp equipage 1054 (a)	Officer on special duty 1006
Forms of — for journeys on tour 1038	Officer placed in charge of the current duties of an office 1010
Government Pleaders in Bombay 1005, Note	Officer recalled from leave 1127
Governors and Lieutenant-Governors control their own travelling expenses 1142	Officer transferred during privilege or examination leave 1105
High Officers of Government for journeys by railway otherwise than on duty Chapter LVI, Note	Officer whose appointment is changed while he is in transit 1103
Honorary Magistrates 1003	Officer who takes leave after giving over charge of his office 1104
Increased rates for special localities 1139—1140	Officer who while in transit obtains furlough on medical certificate 1106
Joining first appointment 1083, and Exceptions	Officers attached to Railways 1067 and 1095
Journeys to attend examinations 1116—1120	Officers not entitled to travelling allow- ance for journeys by road within jurisdiction 1039
Journeys to hill stations 1110—1115	

Article	Article
Travelling Allowance—contd.	
Officers whose whole time is not paid for by the State	1005
On termination of temporary employment	1132
Ordinary Member of the Viceroy's Council	1145
Pensioners re-employed	1084
Point of commencement and end of journey	998
Powers of Heads of Departments to decide which is the shortest or cheapest route	998, Note
Public Works and Telegraph officers travelling on unopened lines	1015
Revenue Surveyors in Burma when not entitled to —	1039, Note 3
Route for calculation of —	996—997
Special rate for special localities	1139—1140
Temporary employés	1008
Viceroy and Governor-General controls his own travelling expenses	1141
When generally inadmissible	1121
When not admissible to Police officer for visiting Police station	1055, Exception 1
When the actual expense of maintaining a camp may be drawn in addition to —	1061 (a)
When — may be drawn during a halt on tour of more than 10 days	1057
When — may be drawn by an officer summoned to give evidence	1133
Travelling by Railway—	
Allowances for —	1012
Class of accommodation to which officers of the various classes are entitled	1011
and Exceptions	
Fares payable by officers entitled to reserved accommodation when —	1158
Member of Council, Madras or Bombay	1147
On an unopened line	1015
Police Inspectors and chief constables, Bombay	1013, Rule 1
Reduction in case of an officer entitled to travel in a higher class at a lower fare	1014
Reduction necessary in the case of an officer allowed free transit	1013
Reserved accommodation of Ordinary Member of Viceroy's Council	1145
Special rates for — of certain Revenue and Forest Officers in Madras	1012, Exception
Zilladars and Veterinary Assistants in the Civil Veterinary Department	1039, Note 2
Travelling by Road—	
Definition of term —	1033
Exception transfer ministerial or menial officer is only entitled to actual expenses	1034
Fractions of a mile omitted in calculating mileage	1035
Travelling by Road—contd.	
Officer required to travel by special means of conveyance	1037
Rates at which mileage allowances are calculated	1034
Special mileage rates for certain officers	1036
Travelling by Sea or River—	
Amount of personal luggage to be carried at the expense of the State when —	1021
Charges for embarking and disembarking	1032
Class of accommodation to which officers of various classes are entitled	1016, 1017 and 1029
Crossing a river by steamer	1031
Director of the Royal Indian Marine	1018
Embarking and disembarking charges	1032
Free passage to families of officers transferred	1097—1098
Local Governments to decide in cases of doubt the class of accommodation to which an officer is entitled	1020
Political Resident at Aden	1018
Rate at which table-money is paid to an officer of the 2nd, 3rd or 4th class	1023
Rates payable to Commanders, for board etc. of officers travelling in Government vessels of table-money	1030
Recovery from or payment to an officer who does not actually travel by sea of table-money	1026
Recovery to be effected when board is provided	1022
Second class passengers not entitled to board at Commander's table	1025
Travelling by Government vessel obligatory	1028
Travelling Inspector of Emigrants, Assam	1019
Treasury Subordinates—	
Service of — appointed by treasurers does not qualify	362 (4)
Service of — in the Punjab qualifies	363
Troopship—	
Subsidiary leave of an officer waiting for a —	328
Trustee, Official—	
Included in Law officers	651
Turkish Arabia—	
Officers serving in — may leave or return by any port	321, Rule 1
U	
Uncovenanted Service Family Pension Funds—	
Additional premium paid to Government by subscribers to — in Foreign service	785

Article	Article
United Provinces—	Warrant—
Local allowance to Subordinates of the Public Works Department in the — . . . 124 (b), Note	To be furnished to officers proceeding on leave out of India 867
Naib-Tahsildar in the — . Minimum leave allowance of — 335, Rule 3	Warrant and Departmental Officer(s)—
Service under Committees in the — 809 (d)	Acting allowance rules — Indian Sub- ordinate Medical Department 105, Rule 1
Travelling allowance to foreign recruits for the Police in the — 1083. Exception (d)	Acting as Civil Surgeon 143, Note, 105, Rule 1
Unopened Line of Railway—	Compulsory retirement of — 613 (c)
Travelling allowance of Public Works Department and Telegraph Officers for journeys on an — 1015 (a)	Grades of — 48
	In independent charge of Civil Station 143
V	Leave while in Civil employ. 608
	Term — defined. 48
	Travelling allowance of — proceeding on or returning from leave on medical certificate 1124
	Warrant Officers in the P. W. D.—
	Service for pension of — 356, Rule (2)
	Witness's expenses—
Vacations—	Patwaris and Chowkidars in the United Provinces 1135
Combination of — with long leave 277	To a Government servant 1134
Privilege leave not admissible to officers who are allowed regular — 271	
Privilege leave on half pay to be treated as on full pay for calculating average salary 16, Note 1	Wound Leave—
	Conditions of grant, etc. 733
Vaccination Department—	Wound Pension(s)—
Certain officers of the — exempted from contribution 763 (g) and 795, Note 2	Admissibility of — 728
Vernacular Language—	Application for — 747
Travelling allowance for attending ex- aminations in the — of any Frontier or Hill tribe 1116 (3) and 1118	Claims of Military Officers in Civil employ to — under Military rules 732, Note
Veterinary Department—	Continuance of — 741
See Civil Veterinary Department.	Date from which a — begins 932
Vice-Consuls at Jeddah and Hodeida—	Encounter with dacoits 732
Travelling allowance of the — 1063, Exception (d)	Grant of — to be reported to Secretary of State 728, Note
Village Postman—	Limit up to which gratuity may be sanctioned 739 and 743
Service of a — is Superior Service 401	Limit up to which pension may be sanc- tioned 740
Volunteers—	Place of payment 731
Wound pensions admissible to — 720	Preliminary inquest 746
	Re-employment of a person in receipt of a — 784
	Relative rank of Civil officers 730
	Special cases 732
	To Volunteers 729
	When a — is granted 735
W	
Wards' Estates—	
Should not be charged for advice and services of Public Officers. 71 (b)	
Warder of a Lunatic Asylum—	
Hospital leave to — 287	

