

POSTS AND TELEGRAPHS

COMPILATION

of the

FUNDAMENTAL RULES

made by

The Secretary of State in Council under Section 96B of the Government of India Act, including Orders, etc., issued by the Secretary of State, Government of India, Auditor General, etc.,

and the

SUPPLEMENTARY RULES

made by

The Governor General in Council including Orders, etc., issued by the Government of India, Auditor General, etc.

VOLUME II.—APPENDICES AND FORMS.

Corrected up to the 31st July 1935.

SECOND EDITION (Revised).



Issued by the Accountant General, Posts and Telegraphs.

PUBLISHED BY THE MANAGER OF POSTS AND TELEGRAPHS, DELHI
 PRINTED BY THE MANAGER, GOVERNMENT OF INDIA PRESS, NEW DELHI
 1936.

Price three 10 or 1sh.



PAPER FSR/2.



POSTS AND TELEGRAPHS

COMPILATION

of the

FUNDAMENTAL RULES

made by

The Secretary of State in Council under Section 96B of the Government of India Act, including Orders, etc., issued by the Secretary of State, Government of India, Auditor General, etc.,

and the

SUPPLEMENTARY RULES

made by

The Governor General in Council including Orders, etc., issued by the Government of India, Auditor General, etc.

VOLUME II.--APPENDICES AND FORMS.

Corrected up to the 31st July 1935.

SECOND EDITION (Revised). ✓



Issued by the Accountant General, Posts and Telegraphs.

PUBLISHED BY MANAGER OF PUBLICATIONS, DELHI,
PRINTED BY THE MANAGER, GOVERNMENT OF INDIA PRESS, NEW DELHI.
1936.

Price annas 10 or 1sh.

Acc. No. 1717
Dt. 15/5/67

List of Agents in India from whom Government of India Publications are available.

(a) PROVINCIAL GOVERNMENT BOOK DEPOTS.

- MADRAS** :—Superintendent, Government Press, Mount Road, Madras.
BOMBAY :—Superintendent, Government Printing and Stationery, Queen's Road, Bombay.
SINDH :—Manager, Sind Government Book Depot, Karachi (Sadar).
UNITED PROVINCES :—Superintendent, Government Press, Allahabad.
PUNJAB :—Superintendent, Government Printing, Punjab, Lahore.
BURMA :—Superintendent, Government Printing, Burma, Rangoon.
CENTRAL PROVINCES :—Superintendent, Government Printing, Central Provinces, Nagpur.
ASSAM :—Superintendent, Assam Secretariat Press, Shillong.
BIHAR AND ORISSA :—Superintendent, Government Printing, P. O. Gulzarbagh, Patna.
NORTH-WEST FRONTIER PROVINCE :—Manager, Government Printing and Stationery, Peshawar.

(b) PRIVATE BOOK-SELLERS.

- Advani Brothers, P. O. Box 100, Cawnpore.
 Aero Stores, Karachi.*
 Albert Library, Dacca.
 Banerjee & Bros., Ranchi, Messrs. G.
 Banthiya & Co., Ltd., Station Road, Ajmer.
 Bengal Flying Club, Dum Dum Cantt.*
 Bhanuani & Sons, New Delhi.
 Book Company, Calcutta.
 Booklover's Resort, Talikad, Trivandrum, South India.
 Burma Book Club, Ltd., Rangoon.
 Butterworth & Co. (India), Ltd., Calcutta.
 Calcutta Book Agency, 16-1, Shama Charan Dey Street, Calcutta.
 Chatterjee & Co., 3, Bacharam Chatterjee Lane, Calcutta.
 Chukerverty, Chatterjee & Co., Ltd., 13, College Square, Calcutta.
 City Book Co., Madras.
 City Book House, Meeson Road, Cawnpore.
 Commercial Book Co., Lahore.
 Daa Gupta & Co., 54/3, College Street, Calcutta.
 Deccan Book Stall, Poona 4.
 Delhi and U. P. Flying Club, Ltd., Delhi.*
 English Book Depot, Ferozepore.
 English Book Depot, Taj Road, Agra and Saddar Bazar, Jhansi.
 English Book Depot, Bank Road, Ambala Cantonment and Kasauli.
 English Bookstall, Karachi.
 Faqir Chand Marwah, Peshawar Cantt.
 Fono Book Agency, Simla.
 Gaya Prasad & Sons, Agra.
 Grantha Mandir, Cuttack.
 Higginbothams, Madras.
 Hindu Library, 137-F., Balaram De Street, Calcutta.
 Hyderabad Book Depot, Chaderghat, Hyderabad (Deccan).
 Imperial Book Depot and Press, near Jama Masjid (Machhiwalan), Delhi.
 Indian Army Book Depot, Dayalbagh, Agra.
 Indian Army Book Depot, Jullundur City and Daryaganj, Delhi.
 Indian Book Shop, Benares City.
 Indian School Supply Depot, Central Avenue, South, P. O. Dharamtala, Calcutta.
 Insurance Publicity Co., Ltd., Lahore.
 International Book Service, Poona 4.
 Jacques & Co., Kamptee Road, Nagpur, Messrs. Neston.
 Jains & Bros., Mori Gate, Delhi and Connaught Place, New Delhi, Messrs. J. M.
 James Murray & Co., 12, Govt. Place, Calcutta (for Meteorological publications only).
 Kail Charan & Co., Municipal Market, Calcutta.
 Kamala Book Depot, 15, College Square, Calcutta.
 Kamala Book Stores, Bankipore, Patna.
 Karnataka Publishing House, Bangalore City.
 Keale & Co., Karachi.
 Kitabistan, 17-A, City Road, Allahabad.
 Krishnaswami & Co., Teppakulam P. O., Trichinopoly Fort, Messrs. S.
 Lahiri & Co., Calcutta, Messrs. S. K.
 Law Printing House, 11, Mount Road, Madras.
 Law Publishing Co., Mylapore, Madras.
 Lawrence and Mayo, Ltd., Bombay (for Meteorological publications only).
 Local Self-Govt. Institute, Bombay.
 London Book Co. (India), Arbab Road, Peshawar, Murree, Nowshera, Rawalpindi.
 London Book Depot, B. I. Bazar, Bareilly, U. P.
 Messrs. U. P. Malhotra & Co., Post Box No. 94, Lahore.
 Modern Book Depot, Bazar Road, Sialkote Cantt.
 Mohanlal Dossabhai Shab, Rajkot.
 Motilal Banarsi Das, Oriental Booksellers, Saidmthia Street, Lahore.
 Nandkishore & Bros., Chcwkt, Benares City.
 Nateson & Co., Publishers, George Town, Madras, Messrs. G. A.
 New Book Co., "Kitab Mahal", 192, Hornby Road, Bombay.
 Newman & Co. Ltd., Calcutta, Messrs. W.
 North India Christian Tract and Book Society, 18, Clive Road, Allahabad.
 Oriental Book Supplying Agency, 15, Shukrawar, Poona City.
 Oxford Book and Stationery Company, Delhi, Lahore, Simla, Meerut and Calcutta.
 Parikh & Co., Baroda, Messrs. B.
 Pioneer Book Supply Co., 20, Shilb Narayan Das Lane, Calcutta and 219, Cloth Market, Delhi.
 Popular Book Depot, Grant Road, Bombay.
 Punjab Religious Book Society, Lahore.
 Raghunath Prasad & Sons, Patna City.
 Rama Krishna & Sons, Booksellers, Anarkali, Lahore.
 Ram Krishna Bros., Opposite Bishrambag, Poona City.
 Ram Narain Lal, Katra, Allahabad.
 Ramesh Book Depot and Stationery Mart, Kashmir Gate, Delhi.
 Ray & Sons, 43, K. & L. Edwardes Road, Rawalpindi, Murree and Peshawar. Messrs. J.
 Ray Chowdhury & Co., 119, Ashutosh Mukherjee Road, Bhanuapuri, Calcutta.
 Rochouse & Sons, Madras.
 Roy Chowdhury & Co., 11, College Square, Calcutta, Messrs. N. M.
 Sampson William & Co., 127-B, The Mall, Cawnpore.
 Sarcar & Sons, 15, College Square, Calcutta, Messrs. M. C.
 Sarkar & Co., Ltd., 18, Shama Charan De Street, and 8/2, Hastings Street, Calcutta Messrs. P. C.
 Scientific Publishing Co., 9, Taiteln Lane, Calcutta.
 Seshachalam & Co., Masulipatam, Messrs. M.
 Shivji & Co., P. O. Chauhanaganj, Cuttack.
 Shri Shankar Karnataka Pustaka Bhandara, Malavuddi, Dharwar.
 S. P. Bookstall, 21, Budhwar, Poona.
 Standard Bookstall, Karachi.
 Standard Bookstall, Quetta.
 Standard Book Depot, Lahore, Dalhousie and Delhi.
 Standard Law Book Society, 5, Hastings Street, Calcutta.
 Standard Literature Company, Ltd., Calcutta.
 Students' Popular Depot, Kacheri Road, Lahore.
 Surat and District Trading Society, Surat.
 Taraporevala Sons & Co., Bombay, Messrs. D. B.
 Thacker & Co. Ltd., Bombay.
 Thacker, Spink & Co., Ltd., Calcutta and Simla.
 Tripathi & Co., Booksellers, Princes Street, Kalbadevi Road, Bombay Messrs. N. M.
 Union Stores, Indore City.
 University Book Agency, Kacheri Road, Lahore.
 Upper India Publishing House, Ltd., Literature Palace, Ammuddaula Park, Lucknow.
 Varadachary & Co., Madras Messrs. P.
 Venkatasubban, A., Law Bookseller, Vellore.
 Wheeler & Co., Allahabad, Calcutta and Bombay, Messrs. A. H.
 Young Man & Co., Ajmer, and Egerton Road, Delhi.

* Agent for publications on Aviation only.

250
1932

TABLE OF CONTENTS

APPENDICES.

NUMBER.	TITLE.	PAGE.
1.	Memorandum explanatory of each rule in the Fundamental Rules	1
2.	Memorandum explanatory of the treatment accorded in the Fundamental Rules to each article in the Civil Service Regulations	2
3.	Administrative instructions issued by the Governor General in Council in connection with the Fundamental Rules	3—10
3A.	Running Commentary on the Civil Services (Classification, Control and Appeal) Rules	11—17
4.	Delegations made by the Governor General in Council under Fundamental Rules 4 and 6	18—35
5.	Secretary of State's rules regulating the grant of Overseas Pay	36—37
5A.	Re-employed Personnel (Conditions of Service) Rules, 1932	38—40
5B.	Domicile Questionnaire	41
6.	Rules regarding the grant of free passages framed by the Secretary of State in Council	42—46
7.	Secretary of State's rules regulating the grant of Travelling, etc., Allowances to Civil Officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe, including the Near East, or America	47—53
7A.	Revised Leave Rules, 1933	54—61
8.	Instructions issued by the Auditor General under Fundamental Rule 74	62—74
9.	Study Leave Rules prescribed by the Secretary of State in Council under Fundamental Rule 84	75—79
9A.	List of British Dominions and Colonies in which leave-salary may be drawn in sterling	80—81
10.	Model terms for the grant of leave to Government Officials engaged on contract as finally approved by the Secretary of State for India in Council	82—83
10A.	Model terms for the grant of leave to Government servants engaged on contract who are under the rule-making control of the Governor General in Council	84—85
11.	Orders issued by the Governor General in Council under Fundamental Rule 114	86—87
11A.	Rates of contribution payable on account of pension and leave-salary during foreign service	88—94
12.	Memorandum explanatory of each rule contained in the Supplementary Rules	95
13.	Authorities which exercise the powers of a competent authority under the various Supplementary Rules made by the Governor General in Council	96—134
14.	List of Officers declared to be Heads of Departments for the purposes of the Supplementary Rules	135—137
15.	List of Officers who have been specially classed into the first or second grade for the purpose of calculating Travelling Allowance	138
15A.	List showing rates of Travelling Allowance of Line-staff of the Telegraph Engineering Branch for journeys on tour	139—141
16.	List of permanent travelling allowances	142—144

NUMBER.	TITLE.	PAGE.
17.	List of Conveyance Allowances	145
18.	List of special rates of daily allowance	146—148
18A.	List of localities which have been declared to be specially expensive and where daily allowance and road mileage at increased rates are admissible	149—154
19.	List of Officers not entitled to travelling allowance for journeys on tour	155
20.	List of special cases in which conveyance hire has been granted	156
21.	List of Officers by whom the possession of private conveyances may be considered to be in the interests of the public service	157—158
21A.	List showing the scales of travelling allowances drawn by the Posts and Telegraphs officials who move between hills and plains	159—161
22.	Rates of travelling allowance admissible to Posts and Telegraphs officials deputed to undergo a course of training	162—164
23.	List of Exceptions referred to in Supplementary Rule 184	165
24.	List of Controlling Officers in the Posts and Telegraphs Department (including audit) for purposes of Travelling Allowance	166—168
25.	List of authorities in the Posts and Telegraphs Department empowered to grant leave	169—171
Forms	173—198
Index	199—209

List linking the Appendices in this publication with those in other recognised Codes and publications.

No. of Appendix in this publication.	No. of the corresponding Appendix in other recognised Codes and publications.
4	II to the Government of India, Finance Department Supplementary Rules.
8	10 to Audit Code, Volume II.
11	I to the Government of India, Finance Department Supplementary Rules.
13	III Ditto.
16	VI Ditto.
18	V Ditto.
18A	IV Ditto.
Forms	Forms given in Appendix 10 to Audit Code, Volume II.



APPENDICES.

**APPENDIX No. 1.**

Memorandum explanatory of each rule in the Fundamental Rules.

[Not printed. See Second Edition.]

Acc. No. 1717
Dt. 15/5/07

APPENDIX No. 2.

Memorandum explanatory of the treatment accorded in the Fundamental Rules to each article in the Civil Service Regulations.

[*Not printed. See Second Edition.*]

APPENDIX No. 3.

Administrative instructions in connection with the Fundamental Rules.

(Government of India, Finance Department, Resolutions No. 205-C. S. R., dated 8th February 1924, No. 59-C. S. R., dated 9th April 1924, No. F. 13-XII-C. S. R., dated 20th November 1924, No. F. 91-V. C. S. R., dated 28th November 1924, No. F.-6-I-R.-II./32, dated 10th March 1932, No. F.-11(8) R. I./33, dated 19th April 1933, No. F.-10(7)-R. I./34, dated 5th April 1934, No. F.-7(50)-R. I./33, dated 7th December 1933, and No. F.-19(9) Ex. I./34, dated 25th July 1934.)

The Governor General in Council is pleased to make the following rules, in connection with the Fundamental Rules, in respect of Government Servants under his administrative control or serving in a Chief Commissioner's province.

***I.—CONDITIONS OF AGE ON APPOINTMENT TO GOVERNMENT SERVICE.**

†A person whose age exceeds 25 years may not ordinarily be admitted into the service of the State in superior pensionable service without the sanction of the Head of a Department. The ordinary limit is extended to thirty years in the case of a person appointed to a Judicial office.

NOTE 1.—This Rule does not apply to the employment in civil capacities of reservists and pensioners of the Indian Army.

NOTE 2.—This rule applies also to persons admitted to inferior pensionable service in the Indian Posts and Telegraphs Department.

* Minors, i.e., persons who have not attained the age of 18 years should not be appointed to posts for which security is required.

[Note 3 below Rule 467 of Post Office Manual, Vol. II (1916).]

† The Governor General in Council has empowered Heads of Postal and Telegraph Circles to admit into the service of the State persons in superior pensionable service whose age does not exceed 25 years by more than 18 months. This power should be exercised only in exceptional cases.

[G. I., I. L. D. No. 76-P. T., dated 23rd Oct. 1924.]

The Governor General in Council has vested in the undermentioned officers the discretionary power to admit in the inferior pensionable service of the State persons whose age exceeds 25 years :—

- (1) Heads of Circles.
- (2) Superintendent of Post Offices or Railway Mail Service.
- (3) Postmasters of the First Class.
- (4) Divisional Engineers, Telegraphs or Wireless.
- (5) Officers of the Superior Traffic Branch, I Division.
- (6) Officers of the Superior Traffic Branch, Second Division, in independent charge.

The power should be exercised in special circumstances only and the authority exercising the power must place on permanent record the reasons for the exercise of the power.

[F. A., P. & T.'s endorsements No. 1077-Est. A/30, dated 22nd April 1932, even No. dated 10th June 1932 and even No. dated 28th October 1933.]

II.—(a) CHARGE OF OFFICE.

*1. Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its headquarters, both the relieving and the relieved Government servants being present.

(1) The Chief Commissioners and Agents to the Governor General, North-West Frontier Province and Baluchistan, and the Auditor General may delegate to a subordinate authority the power to relax, for special and recorded reasons of a public nature, the provisions of this rule in the case of any class of Government servants serving under the latter whose transfer has been ordered by competent authority not higher than that of the Chief Commissioner or Auditor General, as the case may be.

(2) Sanction to the delivery of charge away from headquarters but within the jurisdiction of the officer relieved, may be accorded by Minor Local Governments and by Heads of Central Departments in respect of all Government servants serving under them who are transferred under competent authority. In special cases where the Head of the Minor Local Government or Central Department desires, for particular reasons connected with the public service, to confer at his own headquarters with the relieving Government servant before the latter enters upon his local duties, he may permit the transfer to be made at his own headquarters.

(3) The condition imposed by this rule that both the relieving and the relieved Government servants must be present is not enforced in the case of Government servants who are permitted to combine vacation with long leave under Fundamental Rule 81, or the Judicial Commissioner of the North-West Frontier Province. In such cases the following procedure has been laid down :—

- (a) When vacation is prefixed to leave the outgoing Government servant will report, before leaving headquarters, or if for urgent reasons the leave is granted during vacation, as soon as it is granted that he makes over charge with effect from the end of the vacation. The relieving Government servant will then take over charge at the end of the vacation in the ordinary way.
- (b) When vacation is affixed to leave the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

NOTE.—Charge of an office may not, without the previous sanction of the Government of India, be relinquished or resumed by Government servants visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave.

2. As a general rule, and subject to any special orders to the contrary in particular cases, the headquarters of a Government servant on the staff of a Government, as, for instance, a Secretary to a Government, the Director General, Indian Medical Service, or a clerk in a Government secretariat, are the headquarters, for the time being, of the Government, to which he is attached.

*The Governor General in Council has had under consideration the question whether in cases involving transfer of charge of an office elsewhere than at headquarters the exact nature of the reasons should be expressed on the face of the record. He has decided that this should be done, and audit officers have been instructed to challenge all orders in which the exact nature of the reasons underlying them has not been explained. Authorities exercising the power are expected to take into full consideration, before issuing the orders, the exact financial effect which such orders will produce.

[G. I. F. D. No. F.-227-C. S. R./26, dated 23rd July 1926.]

3. The headquarters of any other Government servant are either the station which has been declared to be his headquarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate to a subordinate authority the power to fix, or change, the headquarters of Government servants serving under the latter who are appointed by higher authority.

(b) LEAVING JURISDICTION.

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

2. An authority mentioned in the annexed schedule may authorise any Government servants under its control to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Indian State or Foreign Settlement in India.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate its powers under this rule to Heads of Departments.

A Government servant permitted under this rule to proceed to any place on duty may take with him such establishment and records as are absolutely necessary for the efficient discharge of his duties.

3. A controlling officer (see supplementary rule 191) may allow any Government servant subordinate to him to proceed on duty to any part of the territories of his local Government or to a District or Foreign State or Settlement adjoining the jurisdiction of the controlling officer and to draw travelling allowance under rule.

4. An Accountant General may pass pay and allowances to the Head of an Administration under the latter's own orders for any period during which he may be absent from his jurisdiction and to any member of his personal or secretariat staff.

III.—SUBSISTENCE GRANTS.—*Deleted.*

IV.—COMMITTALS TO PRISON.

*A servant of Government committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest, and should be allowed only the payments laid down in Fundamental Rule 53 until the termination of the proceedings against him, when an adjustment of his pay and allowances should be made according to the circumstances of the case, the full amount being given only in the event of the Government servant being acquitted of blame or (if the imprisonment was for debt), of its being proved that the Government servant's liability arose from circumstances beyond his control.

V.—LEAVE.

(1) *Probationers and Apprentices.*

Leave on medical certificate under Fundamental Rule 104 (a) (ii) shall not be granted for a period extending beyond the term of a Government servant's contract unless or until it has been decided to retain him in permanent employment.

* The adjustment of allowances should be made according to the circumstances of the case, *viz.*, under the orders of the Government of India in the case of Assistant Divisional Engineers and officers holding analogous or higher rank, and in all other cases by the Director General.

[Para. 784 of Telegraph Manual, Vol. I (1916).]

(2) *Casual Leave.*

*Fundamental Rule 85 does not refer to casual leave for short periods. Such leave is not recognised and is not subject to any rule. Technically, therefore, a Government servant on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning pay and allowances,
- (ii) charge of office,
- (iii) commencement and end of leave,
- (iv) return to duty,

or so as to extend the term of leave beyond the time admissible by rule.

NOTE 1.—In the Postal Department substitutes may be employed in the place of postmen and postal menials (other than runners) who may be granted casual leave, under the rules laid down in the enclosure to Industries and Labour Department letter No. 20-P. T. E., dated the 23rd August 1926.

NOTE 2.—In the Railway Mail Service substitutes may be employed in the place of mail guards, van peons, porters and other inferior servants who may be granted casual leave, under the rules laid down in the enclosure to Industries and Labour Department letter No. Est. B./APC-66/2B, dated the 11th January 1930.

Auditor General's decision.—It has been decided by the Auditor General, with the concurrence of the Government of India, that the practice of granting casual leave on half-pay or without pay is not covered by paragraph V (2) of the Administrative Instructions. Under that paragraph as it stands, full pay can be allowed to Government servants on casual leave. If, in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in rule 3 of the rules issued with the Government of India, Home Department, Notification No. F. 9-19-30, dated the 27th February 1932.

[Ar. G.'s letter No. T-797-A./108-34, dated the 1st August 1934.]

Director General's Instructions.—Military Telegraphists employed in Telegraph offices may be granted leave, with Telegraph allowances for 30 days annually. Leave granted otherwise than on medical certificate will be subject to the approval of the Military authorities.

[Paragraph 379 of Telegraph Manual, Volume II (1916).]

For the purpose of calculating the 30 days' leave the year should be taken to run from the 1st September to the 31st August.

[D. G. P. & T.'s No. 97-Est. (A)-II/27, dated 5th April 1928.]

(5) *Quarantine Leave.*

Quarantine leave is leave of absence from duty necessitated by orders not to attend office, in consequence of the presence of infectious diseases in the family or household of a Government servant. Such leave may be granted by the head of the office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. Any leave necessary for quarantining purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. Except in the cases mentioned in the notes below, no substitute should be appointed

*It has been ruled that the State should not be put to any extra expense in consequence of the absence of an officer during holidays or on casual leave. [G. I. F. D. No. 215, dated 14th March 1894—*vide* page 125 of Bengal Supplement to Civil Service Regulations.]

Overtime pay granted to a telegraphist should be excluded from the scope of these orders.

[F. A. P. & T.'s letter No. S. A.-33 (20), dated the 28th April 1932.]

in place of a Government servant absent on quarantine leave. A Government servant on quarantine leave is not treated as absent from duty and his pay is not intermitted.

NOTE 1.—The Government of India and the authorities mentioned in the annexed schedule may, to the extent indicated therein, sanction a substitute for an absentee on quarantine leave whose duties cannot be arranged for without prejudice to his pay provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

NOTE 2.—The Controller of Printing, Stationery and Stamps, in respect of employees appointed by him, may sanction a substitute for an absentee who is prohibited from attending to his duties on account of detention in plague-camps on the way to rejoin, or who is on quarantine leave and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

In the case of piece-workers pay or salary should be taken to mean remuneration at class rates.

NOTE 3.—The Postmasters General, the Director of Posts and Telegraphs, Sind and Baluchistan Circle; the Director of Wireless; the Electrical Engineer-in-Chief; the Controller of Telegraph Stores; the Superintendent of Telegraph Workshops; the Accounts Officer, Telephone Revenue Accounting Office; in respect of employees under their control and the Superintendent, Postal Seals, Aligarh, in respect of officials of the Indian Posts and Telegraphs Department under his control, may sanction a substitute for an absentee on quarantine leave whose duties cannot be arranged for without prejudice to his pay provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 per mensem. In each case of sanction, the sanctioning authority should certify that all leave reserve is exhausted or no leave reserve is available and that the work cannot be suitably arranged for amongst the other members of the office to which the absentee belongs.

NOTE 4.—The Chief Engineer, Central Public Works Department, in respect of such Government servants as are not employed wholly on provincial works may sanction a substitute for an absentee on quarantine leave whose duties cannot be arranged for without prejudice to his pay; provided that the period of absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

NOTE 5.—All Accountants General, the Director of Railway Audit, the Director of Army Audit, the Comptrollers, Assam and North-West Frontier Province and the Audit Officer, Indian Stores Department, may sanction the appointment of a substitute in place of a member of the inferior establishment serving under them who is absent on quarantine leave and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days. In each case of sanction, the sanctioning authority should certify that the work cannot be suitably arranged for amongst the other members of the establishment to which the absentee belongs.

(4) Recall from leave.

Orders recalling a Government servant on leave out of India should be communicated to him officially through the High Commissioner for India.

VI.—FOREIGN SERVICE.

(1) Procedure for payment of contribution.

1. A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Accounts Officer (referred to in rule 2) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; report to the latter officer the time and

date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require.

2. (a) In the case of foreign service out of India, the "Account Officer" is the Accountant General, Central Revenues.

(b) In the case of foreign service in India—

- (i) if pay in foreign service is paid from a Government treasury, and is subject to audit by an audit officer of Government, the Account Officer is such audit officer;
- (ii) otherwise, the Account Officer is the Accountant General of the province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under an Indian State, the Accountant General who is in account with the State concerned.

*NOTE.—In the case of Government servants in Commercial Departments, (e.g., Railways and Posts and Telegraphs) employed on foreign service in or out of India, the "Account Officer" is the Account Officer of the Department concerned.

(2) *Rules regarding leave and the grant of leave.*

1. A Government servant on foreign service in India is himself personally responsible for the observance of the rule contained in Fundamental Rule 122; by accepting leave to which he is not entitled under the rules he renders himself liable to refund leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

VII.—TRAVELLING ALLOWANCES.

(1) *Transfer not on public grounds.*

(a) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the Circle of Audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the Government servant has been transferred for the public convenience.

(b) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a).

(2) *Grant of travelling allowance to persons not in the civil service of the Crown, who are required to attend commissions of enquiry, etc.*

The grant of travelling allowance under the rules is desirable as far as possible, in all cases falling under Supplementary Rule 190, as it avoids correspondence and tends to facility of audit.

*Accountant General's Instructions.—In respect of the Postal and Telegraph Department, the Account Officers are the Deputy Accountants General in independent charge of the Branch offices under the Accountant General, Posts and Telegraphs.

[A. G. P. T.'s Endt. No. Mis.-1971/F.-90 II (Vol. 2), dated 16th Dec. 1924.]

VIII.—RULES GOVERNING THE APPOINTMENT AND PAY OF SETTLEMENT OFFICERS AND ASSISTANT SETTLEMENT OFFICERS.

1. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province, or an officer of the Provincial Civil Service holding a listed post of Collector or Deputy Commissioner, who is employed as a Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and not holding a special post and (b) a special pay of Rs. 150 per mensem.

2. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is employed as an Assistant Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and (b) a special pay of Rs. 100 per mensem. This rule does not apply to an Assistant who is attached to a Settlement for training only and is not in subordinate charge of any portion of the operations.

3. Settlement Officers and Assistant Settlement Officers who are members of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or are members of the Provincial Civil Service holding listed posts of Collector or Deputy Commissioner may, while on actual duty or on leave on average pay for not more than four months, be seconded from the regular line, if the Government of India may by general or special order so direct and if the post held by such officer is not provided for in the regular grades of Collectors or Deputy Commissioners or Joint Magistrates, etc. An officer of the regular line may be appointed to officiate for a Settlement Officer or an Assistant Settlement Officer absent on leave for not more than six consecutive months during the progress of a settlement; but in such cases the *locum tenens* cannot be seconded. If a Settlement Officer or an Assistant Settlement Officer belonging to the services mentioned in this rule, who is seconded, takes leave on average pay combined with leave on half average pay during the progress of a settlement for a longer period than six consecutive months, he reverts to his substantive appointment in the regular line after the expiry of the first four months of his leave on average pay, or if the leave on average pay is for less than four months, after the expiry of such leave; but if he takes leave of any other description for a period exceeding six months during the progress of a settlement, or if he takes any leave after the termination of his settlement, he must first revert to his substantive appointment in the regular line.

4. A Collector or a Deputy Commissioner who is a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or who is a member of the Provincial Service holding a listed post of Collector or Deputy Commissioner, and who is placed in charge of the settlement of his district in addition to his ordinary duties draws, in addition to his pay as Collector or Deputy Commissioner, a special pay of Rs. 150 per mensem. It is open to the Government of India to declare that such Collector or Deputy Commissioner who is in charge of the settlement of a less area than an entire district shall be entitled to special pay not exceeding Rs. 150 a month.

5. The Government of India may grant a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is below the rank of Collector or Deputy Commissioner and is employed on settlement work in addition to his ordinary duties special pay not exceeding Rs. 100 per mensem in addition to the pay otherwise admissible to him.

6. A member of the Provincial Civil Service in the North-West Frontier Province and Baluchistan who is specially appointed to settlement work draws a special pay of Rs. 100 per mensem in addition to the pay which would be admissible to him if serving in the regular line. A member of the Subordinate Civil Service in Baluchistan draws a special pay of Rs. 50 per mensem in similar circumstances.

SCHEDULE.

Administration, Department or Officer.	Powers.
1. Chief Commissioners	} Full powers.
2. First Class Residents	
3. Departments of the Government of India	} Full powers in respect of Government servants under their orders who are not appointed directly by the Government of India.
4. Director General, Posts and Telegraphs	
5. Inspector General of Forests	
6. Commissioner, Northern India Salt Revenue	
7. Controller of the Currency	
8. Auditor General	



APPENDIX No. 3-A.

Running Commentary on the Civil Services (Classification, Control and Appeal) Rules.

(Government of India, Home Department, letters No. F.-9/1/30-Ests., dated 8th July, 1930, No. F.-9/1/30-Ests., dated 12th September 1930, No. F.-9/1/32-Ests., dated 19th May 1932 and No. F.-9/7/35-Ests., dated 2nd May 1935.)

Rule 2 (b).—This differs somewhat from Rule 2 of the draft accompanying Home Department letter No. F.-178/15/24, dated the 14th October 1926. On reconsideration it was decided that the general principle should be that, when an officer becomes a member of a service other than the service in which he first secured appointment to the service of the Crown in India, he should be deemed to have been "appointed" for the purposes of the Rules by the authority which appointed him to the former service. But provision is made for exceptions to this general principle where the authority that appointed him to the service of which he is for the time being a member is subordinate to the authority which first appointed the officer to the service of the Crown in India. The intention is (*vide* Rule 22) that when such an appointment to another service takes place, the officer's position in relation to his original service should be considered and definitely decided at the time of that appointment.

Rule 3.—This rule makes the rules apply "to every person in the whole-time civil employment of a Government in India", with exceptions that are important. In the first place, it is laid down that the rules do not apply at all to persons "employed only occasionally or subject to discharge at less than one month's notice". It was considered proper to exclude entirely from the rules such humble employees as *punkha* pullers, *dāk* bungalow chawkidars and casual artisans: employees not entitled to regard themselves as settled in Government service for the rest of their working days, and whose general conditions of service would not be appreciably different if they were working for a private employer.

Of the other exceptions, Local Governments are concerned with those marked (a) and (c) and the attached proviso. Exception (a) saves the operation of separate enactments of law regulating, or providing for the regulation of, any service matter; the attached proviso bringing the Rules into play in each case in the field not covered by the separate enactment, provided the Rules, but for this exception, would otherwise apply to the person in question. The persons affected by this exception include—

- (i) high officials such as Governors of Provinces, members of Executive Councils, Ministers, Presidents and Deputy Presidents of Legislative bodies, High Court Judges, Council Secretaries, provision for whose appointment, etc., is made by enactment in other sections of the Government of India Act;
- (ii) subordinate officials such as the lower ranks of the police and some classes of revenue officers, for whose appointment, etc., provision is made by enactment in special Acts.

Exception (c) saves the operation of contracts for service that may be made hereafter; the attached proviso bringing the Rules into play in each case in the field not covered by special provisions in the contract, provided the Rules, but for this exception, would otherwise apply to the person in question. It is consequential on Rule 46; under which, for the first time since the passing of the Government of India Act, a statutory power to confer upon an individual, by contract, conditions of service not consistent with the rules governing the generality of Government servants is formally ascribed to Governments and defined.

The words "to whom but for these exceptions the Rules would otherwise apply", in the first proviso, call for special comment in connection with the high offices named above. Section 96-B under which the Rules are made,

does not, it has been decided, apply to those offices; and the Rules consequently do not apply to those offices. But if an incumbent of any of those offices is otherwise in the civil service of the Crown as a member of a regular service to which the Rules apply, then the Rules apply to him subject only to special provisions regarding the office made by or under a Section of the Act other than 96-B.

Rule 4.—This rule imports an element of elasticity into the Rules not contemplated in the previous correspondence with local Governments. The Secretary of State expressed a fear that to require Governments to make and apply statutory rules for officials of the lowest grades would place too heavy a burden upon the administration; and he introduced sub-rule (1) of this Rule so that Governments might be enabled, if they so desire, to place ministerial and menial officers under a régime of executive orders, in whole or in part, instead of a régime of rules. The extent to which the Government of India should have recourse to this sub-rule in the case of their own servants has not yet been decided. If local Governments so desire, the decision of the Government of India, when it is reached, will be communicated to them.

Sub-rule (2), within the limitations of the proviso attached to it, enables Governments to deal in a similar manner with officers above the status of ministerial and menial officers whom they may find it impossible to fit into the Rules despite the provisions of Rule 46. Such cases will presumably be rare.

The terms "ministerial" and "menial" are not defined in these Rules. It was thought that they would be capable of interpretation without definition.

Rule 5.—Is inserted as a precaution against disputes.

Rule 6.—Is intended to afford a safeguard against a rule which adversely affects any officer protected by Rule 9. If the Secretary of State decides that the rule is in contravention of Rule 9, he can pass appropriate orders.

Rule 7.—With regard to this rule the Secretary of State has made the following observations and requested that the position should be made clear to local Governments :—

"I am now satisfied * * * * * that the addition of the words 'except in so far as they may be inconsistent with these rules' removes the obligation hitherto imposed upon local Governments, and in some cases upon the Government of India, to obtain higher sanction for certain acts within the sphere now delegated to them. The words also empower delegate authorities to take on their own authority any action which under pre-delegation rules was left to higher authority, within the same sphere.

Thus the Fundamental Rules require (rule 50) the sanction of the Secretary of State to all deputations out of India and direct that deputation pay shall, subject to exceptions, be regulated by the Governor General in Council. When rule (7) of the present rules comes into force, such requirements will be, in respect of a Provincial Service Officer, for instance, inconsistent with the provisions of the rules generally, and the powers formerly resting with the Secretary of State and Government of India will in such a case fall to be exercised by the local Government."

Rule 8.—Provides a general safeguard of any rights or privileges conferred by or under any law or by the terms of any contract or agreement subsisting on the 27th May 1930. Contracts made after that date derive validity from Rule 3 (c) read with Rule 46.

Rule 9.—Important provisions in this Rule, not to be found in the proviso to rule 4 (1) of the Civil Services (Governors' Provinces) Delegation Rules, 1926, are the following :—

- (i) a rule from the operation of which an officer would otherwise be protected by the main provisions of sub-rule (1) will apply to him if it is made with the previous sanction of the Secretary of State in Council;

- (ii) an officer is not protected from the operation of a rule amending a matter which the rule-making authority had power to regulate on the 8th March 1926. Thus a local Government may reduce the pay of a menial who was in service on the 27th May 1930, because it had power on the 8th March 1926, to regulate his pay; but it may not deliberalise the pension rules applying to him, because it had no power on the 8th March, 1926, to regulate his pension;
- (iii) a rule which would not otherwise apply to an officer will apply to him if he consents thereto. Such consent to the application of a disadvantageous rule, which would result in the loss of a concession which an officer is enjoying, cannot, however, be expected from him unless in return therefor, he secures a new concession by the application to himself of a new advantageous rule.

The powers delegated to local Governments by these Rules are more extensive than those ascribed to them by the Delegation Rules: the protection afforded to officers already in service had, therefore, to that extent, to be dated from the 27th May 1930. But it was considered inconvenient to fix part of the protection with reference to the 8th March 1926, and part with reference to the 27th May 1930: so the latter date was made universal. This means some extension of the safeguard under which powers were delegated in 1926, but it was held that this would be unlikely to cause any serious embarrassment.

Rule 10.—Rule 4 of the Civil Services (Governors' Provinces) Delegation Rules, 1926, had the effect of removing the restrictions laid down in sub-rules (2) and (3) of rule 1 of the rules (the Provincial Audit Resolution) relating to expenditure by a Governor in Council on reserved provincial subjects and in sub-rules (2) and (3) of rule 1 of the rules (Schedule III to the Devolution Rules) relating to transferred subjects. The general view then was that no limitations on the powers of local Governments were required because they would be checked in any extravagance by the control exercised by the legislatures. On reconsideration, the Secretary of State has decided to impose upon all Governments including the Government of India the pay limits set out in this Rule. He considers that these limits should afford all the latitude normally required, and that posts carrying salaries in excess of them are likely to be of such a character that it will in any case be desirable that he should be apprised of, or approve, their creation. Consequential amendments will be made in the Audit Resolutions and in Schedule III to the Devolution Rules.

Rule 11.—In the draft which formed the enclosure to Mr. Haig's letter, dated the 14th October 1926, no reference was made to provident funds and it was stated against Rule 4 in the explanatory Memorandum attached to the draft that the omission was made because the question of permitting local Governments to establish their own provident funds and the conditions which it might be necessary to impose were still under consideration. It has since been agreed that the omission to mention provident funds would have left local Governments free to create provident funds for their servants on such conditions as they chose (and that the Delegation Rules, 1926, already have that effect), since provident funds are embraced by the term "conditions of service". The facts that the *corpus* of provident funds is carried at interest by the Government of India, that all withdrawals are withdrawals from Central resources, and that any other arrangement would raise large questions of inter-Government finance which it would be inappropriate to raise on such a side issue, have led to the decision embodied in this Rule. So far as the Government of India are aware, no local Government has exercised the power conferred by the Civil Services (Governors' Provinces) Delegation Rules, and they hope that none is likely to be inconvenienced by the restriction now imposed.

Rule 12.—This rule differs from rule 7 of the draft enclosed with Mr. Haig's letter, dated the 14th October 1926, by containing the words "for reasons to be recorded in writing" and the sentence "but no such relaxation

shall be made without the concurrence of the Governor, or the Governor-General, as the case may be". The Secretary of State, while agreeing that every rule-making authority must possess the means, in the last resort, of dispensing with the provisions of its rules in individual cases, considered it essential to add these qualifications, holding that a dispensing power has its risks and embarrassments and needs to be employed sparingly and with judgment.

Rule 13.—Reproduces Rule 5 of the Civil Services (Governors' Provinces) Delegation Rules, 1926, published with the Home Department notification No. F.-26/5/28-Ests., dated the 15th October 1928. The words "or the holder of a Special Post" are, however, an anachronism which, when a suitable occasion offers, the Secretary of State will be invited to correct.

Rule 14.—Regard being had to the facts that there are no actual services proper which have hitherto been designated "Specialist Services", that a considerable variety of status is already provided in the other five classes specified in this Rule and that the General Service category provides accommodation for "Special Posts", the presence of the "Specialist Services" Class calls for explanation. The explanation is that many posts "of a special or technical character, not included in All-India or Provincial Service" have been declared by local Governments to be "Special Posts" under Rule V of the Civil Services (Governors' Provinces) Classification Rules. It was anticipated that this may have created a conception of peculiar status in the incumbents of those posts and that they might consequently resent being relegated to a subdivision of the "Provincial Services". Whether such a feeling exists and whether it warrants such recognition in face of the fact that the "Provincial Services" will now include services which were recently of All-India status, will be a matter for decision by each local Government. Whether the Government of India will need to include any of their servants in this Class is doubtful, but has not yet been decided.

Rule 22.—The main object of this Rule is to cover the common case of an officer of an All-India Service who is appointed to a post included in a Central Service. The words "without his consent" are intended to provide for cases such as have occasionally arisen, in which an officer unfit for higher charges has agreed to being removed from an All-India Service to the connected Provincial Service as an alternative to being removed from Government service altogether.

Rule 23.—With reference to the saving clause of this Rule see paragraph 7 of the Home Department letter No. F.-178/15/24-Ests., dated the 14th October 1926.

Rule 24.—The words "rule made in this behalf by the Secretary of State in Council" used here and in Rule 25 have reference to the All-India Services (Transferred Departments) Replacement Rules, which were published with the Home Department Notification No. F.-93/III/29-Ests., dated the 31st January 1929.

Rule 25.—Embodies the decision contained in paragraph 5 of the Home Department letter No. F.-272/25, dated the 15th September 1926.

Regulation 3 of the Resolutions under Rule 12 of the Devolution Rules will be brought into conformity with this Rule.

Rule 26.—The intention of the proviso is to avoid doubts as to the saving of delegations already effected by rules in the Fundamental Rules.

Rule 27.—With certain modifications, this reproduces Rule VII of the Civil Services (Governors' Provinces) Classification Rules. The proviso to that rule, that the local Government may appoint a member of the Indian Civil Service to the post of Inspector General of Police or Director of Agriculture, is omitted for the reasons given in paragraph 8 of the Home Department letter No. F.-178/15/24-Ests., dated the 14th October 1926. The reference to any law for the time being in force is necessitated by the provisions of sections 99 and 100 of the Government of India Act. The other modifications need no explanation.

Rule 38.—Reproduces the substance of Rule XII-A. (1) of the Civil Services (Governors' Provinces) Classification Rules, as amended in the Home Department Notification No. F.26/7/28-Ests., dated the 10th May 1929, with the modifications mentioned below :—

- (i) the words "by transfer or promotion from another provincial service whether in the same or in a different province or" in sub-clause (i) of clause (c) of the proviso are inserted in order to enable local Governments, subject to the provisions of clause (b) to promote officers from a lower to a higher (e.g., from a class II to a class I) Provincial Service, or to transfer officers from a provincial service in one province to a provincial service in another province;
- (ii) the words "or a Commission established by a law made under the authorisation conferred by Rule 13" are consequential on Rule 13.

Rule 39.—Reproduces the substance of Rule 3 of the Civil Services (Governors' Provinces) Delegation Rules, 1926, as amended in the Home Department Notification No. F.26/7/28-Ests., dated the 10th May 1929.

Rule 40.—Is based on sub-rules (2) and (3) of Rule XII-A of the Civil Services (Governors' Provinces) Classification Rules. The words "or reduction" are omitted from the first proviso to sub-rule (1) because they are unnecessary to the intention of the proviso.

Rule 41.—Is based on Rule 4 of the Delegation Rules. With reference to the proviso, see Home Department letter No. F.101/26-Ests., dated the 24th November 1927.

Rule 44.—See in this connection paragraph 10 of the Home Department letter No. F.178/15/24-Ests., dated the 14th October 1926.

Rule 45.—An effect of the Civil Services (Governors' Provinces) Delegation Rules was to remove the restrictions imposed by Fundamental Rule 110 on the powers of local Governments to transfer officers under their administrative control to foreign service outside India or in an Indian State. That result was not intended, and this Rule reimposes those restrictions. The Government of India are not at present prepared to waive the control conferred upon them by sub-rule (c) of Fundamental Rule 110; and, for the rest, since there are, generally speaking, no direct relations between local Governments and foreign powers, a case was hardly likely to arise in which a local Government would transfer one of its officers independently to foreign service outside India.

Rule 46.—Special provisions by agreement will mostly be required for members of "General Services", but it is not the intention to restrict the use of agreements to them. For example, the agreement entered into by members of the Indian Police Service, which contains numerous provisions not stated in statutory rules, e.g., provision for a free passage on appointment, and for probation and discharge, would be covered by this Rule; and until the statutory rules have been extended very considerably beyond their present scope, such agreements will be required even for members of ordinary permanent services.

It is not contemplated that a contract of service should contain an exhaustive definition in terms of the conditions of service. The aim is to secure that the terms of any contract or agreement entered into with any officer in the civil service of the Crown should be maintained intact, the statutory rules applying on all points upon which the agreement is silent. This is made clear in the proviso read with Rule 3.

Sub-rule (2) of this Rule is intended to enable the Secretary of State (on an application from the Government concerned) to appoint under agreement an officer who would ordinarily be appointed by the Governor-General in Council or the local Government concerned. No doubt circumstances in which such application would be made would be very exceptional, for example, where advice of eminent consulting engineers was required who desired to execute terms of engagement with the Secretary of State in Council; but it seemed desirable to make formal provision for such cases.

Sub-rule (3) embodies the Secretary of State's decision on the question of granting compensation to officers employed on contract which was raised in paragraph 88 of the Lee Commission's Report and dealt with in paragraph 3 (i) of the Home Department letter No. 201/1/24-Ests., dated the 14th May, 1925. As regards the method and machinery for the assessment of compensation, I am to forward a copy of the correspondence noted below for the information and guidance of the local Government :-

- (1) Despatch to the Secretary of State, No. 9, dated the 4th July 1929, and enclosure.
- (2) Telegram from the Secretary of State, No. 1094, dated the 31st December 1929.

Rules 47 and 48.—See in this connection paragraph 11 of the Home Department letter No. F-178/15/24-Ests., dated the 14th October 1926.

Rule 49.—See paragraphs 15 and 16 of the Home Department letter No. F-178/15/24-Ests., dated the 14th October 1926. The "Explanation" covers the provisions contained in Rule XX of the Civil Services (Governors' Provinces) Classification Rules and adds a reference to the discharge of a person in accordance with the terms of his contract.

Rule 52.—Although it is not provided in the Rule itself, the intention is that lent officers should not be punished except after consultation with the authority which lent them.

Rule 53.—For the reasons why local Governments are not empowered to delegate their powers of punishment of members of Provincial or Specialist Services, see paragraph 12 of Home Department letter No. F-178/15/24-Ests., dated the 14th October 1926.

Rule 54.—See in this connection the reference given against Rule 44. The words "the conditions subject to which and the authorities by which such orders may be reversed or altered in cases in which no appeal lies or in which no appeal is preferred" are inserted with a view to empowering a local Government to make a rule which would enable it, or an authority to which it might delegate this power, to call for the proceedings in any case even when no appeal lies, and to pass orders as may seem fit.

Rule 55.—Reproduces Rule XIV of the Civil Services (Governors' Provinces) Classification Rules, as amended by the Home Department notification No. F-1/3/28-Ests., dated the 25th April 1929. It applies to all classes of persons to whom these rules apply including subordinate services.

Rule 56.—Clause (b) of this Rule qualifies the effect of item (c) of the "Explanation" under Rule 49, which states that the discharge of a person engaged under a contract in accordance with the terms of his contract, does not amount to removal or dismissal within the meaning of that Rule. The Secretary of State expressed apprehensions regarding the position of such classes of officers as temporary engineers who, though engaged on a yearly contract, could with reason look forward to continuous service; so sub-clause (i) of this clause provides an appeal against discharge where such expectations have been encouraged by continuance in service for a period exceeding five years. Sub-clause (ii) is consequential on Rule 58 (3).

Suspension is made appealable in order to afford redress against undue delay in passing final orders. Appeals against suspension while the officer's conduct is generally *sub judice* are not likely to be inconveniently frequent. Suspension will also be appealable when confirmed as part of the ultimate penalty.

Rule 57.—Sub-rules (1) and (5) are based on the provisions in Rules XVII and XVIII of the Civil Services (Governors' Provinces) Classification Rules. No provision has been made in sub-rule (5) for an appeal to the local Government because local Governments have not been authorised to delegate their powers of punishment—*vide* paragraph 12 of the Home Department letter of the 14th October 1926. The original orders will in all cases be passed by the local Government. The appeals provided in the proviso are made alternative to the appeal to the Governor, as the latter appeal is only given because no other appeal lies.

Rule 58.—This Rule differs in the following respects from Rule 50 of the draft enclosed with Mr. Haig's letter, dated the 14th October 1926 :—

- (a) It is expressed not to apply to members of subordinate services. It was felt that to extend the rule to subordinate services would entail great risk of abuse of the rule and make it almost certain that the rule will be exploited as a means of attacking final orders of departmental officers.
- (b) It expresses that an appeal in respect of a given condition of service lies only to the authority which made the rule prescribing that particular condition or, in the case of a condition prescribed in a contract, made the appointment.

The proviso that where the rule or the appointment was made by the local Government of a Governor's province the appeal shall lie to the Governor, was inserted because the Secretary of State thought it advisable that the officers in question should be given a right of appeal in this connection comparable with the right of appeal against disciplinary orders provided in Rule 57 (5).

- (c) The words "in his opinion" and "or otherwise" have been omitted as being unsuitable and leaving a loophole for misconstruction.
- (d) The words "leave, seniority, prospects of promotion or any other matter" have been omitted as unnecessary in view of the decision communicated in paragraph 3 of the Home Department letter No. F-272/23-Ests., dated the 16th September 1926, that the term "conditions of service" in section 96-B (2) of the Government of India Act covers everything affecting a service which cannot be brought under the three specific terms in that section.
- (e) Sub-rule (3) is new. Generally speaking, contracts made by the Secretary of State do and will provide for termination of service at notice by the employing Government in India. As the Secretary of State saw the possibility that this right might be exercised without due regard to the equitable exceptions of permanent employment with which the officer entered the service, he considered that the officer, as a person appointed by the Secretary of State in Council, should have a right of appeal to that authority if aggrieved by the order terminating his service. The class of case is not a large one.
- (f) The "Explanation" has been omitted as being superfluous. There should never be a rule or contract of service purporting to, or capable of being construed as purporting to, entitle an officer to selection for a selection post.

Rule 59.—The words "either confirming the order appealed against or remitting, reducing or increasing the penalty" which appeared at the close of Rule 51 of the draft enclosed with Mr. Haig's letter, dated the 14th October 1926, have been omitted because they were considered unduly restrictive of the discretions of appellate authorities and would have barred, for instance, an order for compensation such as is contemplated by section 72-D (3) (v) of the Act.

Rules 60-69.—Are based on Rules XXI to XXIX-B. of the Civil Services (Governors' Provinces) Classification Rules.

APPENDIX No. 4.

Delegations made by the Governor-General in Council under fundamental rules 4 and 6.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	9 (6) (b)	Power to issue orders that Government servants should in certain circumstances be treated as on duty.	Chief Commissioners.	Full power, provided that they obtain the previous assent of the Foreign and Political Department of the Government of India to the exercise of power in respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of the Chiefs' Colleges.
2	9 (17)	Power to declare a Government servant to be a ministerial servant.	All heads of departments.	Full power.
3	9 (19)	Power to appoint a Government servant to officiate in a vacant post.	Any authority which has power to make a substantive appointment to the post.	Full power.
4	10	Power to dispense with a medical certificate of fitness, before appointment to Government service, in individual cases.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board. 6. Director-General, Posts and Telegraphs. 7. Inspector-General of Forests. 8. Commissioner, Northern India Salt Revenue. 	<p>Full power.</p> <p>Full power in the case of Government servants not directly appointed by the Government of India.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
5	14	Power to suspend a lien.	<p>9. All heads of departments.</p> <p>10. Military Secretary to His Excellency the Viceroy.</p> <p>1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General.</p> <p>2. Chief Commissioners.</p> <p>3. First class Political Residents.</p> <p>4. Departments of the Government of India.</p> <p>5. Railway Board .</p> <p>6. Auditor General</p> <p>7. All heads of departments.</p> <p>8. Military Secretary to His Excellency the Viceroy.</p>	<p>Full power in the case of non-gazetted Government servants.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant.</p> <p>Full power.</p> <p>Full power.</p> <p>Full power, provided that they are authorised to make appointments to the post on which the lien is held.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment on the Viceregal Estates, excepting the Divisional Accountant.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
6	14-B	Power to transfer a lien.	<p>1. Auditor General .</p> <p>2. All heads of departments.</p> <p>3. Military Secretary to His Excellency the Viceroy.</p>	<p>Full power.</p> <p>Full power, provided that they are authorised to make appointments to both the posts concerned.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant, provided that the Military Secretary is authorised to make appointments to both the posts concerned.</p> <p>Note.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>
6A	15	Power to transfer a Government servant from one post to another.	All heads of departments.	Full power.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
7	20	Power to reduce the pay and allowances of a Government servant treated as on duty.	Any authority which has power to make a substantive appointment to the post which the Government servant holds.	Full power. NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.
8	24	Power to withhold increments.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Any authority which has power to make a substantive appointment to the post which the Government servant holds. 4. Directors, Telegraph Engineering. 5. Divisional Telegraph Engineers. 6. Officers in charge of Telegraph Engineering Sub-Divisions. 	<p>Full power.</p> <p>Full power.</p> <p>Full power in respect of non-gazetted Government servants.</p> <p>Full powers in respect of all establishments under them below the rank of Sub-Inspectors, provided that a report is sent to the Divisional Engineer, Telegraphs, in each case.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
8-A	26	Power to allow Government servants to count extraordinary leave for increments.	<p>7. Accounts Officers, in charge of Telephone Accounting Offices.</p> <p>1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General.</p> <p>2. Chief Commissioners.</p> <p>3. Any authority which has power to make a substantive appointment to the post which the Government servant holds.</p> <p>4. Director of Wireless.</p> <p>5. Directors of Telegraphs.</p> <p>6. Divisional Engineers, Telegraphs and Wireless.</p>	<p>Full powers in respect of the clerical and menial establishments under their control, provided that a report is sent to the Director of the circle concerned in each case.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p> <p>Full power.</p> <p>Full power.</p> <p>Full power in respect of non-gazetted Government servants.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
9		<i>Cancelled.</i>		
10		<i>Cancelled.</i>		
11	33	Power to fix, within certain limits, the pay of a Government servant officiating in a post the pay of which is personal.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 	<p>Full power.</p> <p>Full power.</p>
12	35	Power to reduce the pay of an officiating Government servant.	Any authority which has power to make an officiating appointment to the post concerned.	Full power.
13	36	Power to issue general or special orders allowing acting promotions to be made in the place of Government servants treated as on duty.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Director General of Posts and Telegraphs. 4. Accountant General, Posts and Telegraphs. 5. Director of Railway Audit. 	<p>Full power</p> <p>Full power.</p> <p>Full power, provided that the officials in whose place acting promotions are made are not officials directly appointed by the Governor-General in Council.</p> <p>Full power in regard to promotions in place of non-gazetted Government servants whom they authorise to undergo a course of training or instruction.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
14	40	Power to fix the pay of a temporary post which will probably be filled by a Government servant.	Any authority which has power to create a temporary post on the pay fixed.	Full power.
15	42	Power to make a subsistence grant to a Government servant under suspension.	The suspending authority.	Full power.
16		<i>Cancelled.</i>		
17		<i>Deleted.</i>		
18		<i>Deleted.</i>		
19	45A-V and 45B-V	Power to grant rent-free accommodation or to reduce rent.	Chief Commissioner.	Full power where the residence is in the occupation of an officer whose pay does not exceed Rs. 100 a month.
19A	45A-V and 45B-V	Power to waive or reduce rent.	Chief Commissioner.	Full power where the whole or part of a residence is uninhabitable owing to extensive structural repairs or from any other cause.
19B	46 (b)	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium.	1. Railway Board 2. All heads of departments.	Full power up to a maximum of Rs. 5,000 in each case. Full power up to a maximum of Rs. 500 in each case. In the case of recurring honoraria, this limit applies to the total of the recurring payments made to an individual in a year.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			3. Commissioners of Income-tax. 4. Collectors of Customs at Calcutta, Bombay, Madras, Rangoon, and Karachi. 5. Commissioner, Northern India Salt Revenue. 6. Collector of Salt Revenue, Madras. 7. Collector of Salt Revenue, Bombay. 8. Commissioner of Salt Revenue, Burma. 9. Opium Agent. 10. Public Service Commission. 11. Heads of Circles in the Indian Posts and Telegraphs Department.	Full power up to a maximum of Rs. 500 in each case, in the case of Government servants not appointed by the Government of India or the Central Board of Revenue. In the case of recurring honoraria, this limit applies to the total of the recurring payments made to an individual in a year. Full power. Full power up to a maximum of Rs. 500 in each case. In the case of recurring honoraria, this limit applies to the total of the recurring payments made to an individual in a year. NOTE. —In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
20	49	Power to appoint a Government servant to hold temporarily or to officiate in more than one post, and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn.	<p>1. All heads of departments.</p> <p>2. Military Secretary to His Excellency the Viceroy.</p>	<p>Full power, provided that they have power to appoint a Government servant permanently to each of the posts concerned.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant, provided that the Military Secretary has the power to appoint a Government servant permanently to each of the posts concerned.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
21	56 (a)	Power to retain Government servants other than ministerial servants, in service after the age of 55 years.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board. 6. Director-General, Posts and Telegraphs. 7. Central Board of Revenue. 8. Surveyor General. 9. Inspector General, Forests. 10. Commissioner, Northern India Salt Revenue. 11. Auditor General. 	<p>Full power, provided that extensions are limited to a period of one year at a time.</p> <p>Full power in the case of Government servants not directly appointed by the Government of India, provided that extensions are limited to a period of one year at a time.</p> <p>Full power in the case of officers of class II of the general list, assistant account officers and assistant audit officers, subject to report to the Governor General in Council when such a Government servant is retained in service after 60 years of age, provided that extensions are limited to a period of one year at a time.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			<p>12. Commissioners of Income Tax.</p> <p>13. All heads of departments.</p> <p>14. Manager, Government of India Press.</p> <p>15. Chief Medical Officer in Central India.</p> <p>16. Superintending Engineer in Central India.</p> <p>17. Excise Commissioner in Central India and Adviser on Opium Affairs for Central India and Rajputana.</p> <p>18. Military Secretary to His Excellency the Viceroy.</p>	<p>Full power in the case of Income Tax officers, provided that extensions are limited to a period of one year at a time.</p> <p>Full power in the case of non-gazetted subordinates, provided that extensions are limited to a period of one year at a time.</p> <p>The Accountant General, Posts and Telegraphs, and the Director of Railway Audit exercise similar powers in the case of Assistant Accounts Officers or Assistant Audit Officers, subject to the further condition that no such Government servant is retained in service after 60 years of age.</p> <p>Full power in case of non-gazetted subordinates, provided that extensions are limited to a period of one year at a time.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant, provided that extensions are limited to a period of one year at a time.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
22	56 (b)	Power to retain a ministerial servant in service after the age of 60 years.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Manager, Government of India Press. 3. Military Secretary to His Excellency the Viceroy. 	<p>Full power, provided that extensions are limited to a period of one year at a time.</p> <p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant, provided that extensions are limited to a period of one year at a time.</p>
23	56(c) (iv)	Power to grant a three months' extension of service to an engineer who has attained the age of 55.	<ol style="list-style-type: none"> 1. Chief Commissioners. 2. The Public Works Department of the Government of India. 3. Railway Board. 	Full power.
24	71	Power to require a medical certificate of fitness before return from leave.	The authority granting the leave.	Full power.
25	73	Power to extend leave.	The authority which granted the leave.	Full power, provided that the Government servant on leave will, on his return, be under the authority's administrative control.
26	83	Power to grant special disability leave.	Chief Commissioners.	Full power, provided that they obtained the previous assent of the Foreign and Political Department of the Government of India to the exercise of power in respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of the Chiefs' Colleges.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
27	Note 2 under rule 89.	Power to decide the period of leave on unrestricted average pay which may be taken by a Government servant transferred to a vacation department with leave at his credit.	<ol style="list-style-type: none"> 1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Departments of the Government of India. 4. Railway Board. 	Full power.
<p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>				
28	100	Power to grant leave to a military officer subject to the military leave rules.	All heads of departments.	Full power, provided that they are empowered to appoint the officer to the post in civil employ which he holds.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
29	110(c)	Power to sanction transfer to foreign service in India.	<ol style="list-style-type: none"> <li data-bbox="501 449 720 577">1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. <li data-bbox="501 813 720 966">2. Chief Commissioners, Baluchistan, Ajmer-Merwara and Coorg, and first and second class Political Residents. <li data-bbox="501 1077 720 1120">3. Chief Commissioner, Delhi. <li data-bbox="501 1248 720 1308">4. Departments of the Government of India. <li data-bbox="501 1462 720 1487">5. Railway Board. 	<p data-bbox="753 449 992 514">(a) Full power, subject to the conditions in serial No. 30.</p> <p data-bbox="753 514 992 966">(b) Power to sanction extensions of the period of foreign service, provided that there is no change in the terms originally sanctioned in the case of those Government servants who, were they in Government service, would be entirely under their administrative control, but whose original transfer required the sanction of a higher authority only because one or other of the terms allowed necessitated such sanction.</p> <p data-bbox="753 1248 992 1308">Full power, subject to the conditions in serial No. 30.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			<p>6. Inspector-General, Forests.</p> <p>7. Commissioner, Northern India Salt Revenue.</p>	<p>Full power, subject to the conditions in serial No. 30, in the case of Government servants not directly appointed by the Government of India.</p>
			<p>8. Auditor General .</p>	<p>Full power, subject to the conditions in serial No. 30, in the case of officers of Class II of the General List of the Indian Audit and Accounts Service, Assistant Accounts Officers and Assistant Audit Officers.</p>
			<p>9. All heads of departments.</p>	<p>Full power, subject to the conditions in serial No. 30, in the case of non-gazetted Government servants.</p>
			<p>10. Military Secretary to His Excellency the Viceroy.</p>	<p>Full power in the case of the non-gazetted Public Works Department establishment employed on the Viceregal Estates, excepting the Divisional Accountant, subject to the conditions in serial No. 30.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
30	114	Power to fix pay in foreign service.	<p>11. Accountant General, Posts and Telegraphs.</p> <p>12. Director of Railway Audit.</p> <p>1. Foreign and Political Department of the Government of India.</p> <p>2. Authorities to whom power is delegated by serial No. 29.</p>	<p>Full power in the case of Government servants not above the rank of Assistant Accounts Officer or Assistant Audit Officer subject to the condition in Serial No. 30.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p> <p>In the case of transfers to foreign service in an Indian State, the full powers delegated to a local Government in the general orders issued by the Governor-General in Council under fundamental rule 114 (<i>vide</i> Appendix 11).</p> <p>Full power, provided that—</p> <p>(a) The pay fixed does not exceed by more than 25 per cent. the substantive pay last drawn by the Government servant in Government service.</p> <p>(b) The pay is not at any time so increased as to exceed by more than 25 per cent. the pay which the Government servant would draw if he were in Government service.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
				<p>(c) No concessions are sanctioned in addition to pay, except—</p> <p>(i) travelling allowance under the rules of the foreign employer;</p> <p>(ii) payment by the foreign employer of leave and pension contributions, and</p> <p>(iii) grant of travelling allowance under division VI of these rules.</p> <p>The Chief Commissioners, Baluchistan, Ajmer-Merwara and Coorg, and first and second class Political Residents are also empowered to sanction—</p> <p>(1) free residential accommodation which may be furnished in cases in which the sanctioning authority considers this to be desirable on such scale as may seem proper to that authority; and</p> <p>(2) free conveyance or a reasonable conveyance allowance in lieu thereof.</p> <p>NOTE.—In respect of Officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
31	125	Power to decide the date of reversion of a Government servant returning, after leave, from foreign service.	1. Governor of the North-West Frontier Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board. 6. Auditor General.	Full power. NOTE.—In respect of Officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.
32	127(c)	Power to reduce the amount of recoveries on account of establishment employed for the benefit of particular persons.	Chief Commissioners.	Full power, in cases where the actual expenditure in any period falls considerably short of the sanctioned cost.
33	130	Power to allow previous service under a local fund to count as duty in Government service.	1. Departments of the Government of India. 2. Railway Board.	Full power.

APPENDIX No. 5.

[Fundamental Rule 9 (20).]

Secretary of State's rules regulating the grant of Overseas Pay.

(Government of India, Finance Department, Resolution No. 1533-Ex., dated the 5th July 1923.)

In exercise of the powers conferred by section 96-B (2) of the Government of India Act, the Secretary of State for India in Council has been pleased to make the following rules regulating the grant of overseas pay to members of services or to holders of posts for which he has sanctioned such pay.

2. The Secretary of State in Council has decided that these rules shall have effect from the 3rd January 1921, and that the principles laid down in the rules shall be applied retrospectively from the dates on which overseas pay came into force for the various services or posts concerned. The object of the grant of retrospective effect is to place the grant of overseas pay on a uniform basis from its inception. An officer not entitled to overseas pay under these rules will not, however, be required to refund any amounts which he may have drawn in good faith.

3. It will be observed that under the rules an officer who has been promoted to an Imperial Service from a provincial or subordinate service or from an outside post and is of non-Asiatic domicile is entitled, subject to the proviso in Rule 1 (a) to overseas pay from the date on which he became a member of the service. It has been decided that an officer who is admitted to an Imperial Service by promotion should become a member of that service in all respects and that there is no valid reason why he should be treated differently, in respect of overseas pay, from members of the service recruited from other sources. This decision will not, however, supersede that embodied in clause (1) of the Home Department Resolution No. 1260, dated the 24th June 1920, because Provincial Civil Service Officers on appointment to hold listed Indian Civil posts do not become members of the Indian Civil Service; they remain members of the Provincial Civil Service and it is considered that the pay fixed for them is a fair remuneration independently of overseas pay.

OVERSEAS PAY.

1. Overseas pay at the rate or rates sanctioned for a particular service or post may be drawn by the following classes of officers serving in such service or holding such post, namely:—

- (a) any officer having at the date of his appointment to such service or post his domicile elsewhere than in Asia:

Provided that no such officer shall be entitled to this concession who, prior to such appointment, has for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments or other privilege, claimed and been deemed to be of Indian domicile;

- (b) any officer having at the date of his appointment his domicile in Asia, to whom this concession has been extended by any general or special order of the Secretary of State in Council.

2. For the purposes of these rules, the domicile of a person shall be determined in accordance with the provisions set out in the Schedule to these rules:

Provided that a person who was born and has been educated exclusively in Asia, and has not resided out of Asia for a total period exceeding six months, shall be deemed to have his domicile in Asia unless in the case of a person to whom the proviso in Rule 1 (a) does not apply, it is proved, to the satisfaction of the appointing authority that he did not have his domicile in Asia on the date mentioned in that rule.

3. No officer who after his appointment to a service or post acquires a new domicile shall thereby lose his right to or become entitled to overseas pay.

4. If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Secretary of State in Council, in the case of persons appointed by him, of the Governor-General in Council in the case of persons appointed by him, or of the local Government in the case of persons appointed by them, shall be final.

THE SCHEDULE.

PROVISIONS FOR THE DETERMINATION OF DOMICILE.

1. A person can have only one domicile.

2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.

3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.

4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.

5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin.

(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions a declaration of his desire to acquire such domicile.

Explanation 1.—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin:

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband:

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

APPENDIX No. 5A.

[Fundamental Rule 22A.]

Re-employed Personnel (Conditions of Service) Rules, 1932.

(Government of India, Finance Department, Notification No. F. 6-XXIV
R. 11/32, dated 9th September 1932.)

In exercise of the powers conferred by the Civil Services (Classification, Control and Appeal) Rules, the Governor General in Council is pleased to make the following rules:—

1. These rules may be called the Re-employed Personnel (Conditions of Service) Rules, 1932.

2 In these rules—

- (a) "re-employed government servant" means a government servant who, having been discharged or permitted to retire on the conditions contained in the retrenchment orders, or having been discharged in such circumstances that the said conditions would have applied but for the excluding provision in order 1 of Section A of the said orders, is thereafter re-employed, or before the taking effect of his retirement is continued in employment, in a service (not being a Central Service, Class I) subject to the rule-making power of the Governor General in Council under the Civil Services (Classification, Control and Appeal) Rules;
- (b) "re-employment" with its grammatical variations and cognate expressions includes such continuance in employment as aforesaid;
- (c) "previous service" means the service of a re-employed government servant, preceding his discharge or the grant of permission to retire as aforesaid;
- (d) "Retrenchment Orders" means the orders circulated with the memorandum of the Government of India in the Finance Department No. 78-II-Ex. I-31, dated the 12th November 1931.

3. No government servant shall be rendered ineligible for re-employment in any service by reason of his age unless he has attained the age prescribed for superannuation from that service.

4. Subject to the provisions of these rules a re-employed government servant shall be subject to such conditions of service in respect of pay, leave and all other matters as would for the time being be applicable to him if he had entered government service for the first time on the date of his re-employment.

5. Where the previous service of a re-employed government servant was pensionable the following provisions shall apply with respect to the retention of the compensation pension or gratuity (not including the special gratuity sanctioned under order 6 in Section B of the Retrenchment Orders) accruing in respect of his previous service—

- (1) If the government servant is re-employed in superior service with an initial pay of not less than 75 per cent. of the pay of the permanent (non-tenure) post on which he held a lien (active or suspended) on the date of his receipt of notice of discharge or of acceptance of his offer to retire, the portion, if any, of such compensation pension or gratuity which he shall be permitted to retain shall be determined by the Governor General in Council.
- (2) A government servant re-employed in superior service with an initial pay of less than 75 per cent. of such pay as aforesaid or in inferior service shall be entitled to retain the whole of such compensation pension or gratuity.

- (3) If the pay of a government servant re-employed in superior service whose initial pay on re-employment was not less than 75 per cent. of such pay as aforesaid thereafter becomes less than 75 per cent. thereof by reason of a reduction in the rates of pay applicable to the service in which he is re-employed he shall be entitled from the date of such reduction to receive the whole of such compensation pension as aforesaid, or as the case may be to receive payment of such compensation gratuity as aforesaid less any amount thereof which he may have been permitted to retain under clause (1).

6. (1) Where a government servant is re-employed in permanent superior service before the expiration of the leave granted under order 2 in Section B of the Retrenchment Orders he shall notwithstanding re-employment be entitled to draw leave salary in addition to pay for the unexpired portion of such leave, and the period during which leave salary is so drawn shall be reckoned as leave for the purposes of clause (1) of order 4 in Section B of the Retrenchment Orders; provided as follows—

- (a) Any compensation pension or gratuity retained under rule 5 shall not commence or become due for payment until such leave has expired;
- (b) No period of re-employment otherwise qualifying for a second pension or gratuity shall so qualify if it coincides with a period already reckoned by virtue of the Retrenchment Orders for compensation pension or gratuity in respect of previous service, or with a period in respect of which the re-employed government servant continues under sub-rule (1) of rule 10 to be a member of a Contributory Government Provident Fund applicable to his previous service.

(2) Where a government servant is re-employed in permanent superior service, he shall refund in such instalments as the re-employing authority may direct the amount, if any, by which the gratuity payable under order 6 in Section B of the Retrenchment Orders exceeds—

- (a) in the case of a government servant whose initial pay on re-employment is not less than the pay on which the said gratuity was calculated an amount equal to $\frac{1}{24}$ th of a month's pay, determined in accordance with the said order 6, for each completed month which elapses between the expiration of leave on full or average pay and the date of re-employment;
- (b) in the case of a government servant whose initial pay on re-employment is less than the pay on which the said gratuity was calculated the aggregate of such amount as aforesaid and of an amount calculated in accordance with the formula contained in the said order 6 on the basis of the excess of the pay on which the said gratuity was calculated over the initial pay on re-employment.

Explanation: Where the amount specified in clause (a) or the aggregate of the amounts specified in clause (b) as the case may be, exceeds the gratuity payable under the said order 6, no additional payment shall be made.

(3) A government servant re-employed in permanent superior service shall not be required to refund any travelling allowance drawn in accordance with order 7 in Section B of the Retrenchment Orders and actually utilised but he shall receive no travelling allowance for the purpose of joining Government service on re-employment.

7. (1) Sub-rules (1) and (3) of rule 6 shall apply to a government servant re-employed in temporary or officiating superior service in like manner as they apply to a government servant re-employed in permanent superior service.

(2) A government servant re-employed in temporary or officiating superior service shall be entitled to draw and retain the whole of the gratuity payable under order 6 in section B of the Retrenchment Orders; provided that if his service thereafter becomes permanent he shall be required to refund in such instalments as the re-employing authority may direct the amount, if any, which he would have been required to refund under sub-rule (2) of rule 6 if he had originally been re-employed in permanent service.

8. A government servant re-employed in inferior service, whether permanent, officiating or temporary, shall be entitled to retain all the concessions accruing to him under the Retrenchment Orders including leave salary for any period admissible as leave under the said orders but coinciding wholly or partly with a period of re-employment; provided that no period of re-employment otherwise qualifying for a second pension or gratuity shall so qualify if it coincides with a period already reckoned by virtue of the Retrenchment Orders for the original compensation pension or gratuity.

9. If any question arises whether the service in which a government servant is re-employed is permanent or officiating or temporary or whether it is superior or inferior, the question shall be referred to the Governor General in Council whose decision shall be final.

10. (1) Where a re-employed government servant is on the date of his re-employment a member of a government provident fund (whether contributory or not) applicable to his previous service, he shall continue to be a member of such fund until the date of expiration of the leave granted to him under order 2 in Section B of the Retrenchment Orders on which date the amount standing to his credit in the fund shall become payable:

Provided that nothing in this sub-rule shall operate to the prejudice of any rule of the fund permitting the whole or any part of such amount to be paid on an earlier date.

(2) Where a re-employed government servant is required or permitted under the conditions of service applicable to him on re-employment to become a member of a government provident fund (whether contributory or not) his obligation or as the case may be his right to become a member of such fund shall, if the date of his re-employment precedes the date of expiration of the leave granted to him under order 2 in Section B of the Retrenchment Orders, not take effect until the last-named date.

(3) Where a re-employed government servant continues under sub-rule (1) to be a member of a government provident fund applicable to his previous service until the date of expiration of the leave granted to him under order 2 in Section B of the Retrenchment Orders and becomes on the same date a member of a government provident fund applicable to his service on re-employment he shall, whether or not the Fund applicable to his service on re-employment is the same fund as the fund applicable to his previous service, become a member of the fund applicable to his service on re-employment on the footing of a new member and his account in the fund applicable to his previous service shall be closed with effect from the date on which the amount standing to his credit therein becomes payable under sub-rule (1).

(4) This rule shall be deemed to be incorporated in, and shall have effect notwithstanding anything otherwise contained in, the rules of any provident fund affected thereby.

APPENDIX No. 5B.

[F. R.'s 9 (20) and 75-A.]

"Domicile Questionnaire."

*Questions.**Answers.*

1. State your birth-place, date of birth, and place or places where you were educated.
2. State paternal grandfather's birth-place.
3. Where was your grandfather residing when your father attained his majority? If in Asia, state whether your grandfather had at that time taken up a fixed habitation in Asia or was resident there only in the exercise of a profession or calling.
4. Where was your father educated and where was he residing (a) at your birth and (b) when you attained your majority? If in Asia, state whether he had at those times taken up a fixed habitation in Asia or was resident there only in the exercise of a profession or calling.
5. Did your father during your minority spend any periods of leave outside Asia, purchase property outside Asia, or show in any other way an intention of making his fixed habitation outside Asia? Give full particulars.
6. If your father retired from Government or other service or profession in Asia when you were a minor, did he continue to reside in Asia afterwards? How old were you at the date of his retirement?
7. Give full particulars of any periods spent by you out of Asia prior to your appointment to Government service in India.
8. In what ways did you show an intention of taking up a fixed habitation outside Asia prior to your appointment to Government service?
9. Have you ever claimed and been deemed to be a native of India for the purpose of your appointment to any office under Government or for the conferment upon you by Government of any scholarship, emoluments or other privilege?

[G. I. H. D., No. F.-1445-II-27/Ests., dated 17th February 1928.]

APPENDIX No. 6.

[Fundamental Rule 9 (5).]

Rules regarding the grant of free passages framed by the Secretary of State in Council.

I.—PASSAGE RULES, 1925.

(Government of India, Finance Department, Notification No. F.-200-I.C. S. R.-25, dated the 18th December 1925, as amended by their Notifications No. F.-7-IV-R.-I.-29, dated 15th March 1929, No. F.-7(83)-R. I./32, dated 10th January 1933, and No. F.-4(35)-R. I./34, dated 16th October 1934.)

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State in Council, with the concurrence of the majority of votes at a meeting of the Council held on the 21st day of October 1925, hereby makes the following rules:—

1. These rules may be called the Passage Rules (1925).

2. A local Government may sanction for any officer whom it has appointed in Europe to the public service in India a free passage to India and return passage on the termination of his appointment.

Government of India's Orders.—It has been decided that First Class D, P. and O. passages shall be provided for recruits to the Central Services, Class I (other than the Indian Political Department and the Indian Ecclesiastical Establishment), recruited overseas through the High Commissioner, to enable them to join their appointment in India for the first time. It has also been decided that specialists recruited overseas through the High Commissioner on high initial salary may be granted passages of a grade higher than I Class D, but not higher than I Class B, P. and O. Discretion to engage such passages rests with the High Commissioner.

[G. I., H. D., letter No. F.-88/32-Ests., dated the 5th October 1933.]

*3. I. A Local Government may sanction the following terms for any officer deputed out of India:—

- (a) If the period of deputation is not expected to exceed one year or if the period of deputation is expected to exceed one year and the officer does not take his family with him—
 - (1) for the journey from his headquarters to the port of embarkation travelling allowance at the rate which would be admissible to him were the journey one on tour;
 - (2) free passage (with diet) to the port of debarkation;
 - (3) travelling allowance at the rates admissible under the rules made by the Secretary of State in Council from the port of debarkation to destination in cases of deputations to Europe or America and actual travelling expenses in the case of deputations to other countries;
 - (4) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
 - (5) similar terms for the return journey.
- (b) If the period of deputation is expected to exceed one year and the officer takes his family with him—

*This rule has also been made by the Governor General in Council in exercise of the powers conferred on him by Rules 33(2), 37, 42 and 44(d) of the Civil Services (Classification, Control and Appeal) Rules.

- (1) for the journey from his headquarters to the port of embarkation travelling allowance at the rates which would be admissible to him were the journey one on transfer;
- (2) free passage (with diet) to the port of debarkation for himself and each member of his family entitled to travelling allowance under sub-clause (1);
- (3) actual cost of transport of excess luggage from the port of embarkation to the port of debarkation up to a maximum of 60 maunds;
- (4) for himself and family as described in sub-clause (2) travelling allowance at the rates admissible under the rules made by the Secretary of State in Council from the port of debarkation to destination in the case of deputations to Europe or America, and actual travelling expenses in the case of deputations to other countries;
- (5) actual cost of transporting luggage from the approved port of debarkation to destination within the limit laid down in sub-clause (3);
- (6) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
- (7) similar terms for the return journeys.

NOTE.—Return tickets for steamer journeys should be purchased in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

11. A local Government may, in exceptional circumstances, sanction a passage by air from or to India, to an officer deputed out of India and grant to him the terms detailed in clause I, other than those relating to his own passage and travelling allowance for himself in India, in lieu of which the officer may be granted—

- (1) travelling allowance for the journey from his headquarters to the air-port from which the passage has been sanctioned, at the rate which would be applicable were the journey one on tour;
- (2) free air passage to the air-port of debarkation;
- (3) in cases covered by clause I (a) the actual cost of transporting luggage—
 - (a) from his headquarters to the sea port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places, of the class to which he is entitled, and
 - (b) from the sea port above mentioned to the port at which he would have disembarked had he travelled by sea subject to a maximum of the charges payable for conveyance by sea of the amount of luggage which he would have carried free had a sea passage been sanctioned for him; and
- (4) Similar terms for the return journey.

4. A local Government may grant free passages, including travelling expenses by rail to the port of embarkation, in urgent cases where, in their opinion, it is desirable that an officer, or his dependants, should leave India, and where the pecuniary circumstances of the individuals concerned are such that they are unable to leave without such assistance.

5. A local Government may sanction a free return passage for any officer entitled to a return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement. The local Government may also sanction an extension of an original concession in regard to free passages home for an officer's family.

6. A departmental officer of the commissary class, or a departmental warrant officer, in civil employ, shall be entitled to the same passage concessions as he would receive if he were in military employ.

7. Articles 601A and 1123 of the Civil Service Regulations are hereby repealed.

II.—PASSAGE (SUBORDINATE) RULES, 1925, FRAMED BY THE SECRETARY OF STATE IN COUNCIL.

(Government of India, Finance Department, Notification No. F.-57-C. S. R.-25, dated the 30th December 1925, as amended by their Notifications No. F.-34-C. S. R.-27, dated the 4th February 1927, No. F.-7-XL./R. I./28, dated the 22nd September 1928, No. F.-7-XI./R. I./29, dated the 4th July 1929, No. F.-7-XV-R. I./29, dated 9th April 1931 and No. F.-4 (46)-R. I./34, dated 4th February 1935.)

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State for India in Council, with the concurrence of the majority of votes at a meeting of the Council held this 24th day of November 1925, hereby makes the following rules to regulate the grant of free passages to civilian subordinate employes of Governments in India engaged on contract for service in India, namely :—

1. (1) These rules may be called the "Passage (Subordinate) Rules, 1925". They supersede the rules previously in force regarding the grant of passages to personnel engaged in the United Kingdom for service in India who are provided with second class passages on appointment.

(2) Subject to the provisions of sub-rule (3) of this rule they apply—

(a) to any person of non-Asiatic domicile engaged before the 1st February 1935 outside India on contract for a period of not less than 3 years and to whom a 2nd class passage to India was or may be granted by Government for the purpose of joining his appointment during that contract and throughout his Government service thereafter;

(b) to any person of non-Asiatic domicile engaged before the 1st February 1935 outside India on contract for a period of less than 3 years to such extent as may be decided by the appointing Government to be appropriate provided that they shall apply without qualification to any such person who remains in Government service after completing 3 years' service;

(c) to any person of non-Asiatic domicile engaged before the 1st February 1935 in India on contract to whom they may be declared by the appointing Government to apply subject to such modification as may be decided by that Government to be appropriate.

(3) If a person to whom these rules apply becomes entitled to passage benefits under the Superior Civil Services Rules, or accepts in their stead passage benefits under any other analogous rules, he shall thereupon cease to be a person to whom these rules apply.

(4) Female employes shall not be entitled to the benefits admissible to the families of male employes.

Government of India's decision.—The following passage concessions may be granted to the subordinate personnel recruited on contract for a definite period of less than three years :—

A. Free second class passage to India—

- (1) for the employé himself on first appointment; his family (if any) or at the employé's option passage to any port in Europe;
- (2) for the family of an employé in respect of their first voyage to India, whether they actually accompany the employé or join him later;
- (3) for the intended wife of an employé when proceeding to India to marry him.

B. Free second class passage to the United Kingdom for the employé and or in a British Colony, Dominion or Possession at a cost not exceeding that of such passage to the United Kingdom, on expiration of the period of the agreement, or on termination of the agreement by the Government for any

reason other than misconduct or failure to comply with the provisions of the agreement, provided that the employé's service is regarded as satisfactory and provided further that he actually quits the service in India and leaves India within such time as the Government may direct.

C. Female employés shall not be entitled to the benefits admissible to the families of male employés.

D. The definitions under Rule 2 of the Passage (Subordinate) Rules shall apply.

The Government of India have considered in this connection the question whether a minimum limit of engagement in India should not be fixed, below which passage concession will not be granted to the families of such employés and have decided to vest in the High Commissioner for India the discretion to allow or not to allow passage concessions to the families of the employés, according to the circumstances of each case.

[G. I., F. D., Endorsement No. F-8-XXIV/R.-I./27, dated 8th December 1927.]

2. In these rules "employé" means a person to whom these rules apply.

"Family" includes a wife, unmarried sons and daughters, and step-daughters of any age and step-sons under the age of 16 years who reside with and are dependent upon the employé.

The expression "free passage" includes (a) second class accommodation by steamship by the all-sea route; (b) third class railway fare from the employé's home or usual place of residence to the port of embarkation and *vice versa*, plus the following allowances for incidental expenses:—15s. for the employé travelling alone, 20s. for the employé travelling with his wife and family, 15s. for a wife travelling alone, and 20s. for a wife accompanied by children; (c) a free railway pass (or an allowance in lieu thereof) and free conveyance of baggage up to a limit of 5 maunds for the journey from the port of disembarkation in India to his station and *vice versa*, plus the following allowances for incidental expenses:—Rs. 20 for the employé travelling alone or with his wife and family, Rs. 15 for a wife travelling alone, and Rs. 20 for a wife accompanied by children; (d) a mileage allowance in India at the rate laid down for the time being by the Government for each person for such journeys by road as may be necessary; (e) a halting allowance in India at the rate laid down for the time being by the Government for each person for every day, if detained under orders at the port of disembarkation or elsewhere.

"Government" means the Government in India under which the employé is employed.

Government of India's Order.—The term 'free passage' prescribed in Rule 2 of the Passage (Subordinate) Rules, 1925, is applicable to personnel engaged in the United Kingdom on contract for service in India for whom second class passages are sanctioned on appointment but to whom the rules referred to above are not made applicable.

[G. I., F. D., Endstt. No. F. 4 (88)-R.I./33, dated the 14th September 1933.]

3. Free passage to India shall be granted by the Government:—

- (a) on the occasion of their first voyage to India after his engagement for service, to the members of employé's family existing at the time of his engagement, whether they accompany the employé or join him later, if they have not been in India since his engagement;
- (b) to the wife of an employé who enters service as a bachelor but marries while in the United Kingdom on leave;
- (c) to the intended wife of an employé when proceeding to India to marry him;

Provided that an employé who has been granted a free passage for his wife or intended wife under this rule shall not be entitled to a second passage if he remarries, but a second wife may claim any concessions which were available to but were not utilised by a first wife.

4. Free passage to the United Kingdom shall be granted to an employé when granted leave on medical certificate to that country during his service, and free passage back to India when pronounced fit to resume duty. If an employé shall take leave on private affairs after being pronounced by the Medical Board fit to return to duty in India he shall forfeit any right to free return passage to India under this rule.

5. Free passage to any port in Europe or in a British Colony, Dominion or Possession, shall be granted to an employé who is recommended by the proper medical authority to proceed to such place, and free return passage when pronounced fit to resume duty, provided that the cost of such passages shall not exceed the cost of passages to and from the United Kingdom.

6. When an employee is granted leave on medical certificate the Government will, but not more than twice during his service, pay half the cost of passages from and/or to India for his family if they accompany him or precede or follow him within a time fixed by Government. But the cost of this concession shall not exceed half the cost of passages to and/or from the United Kingdom.

7. An employé who, whilst on ordinary leave out of India, is granted leave on medical certificate for a period exceeding two months on account of an illness which is certified by the proper medical authority to have been contracted in India or to be due to service in that country, shall be granted a free passage to India for himself, together with half the cost of passages for his family (subject to the limitation stated in Rule 6) from the United Kingdom or from any port in Europe or in a British Colony, Dominion or Possession (on his being pronounced fit to resume duty by the proper medical officer) on the termination of such leave. In the case of an employé on leave in a British Colony, Dominion or Possession, the Government shall decide, for the purpose of this rule, what medical evidence shall be accepted.

8. Free passages to the United Kingdom or to any port in a British Colony, Dominion or Possession shall be granted to the family of an employé who dies whilst in Government service: Provided that the cost of such passages shall not exceed the cost of passages to the United Kingdom.

9. Free passages to the United Kingdom shall be granted to the employé and his family at the end of his service, if his service is regarded as satisfactory and provided further that he actually quits the service in India and leaves India within such time as the Government may direct. A female employé whose service is terminated by marriage shall not be eligible for passage under this Rule.

10. In lieu of the passages admissible under Rule 9, an employé may be granted passages to any other country, if he wishes to proceed there and has permission to reside there, subject to his formally renouncing any claim to return passage to the United Kingdom, provided that the cost of such passages shall not exceed the cost of passages to the United Kingdom.

11. In lieu of the passages admissible under Rule 9 or 10 passages may, in exceptional circumstances, be provided prior to the end of the employé's service. When such passages have been so provided, no further passages shall be admissible when the employé finally leaves the service, and any sums paid in respect of such passages shall be liable to recovery should the employé's subsequent service prove unsatisfactory or should he terminate his service in circumstances other than such as may reasonably be regarded as covered by the term "retirement including invaliding".

APPENDIX No. 7.

[Fundamental Rule 51.]

Travelling, etc., Allowances of Civil Officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe, including the Near East, or America.

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

An officer who is placed on duty while on leave out of India may, if he would otherwise have been on leave carrying average pay or full pay, elect to consume such leave during the period of duty and be granted an honorarium equal to one-sixth of his Indian pay for the period in question. He will be eligible for Travelling allowances in addition under the rules below as if drawing pay under Fundamental Rule 51.

The following regulations have been approved to govern the grant, under the authority of the Secretary of State for India, of travelling and other allowances. They do not apply to cases governed by special rules, e.g., study leave, forest tours, etc.

They take effect from 15th October 1931, and are subject to review from time to time.

Section I.—Classification of Officers.

1.—(a) Travelling expenses in Great Britain and Northern Ireland :—

(i) Officers of the Indian Services (including military officers in civil employment) whose pay while on duty in India (exclusive of overseas pay) is Rs. 1,100 per mensem or over and officers serving under the Secretary of State or High Commissioner in receipt of a salary of £1,000 per annum inclusive or over—1st class.

(ii) All other officers—3rd class.

(b) Halting allowances in Great Britain and Northern Ireland :—

(i) Officers of the Indian Services—according to the classification in Supplementary Rule 17 to the Fundamental Rules.

(ii) Officers serving under the Secretary of State or High Commissioner—as in Section IV (C).

(c) Travelling expenses and halting allowances abroad :

(i) Officers of the Indian Services—as in paragraph (b) (i).

(ii) Officers serving under the Secretary of State or High Commissioner :—
Administrative and higher executive officers—1st class. Other executive and clerical officers—2nd class. Other officers—3rd class.

Note.—Retired officers are classified as above according to the service to which they belonged and the rate of pay they drew when last on duty, except that the halting allowances admissible to retired officers travelling in Great Britain and Northern Ireland will be at the rates specified in Section IV (c).

2. The allowances of military officers, if paid at military or naval rates, are governed by Army or Navy Regulations.

Section II.—Compensatory Allowance.

3. Subject to the provisions of Rules 4 and 5, officers who are sent to England from India on deputation may be granted a compensatory allowance at the following rates from date of landing in this country to date of leaving this country for India :—1st class, 16s. 8d. a day; 2nd class, 12s. 6d. a day; 3rd class, 8s. 4d. a day. Officers deputed from India to places abroad will draw halting allowance under Section IV (B) for the duration of their deputation in America or Europe as the case may be.

4. If an officer is permitted to take leave during his deputation, or to delay his embarkation for India at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.

5. An officer who is eligible for a compensatory allowance under this Section may be granted halting allowance under Section IV in lieu thereof, if to his advantage, in respect of necessary absence on duty away from headquarters.

6. Officers placed on deputation while on leave in this country may be granted a compensatory allowance at the rates prescribed in Rule 3 if they can show that they are put to extra expense in the matter of accommodation through being placed on duty. They will draw halting allowance in lieu thereof in respect of necessary journeys on duty away from headquarters.

Section III.—Travelling Expenses.

7. Travelling expenses when admissible are granted as follows where actually incurred :—

First Class.—First class railway or steamer fare.

Second Class.—Second if available, otherwise third.

Third Class.—Third class.

NOTE.—Officers are expected to follow the most economical route and to take advantage of return, cheap day, tourist, week-end or excursion tickets when available, and when a saving may be effected thereby. When it is known that daily journeys between the same two places will be performed on several occasions, a season ticket should be taken if more economical than daily return tickets. Railway officers travelling at concession rates may claim the cost of concession tickets only.

Delegates to conferences, etc., should utilise any rail and steamer fare concessions offered by conference authorities.

8. In the case of cross-Channel passages second class officers may travel 1st class and third class officers 2nd.

9. Only the cost of return tickets is allowed when such can be taken.

10. An officer unless otherwise instructed is expected to take up his headquarters at his place of work, and will not be refunded the cost of journeys (other than the first and last) between his home or place of residence and his headquarters.

11. Except as provided in Rule 11A, necessary incidental expenses, such as taxi or cab fares, motor hire, etc., may be passed by the Accountant-General, India Office or the Chief Accounting Officer to the High Commissioner, at their discretion. The extra cost of sleeping berths or seats in Pullman cars will not be allowed elsewhere than in America without the sanction of the Secretary of State in Council or the High Commissioner.

11A. Officers entitled to second class passages who are deputed to the United Kingdom receive in respect of journey from port of embarkation to their homes and vice versa the following allowance in lieu of refund of incidental expenses under Rule 11, namely, 15s. for each journey if the officer travels alone and £1 for each journey if he is accompanied by his wife or family.

12. An officer ordered to travel by the overland route to or from India on duty may be granted, in addition to travelling expenses, an inclusive sum of £1 as travelling allowance for the journey between England and the continental port of embarkation for, or disembarkation from, India.

Section IV.—Halting Allowance.

13. Officers on deputation from India travelling on duty may, when away from headquarters, draw in addition to travelling expenses under Section III halting allowance at the rates shown in the following tables A and B. Officers serving under the Secretary of State or the High Commissioner and retired officials (classified in accordance with their last salary drawn when in Government service), may draw subsistence allowance at the rates shown in tables B and C. These rates are not intended to meet the whole cost of subsistence when absent from home or headquarters, but only the extra expenses necessarily incurred through such absences.

A.—UNITED KINGDOM.

Class.	Rate 1. (First 14 nights.)	Rate 2. (After 14 nights.)	*Rate 3. (Journey of not less than 4 miles each way involving absence from hdqrs. of 10 hrs. or over.)	*Rate 4. (Journey of not less than 4 miles each way involving absence from hdqrs. of between 5 and 10 hours.)
	s. d.	s. d.	s. d.	s. d.
1	25 0	15 0	5 0	3 6
2	18 9	10 0	3 6	2 6
3	12 6	7 6	2 9	2 0

*These rates are not admissible in conjunction with rates 1 and 2.

B.—PLACES ABROADS.

(i) Sterling Rate.

	Class 1.	Class 2.	Class 3.
	£ s. d.	£ s. d.	£ s. d.
Constantinople	1 10 0	1 2 6	15 0
Egypt (and the Near East and North Africa).			
Oslo	1 5 0	18 9	12 6
Copenhagen			
Stockholm			
Spain			
Poland			
Bulgaria			
Hungary			
Roumania			
Yugoslavia			
Denmark (except Copenhagen)	1 0 0	15 0	10 0
Norway (except Oslo)			
Sweden (except Stockholm)			
Turkey (except Constantinople)			
Greece			
Finland			
Portugal			
Esthonia and Lithuania			

(ii) Currency Rates.

	Currency.	Class 1.	Class 2.	Class 3.
Austria (Vienna)	Schillings	43	32·25	21·50
Belgium (Brussels)	Francs	220	165	110
Rest of Belgium	"	175	131·25	87·50
Canada	Dollars (Canadian).	10	7·50	5
Czechoslovakia	Kronen	200	150	100
France (Paris)	Francs	175	131·25	87·50
Rest of France	"	125	93·75	62·50
Germany (Berlin)	Marks	30	22·50	15
Rest of Germany	"	25	18·75	12·50
Italy (Rome and Milan)	Lire	125	93·75	62·50
Rest of Italy	"	100	75	50
Netherlands	Guilders	18	13·50	9
Poland	Zlote	54	40·50	27
Switzerland (except Geneva)	Francs	30	22·50	15
Geneva	"	35	26·25	17·50
United States of America	Dollars	10	7·50	5

C.—UNITED KINGDOM.

	First 3 nights.	Next 4 nights.	For nights over 7 up to 14 nights in one place (except where a stay of more than 14 nights in one place is foreseen).	For nights in excess of 14 nights in one place (or for nights in excess of 7 nights where a stay of more than 14 nights in one place is foreseen).
	Per night <i>s. d.</i>	Per night <i>s. d.</i>	Per night <i>s. d.</i>	Per night <i>s. d.</i>
<i>Class A.</i> Officers on scales rising to a maximum of not less than £600, or with salary over £550 per annum, or with salary of £550 when that is the minimum of a scale.	23 6	21 0	20 0	15 0
<i>Class B.</i> Officers of Higher Clerical, Executive, Inspectorial and other Directing grades, and analogous classes, with minima of £100 per annum or over, and rising to maxima of £400 per annum or over—				
(i) on salary of £150 per annum up to £550 per annum;	18 6	17 6	15 0	10 9
(ii) on salary less than £150 per annum.	17 0	16 0		
<i>Class C.</i> Clerical and Departmental Clerical Classes and Shorthand Typists on salary between £100 and £250.	15 6	14 6	10 0	7 6
<i>Class D.</i> Clerical and Departmental Clerical Classes, Shorthand Typists, Typists and Writing Assistants on salary below £100.	12 6	11 9	7 6	6 0

14. When sleeping car accommodation is provided at Government expense, two-thirds only of the rates prescribed in Rule 13 will be admissible.

15. The rates prescribed in Rule 13 for places abroad will not ordinarily be admissible for more than one month in any one place except as provided in Rule 3. They may be varied in the case of attendance at Imperial and International conferences, etc.

Secretary of State's orders.—(1) The Secretary of State for India in Council has decided that the Halting Allowance in the case of delegates from India to International Conferences in Europe other than those at Geneva shall be at the rate of 35 shillings a day.

[G. I., F. D., No. F. 9 (107)-R. I/29, dated the 6th November 1929.]

(2) The Secretary of State for India in Council has decided that officials and non-officials appointed to represent the Government of India at an International Conference held at places (outside Asia) where they are residing when nominated as representatives shall be granted, but only for days of attendance at the Conference in question, subsistence allowance at the rate of £1-1 a day in lieu of the usual rate of £1-15 a night admissible to representatives at such Conference.

[India Office letter No. F.4436/30, dated the 3rd December 1930, received with the G. I., F. D., Memo. No. F-175-R. I/30, dated the 31st December 1930.]

(3) The Secretary of State in Council has carefully considered whether any reduction is practicable in the scale of allowances admissible in the case of deputation to Geneva in connection with League of Nations and International Labour Office meetings. He considers that the existing rate of £3-3 a night is not excessive and that it is doubtful whether the adoption of the plan followed by His Majesty's Treasury of paying for hotel accommodation and granting a daily allowance of 30 Swiss Francs would result in any economy. In the view of the Secretary of State in Council the only manner in which any real economy can be effected in the very substantial expenditure incurred in connection with India's representation at International Conferences is by reducing the number of delegates and advisers sent to such Conferences, and he is confident that the Government of India will bear this consideration in mind when formulating proposals for the personnel of delegations in future.

[G. I., F. D., endt. No. F.4 (21)-R. I/31, dated the 12th September 1931.]

16. No halting allowance can be drawn for any period during which an officer is entertained at the expense of the State or where subsistence is otherwise provided, e.g., on board ship.

17. When an officer is deputed to attend a Conference or Congress and its connected tour, he will draw in respect of the tour either the allowances and travelling expenses admissible under the above rules or the all-in charge, if any, arranged by the Conference or Congress authorities for the tour, whichever is the less.

Secretary of State's orders.—The Secretary of State in Council has accepted the following revised procedure in regard to the grant of permission to officers of the Public Works Department, while on leave, to visit engineering works in the United Kingdom or elsewhere at the public expenses, will be observed in future :—

- I. An application for permission to visit engineering works at the public expense should be made to the Local Government under which the applicant is employed.
- II. Such application as may be approved by the Local Government will be forwarded by it to the High Commissioner with a request that the necessary arrangements may be made, and with instructions whether or not halting allowance should be granted.

III. An applicant should state what particular works he proposes to visit. After completing his tour of inspection, he will be required to forward to the High Commissioner, for transmission to his Local Government, a report or paper of notes on the works examined embracing more especially his views as to the applicability to India of works of a similar description.

IV. If the report appears to the High Commissioner satisfactory, the officer concerned will be paid his travelling expenses under the India Office Travelling, etc., Allowance Rules. For this purpose, the report should be accompanied by full and detailed particulars of expenses incurred in travelling to and from the works visited, supported, if possible, by complete and detailed vouchers for all items of expenditure.

[G. I., I. & L. Dept., letter No. E.-45, dated the 23rd December 1929.]

ANNEXURE A.

(For use in India Office and Office of High Commissioner.)

Section I.—Classification of Officers.

1. In case of doubt the Head of a Department may decide the classification of an officer.

Section II.—Compensatory Allowances.

2. With reference to Rule 6 (of Appendix No. 7), if an officer's residence is at a distance from his headquarters and he is committed to its occupation, Heads of Departments may at their discretion sanction the cost of railway travelling (at season ticket rates if possible) between such residence and headquarters, provided that this course will not cost more to Government than the grant of compensatory allowance under Rule 6 and that it will not interfere with the officer's duty.

Section III.—Travelling Expenses.

3. In case of doubt the Head of a Department may decide what is an officer's headquarters.

4. With reference to Rule 10 (of Appendix No. 7) see remarks above under Section II.

5. Heads of Departments are authorised to allow first-class travel to officers not ordinarily eligible for this privilege subject to the conditions laid down in paragraph 5 of Treasury Circular No. 6/33, dated the 13th April 1933. Travel by a class higher than that specified in Section III may also be allowed under the conditions and in the areas prescribed in Treasury Circular No. 18/33, dated 20th October 1933.

Candidates.

6. Candidates for appointments who appear before Selection Committees or Medical Boards are not ordinarily entitled to their expenses for such attendance. In the following cases, however, third-class railway fares are admissible :—

- (a) Candidates already in the public service of this country.
- (b) Persons possessing technical or other special qualifications for an appointment who are invited to an interview by this Office.
- (c) Where the Board of Education or other public body or expert authority employed to select an officer desires expenses to be granted.

Where the status of the officer is such that he would be granted railway fare of higher class than third if he were in the service of the Secretary of State, the Government of India or the High Commissioner, and the circumstances of the case seem to require this concession, the Head of a Department may at his discretion allow such higher fare.

7. In other special cases expenses may be granted upon the authority of Heads of Departments within the limits of their powers of sanction.

8. Mechanics and other persons of similar status may, in addition, be granted the amount of any wages forfeited by them for attendance at this Office under the orders of the Head of the Department.

Officers undertaking work at their own request.

9. In cases where officers on leave undertake work at their own request, a refund of actual and necessary expenses may be granted, subject to the sanction of the Secretary of State in Council or of the High Commissioner, where such duty involves travelling, but no other expenses (*e.g.*, hotel bills) or allowances are admissible, unless this is specifically recommended by the officer's Local Government or the Government of India, as the case may be.

[G. I., F. D., No. F. 5 (28)-R. I/33, dated the 13th October 1934.]

APPENDIX No. 7-A.

Revised Leave Rules, 1933.

Made by the Governor General in Council in exercise of the powers conferred on him by Rules 33 (2), 37, 42 and 44 (d) of the Civil Services (Classification, Control and Appeal) Rules, for the Central Civil Services subject to his rule-making control in substitution for the corresponding rules in the Fundamental and the Supplementary Rules.

[G. I., F. D., Notification No. F.-12(2)-R. I./32, dated 14th December 1933 as amended by G. I., F. D., Notifications No. F.-7 (61)-R. I./34, dated 7th November 1934, No. F.-7(30)-R. I. 1/35, dated 4th July 1935 and No. F.-7(32)-R. I./35, dated 3rd July 1935.]

[See Fundamental Rule 58.]

1. These Rules may be called the Revised Leave Rules, 1933.

2. Subject to the exception hereinafter contained, these rules shall apply (with retrospective effect where necessary from the commencement of service counting for leave) to the following classes of persons employed in a service governed by the provisions of the Civil Services (Classification, Control and Appeal) Rules, whose domicile is Asiatic or who, if their domicile is non-Asiatic, have not been specially recruited overseas for service in India and who are under the rule-making control of the Governor General in Council :—

- (i) all persons who enter or have entered or are or have been re-employed in Government service, whether in a permanent or other capacity, on or after 16th July 1931;
- (ii) persons who were in service whether in a permanent or other capacity on 15th July 1931, if there is a break in their service after that date;
- (iii) persons who were on probation on 15th July 1931, and who were subsequently confirmed in the service or post for which they were on probation, provided that they were specifically warned at the time of appointment on probation that the leave rules were under revision;
- (iv) persons who entered service as a result of a competitive examination held before 16th July 1931, provided they were specifically warned before or at the time of the examination that the leave rules were under revision; and
- (v) persons who were in service as paid apprentices on the 15th July 1931, provided that they were specifically warned at the time of appointment as apprentices that the leave rules were under revision.

Exception.—Persons in respect of whom special provisions regarding leave have been made shall be governed by such special provisions.

NOTE 1.—For the purpose of these Rules the term 'Government service' shall be deemed to include prior service under Provincial Governments in India or under Local Funds administered by Government.

NOTE 2.—For the purpose of clause (ii) of this rule, a person re-employed under any of the Re-employed Personnel (Conditions of Service) Rules shall be regarded as having had a break in his service.

NOTE 3.—Persons transferred from the Service of a local Government to that of the Government of India shall be deemed to have been specifically warned for the purposes of clause (iii), clause (iv) or clause (v) of this rule if having been in probationary service under the local Government on the 15th July 1931 or having entered the service of the local Government as a result of a competitive examination held before the 16th July 1931 or having entered the service of the local Government as paid apprentices before the 16th

July 1931, they received from the local Government a warning of the nature mentioned in clause (iii), clause (iv) or clause (v) as the case may be, with reference to the revision of leave rules by the local Government.

NOTE 4.—The provisions of Note 5 apply *mutatis mutandis* to persons transferred from the service of a Local Fund administered by Government.

Government of India's decisions.—These rules replace in respect of those persons to whom they are made applicable by Rule 2 the corresponding leave rules in the Fundamental and the Supplementary Rules. The other rules in the Fundamental and the Supplementary Rules shall remain operative [as shown in the Annexure] in the case of those persons except in so far as they may be inconsistent with or repugnant in subject or context to these rules. In the application of the remaining Supplementary Rules to persons governed by these rules, leave on average pay not exceeding four months shall be taken to mean earned leave not exceeding 90 or 30 days as the case may be.

[G. I., F. D., letter No. F-12 (2)-R. I./32, dated the 16th December 1933.]

3. In these rules—

“leave” includes earned leave, leave on private affairs, leave on medical certificate and extraordinary leave;

“earned leave” means leave earned in respect of periods spent on duty;

“earned leave due” means the amount of earned leave, calculated as prescribed in Rule 9 or Rule 10, diminished by the amount of earned leave taken;

“officer in permanent employ” means an officer who holds substantively a permanent post or who holds a lien on a permanent post or who would hold a lien on a permanent post had the lien not been suspended.

4. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the public service.

5. Unless the Governor General in Council shall otherwise determine, an officer shall cease to be in Government service if he is continuously absent from duty for five years whether with or without leave, unless such absence is absence on foreign service in India.

6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

7. No leave shall be granted beyond the date on which an officer must compulsorily retire :

Provided that the authority empowered to grant leave may allow any officer who has been denied in whole or in part on account of the exigencies of the public service the earned leave which was due to him pending retirement, the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such officer must compulsorily retire.

Provided further that an officer whose service has been extended in the interests of the public service beyond the date of his compulsory retirement may similarly be granted either within the period of extension or, if the conditions of the preceding proviso are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension.

8. Subject to the provisions of rule 4 and rule 7, an officer may at any time be granted the whole or any part of the earned leave due to him.

Auditor General's decisions.—In respect of the Government servants who are governed by the Revised Leave Rules leave accounts need not be maintained in the forms prescribed in paragraph 33 of the Instructions issued by the Auditor General under Fundamental Rule 74 (Appendix 8).

[Ar. G.'s letter No. 20-A./122-31, dated the 26th January 1934.]

9. The earned leave admissible to an officer in permanent employ is,
- (a) to an officer in superior service—one-eleventh, and
 - (b) to an officer in inferior service—one-twenty-second,
- of the period spent on duty :

Provided that when the earned leave due amounts to—

- (i) 120 days in the case of an officer in superior service who is entitled to joining time under F. R. 105 (d) only once in three or four years;
 - (ii) 90 days in the case of any other officer in superior service;
 - (iii) 30 days in the case of an officer in inferior service;
- the officer ceases to earn such leave.

Government of India's decisions.—In recalculating the leave due or admissible, with retrospective effect, under the Revised Leave Rules the leave already taken or sanctioned under the Fundamental or the Supplementary Rules shall be accounted for as follows :—

- (i) Leave on average pay, whether taken with or without medical certificate, against "earned leave".
- (ii) Leave on half average pay without medical certificate, against "leave on private affairs"; and
- (iii) Leave on half average pay on medical certificate, against "leave on medical certificate".

Where leave under the Fundamental or the Supplementary Rules has already been enjoyed, or is being enjoyed before the promulgation of the Revised Leave Rules, and the leave or leave-salary taken or sanctioned exceeds that admissible under the revised leave rules, the excess of leave or leave-salary is hereby authorised.

[G. I., F. D., letter No. F-12 (2)-R. I./32, dated the 16th December 1933.]

10. (a) The earned leave admissible to an officer not in permanent employ is, when he is in superior service, one-twenty-second of the period spent on duty, provided that when the earned leave due amounts to 30 days he ceases to earn such leave.

(b) No earned leave is admissible to an officer in inferior service not in permanent employ.

11. An officer not in permanent employ appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been duty as an officer in permanent employ diminished by any earned leave already taken. Leave is not an interruption of duty for the purpose of this rule.

12. (a) Earned leave is not admissible to an officer in permanent employ serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.

(b) The earned leave admissible to such an officer in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days earned leave if he is in superior service, or of 15 days earned leave if he is in inferior service, as the number of days of vacation not taken bears to the full vacation.

If in any year he does not avail himself of the vacation, earned leave is admissible to him in respect of that year in accordance with the provisions of rule 9.

(c) Vacation may be taken in combination with or in continuation of any earned leave under these rules, provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed 90 days if the officer is in superior service or 30 days if he is in inferior service.

(d) Earned leave is not admissible to an officer serving in a vacation department who is not in permanent employ.

13. Leave on private affairs may be granted only to an officer in permanent employ in superior service and to the following extent, namely:—

- (a) if belonging to a Central Service Class I or Class II or a Specialist Service for 18 months in all, and on any one occasion for not more than 3 months if spent wholly in Asia or for not more than 9 months if spent wholly outside Asia; if the leave is spent partly in and partly outside Asia, the period shall be 3 months plus such time as is actually spent outside Asia subject to a maximum total period of 9 months;
- (b) if belonging to a Subordinate Central Service for 12 months in all, and on any one occasion for not more than 3 months if spent wholly in Asia or for not more than 6 months if spent wholly outside Asia; if the leave is spent partly in and partly outside Asia, the period shall be 3 months plus such time as is actually spent outside Asia subject to a maximum total period of 6 months.

14. Leave on medical certificate not exceeding 12 months in all during an officer's service may be granted to an officer in permanent employ. Such leave shall be given only on production of a certificate from such medical authority as the Governor General in Council may by general or special order specify in this behalf and for a period not exceeding that recommended by such medical authority:

Provided that when the maximum period of 12 months is exhausted further leave on medical certificate not exceeding 6 months in all may be granted in exceptional cases on the recommendations of a medical board.

15. (1) Extraordinary leave may be granted to any officer in special circumstances—

- (a) when no other leave is by rule admissible, or
- (b) when other leave is admissible, but the officer concerned applies in writing for the grant of extraordinary leave.

(2) Except in the case of an officer in permanent employ, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

(3) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

16. (1) An officer on earned leave is entitled:

- (a) if in permanent employ to leave salary equal to his average pay, or to his average substantive pay for the preceding 12 months, whichever is greater,
- (b) if not in permanent employ to leave salary equal to his pay on the day before the leave commences.

(2) An officer on leave on private affairs or leave on medical certificate is entitled to leave salary equal to half his average pay, or to half his average substantive pay for the preceding 12 months, whichever is greater, subject in either case to a maximum of Rs. 750.

(3) An officer on extraordinary leave is not entitled to any leave salary.

Explanation.—For the purposes of this rule, average pay means the average monthly pay earned during the 36 complete months preceding the month in which the event occurs which necessitates the calculation of average pay, and substantive pay means the pay of the permanent post which the officer holds substantively or on which he holds a lien or would hold a lien had the lien not been suspended.

ANNEXURE.

Government of India's Instructions.—1. It has been decided that the following procedure should in respect of the personnel to whom the Revised Leave Rules 1953 are applicable, be observed in regard to matters not covered by the instructions contained in the "Government of India's decisions" under Rule 2 of this Appendix.

2. The leave rules in the Fundamental Rules and Supplementary Rules fall under the following three categories:—

- (1) General rules relating to leave on average pay, half average pay, quarter average pay and extraordinary leave;
- (2) Rules permitting certain *additional* kinds of leave in special circumstances *e.g.*, special disability leave (Fundamental Rules 83 and 83-A), Study Leave (Fundamental Rule 84), Maternity Leave (Supplementary Rules 267 and 268), Hospital Leave (Supplementary Rules 269, 270, etc.) Seamen's sick leave (Supplementary Rules 274-275), Departmental Leave (Supplementary Rules 276-283), and
- (3) Special rules regulating the grant of leave to persons belonging to a special department or rendering a special kind of service, *e.g.*, leave admissible to Motor Drivers of the Calcutta General Post Office (Supplementary Rule 283-A), leave to Government servants of the Bombay Salt Department whose service is not continuous (Supplementary Rules 286-A and 286-B), leave earned by part-time service (Supplementary Rules 287 and 288) leave earned by service remunerated by fees or daily wages (Supplementary Rules 289 and 290) and leave to Military Officers in temporary civil employ (Fundamental Rule 100).

3. The rules in group (1) are the "corresponding rules" within the meaning of the "Government of India's decisions" under Rule 2 and they are, therefore, wholly superseded by these rules. The rules in group (2) as well as the leave procedure rules contained partly in the Fundamental Rules and partly in the Supplementary Rules, the rules prescribing the maxima and minima rates of leave salary for leave on average pay and half average pay and rules relating to travelling allowance to Government servants taking short leave before joining a new post are "other rules" mentioned in "Government of India's decisions" under Rule 2 of this Appendix. The special rules referred to in (3) above remain in force and persons governed by them do not come under the Revised Leave Rules 1933. The Government of India have also decided that the following changes should be made in these rules in view of the revised leave rules:—

- (1) that no change may be made in Supplementary Rule 283-A.
- (2) that Supplementary Rules 286-A and 286-B may be applied subject to the following modifications:—
 - (i) that leave admissible to a Government servant in permanent employ in inferior service should be limited under Supplementary Rules 286-A and 286-B to 1/24th and 1/22nd of the period of duty respectively;
 - (ii) that leave admissible under Supplementary Rule 286-A to a Government servant not in permanent employ, when he is in superior service, should be limited to 1/24th of the period spent on duty and that no leave is admissible under that rule to a Government servant not in permanent employ when he is in inferior service;
 - (iii) that earned leave cannot be accumulated to an extent greater than 90 or 30 days according as the Government servant is in superior or inferior service;
 - (iv) that the earned leave that can be sanctioned on medical certificate at a time under Supplementary Rule 286-A, and earned leave that can be sanctioned either with or without medical certificate at a time under Supplementary Rule 286-B should not exceed the limits mentioned in (iii) above;
 - (v) that the basis of leave salary to be granted under the rules should be full pay drawn prior to proceeding on leave.
- (3) that the terms laid down in Supplementary Rules 287 and 288, on which leave is admissible to certain Law Officers and Government servants remunerated by honoraria under Supplementary Rule 289 may continue, with the exception of those laid down in clause (c) of Supplementary Rule 287. To these Government servants leave on medical certificate may be allowed subject to a maximum of 12 months during the whole service, without the restriction prescribed in clause (c) of Supplementary Rule 287 and when the maximum

period of 12 months is exhausted, further leave on medical certificate not exceeding 6 months in all may be granted in exceptional cases on the recommendations of a medical board and

- (4) that in the case of new entrants coming under Fundamental Rule 100, the limit of four months in clause (a) of the rule should be interpreted to mean only "earned leave not exceeding 90 days" inclusive of the privilege leave which was due to the officer on the date on which he became subject to Fundamental Rule 100, and that the provision contained in the proviso to rule 9 of the revised leave rules would apply.

4. The Government of India have also decided that the additional kinds of leave referred to in (2) in paragraph 2 above should be allowed to persons governed by the revised leave rules subject to the conditions mentioned below :—

(i) *Maternity Leave—Supplementary Rules 267-268.*—No change may be made in the basis of leave salary. Supplementary Rule 268 provides that leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by medical certificate. Similarly under the revised leave rules, the requirement of a medical certificate should be satisfied before leave is granted in continuation of maternity leave.

(ii) *Hospital Leave—Supplementary Rules 269-273.*—In Supplementary Rule 270 the leave salary during hospital leave is either average or half average pay, the average pay being determined in accordance with Fundamental Rule 9 (2). In the revised leave rules 'average pay' has been defined differently and leave salary is based on average pay or the average substantive pay whichever is greater. In its application to new entrants, Supplementary Rule 270 will, therefore, present a difficulty and to obviate this, "average or half average pay" may be taken to mean "full or half pay". The other rules will not present any difficulty and may continue to apply.

(iii) *Seamen's sick leave—Supplementary Rules 274-275.*—No change is necessary in the basis of leave salary and the rules should, therefore, continue to apply.

(iv) *Departmental Leave—Supplementary Rules 276-283.*—This kind of leave is admissible to certain subordinates in superior service and inferior servants in the Survey of India Department. Under Supplementary Rule 280, it is debited in the leave account against leave earned by duty and under Supplementary Rule 281 the maximum leave that is admissible under Fundamental Rule 81 (a) does not affect the grant of Departmental Leave. Again, in certain circumstances, vide Supplementary Rule 283, any debit balance in the leave account may be cancelled. Under the revised leave rules temporary men in superior service and persons in inferior service are not entitled to leave on private affairs. Only earned leave is calculated with reference to duty periods, and all other kinds of leave admissible to new entrants are not related to duty and there is no leave account. In view of these differences between the leave rules in the Fundamental Rules and the revised leave rules, the following instructions should be observed—that in the case of subordinates in superior service and inferior servants, Departmental leave will be granted in addition to any other kind of leave for which they may be eligible under the Revised Leave Rules. That Departmental leave does not count as duty and that it may be combined with any other kind of leave admissible will still be in force. The basis of leave salary will also not be changed.

(v) *Special Disability Leave—Fundamental Rules 83, 83-A and 83-B.*—The only changes which will be necessary are as indicated below :—

The limit of 4 months laid down in sub-clause (a) of clause (7) of Fundamental Rule 83 may be taken to mean '90 or 30 days as the case may be' and the term "period of average pay" occurring in sub-clause (b) of clause (7) of this rule may be taken to mean 'earned leave'. Half the amount of leave on average pay under this sub-clause will be counted as earned leave taken and leave salary during special disability leave will be regulated under rule 16 of the revised leave rules.

The term "four months" in clause (iii) of Fundamental Rule 83-A, may be taken to mean "90 or 30 days as the case may be".

The concession in Fundamental Rule 83-B, will not be admissible to persons governed by the revised leave rules.

(vi) *Study Leave—Fundamental Rule 84 and the rules framed thereunder.*—The study leave rules will remain in force subject to the following changes.

During study leave, a Government servant will be entitled to the same leave salary as that admissible under rule 16 (2) of the revised leave rules.

“Leave on average pay” occurring for the second time in rule 12 may be taken to mean “earned leave” under the revised leave rules and the term “during the first four months of a period of leave on average pay” shown within brackets in this rule may be taken to mean “earned leave not exceeding 90 days”.

5. The following instructions may be observed in regard to the other rules in the Fundamental and Supplementary Rules mentioned below :—

(i) *Supplementary Rules 6 (a) and (b).*—The decision in this Department letter dated the 15th December 1933 (“Government of India’s decision” under Rule 2 of this Appendix) that “leave on average pay not exceeding four months” should be taken to mean “earned leave not exceeding 90 or 30 days as the case may be” will not cover the limit of four months laid down in clause (a) of Supplementary Rule 6, since the leave mentioned therein is not leave on average pay not exceeding four months but leave for a period not exceeding four months, which may not necessarily be leave on average pay for a period not exceeding four months. The same remarks apply to the leave mentioned in Supplementary Rule 143. The limit of four months laid down in these rules is based on the maximum limit of leave on average pay which can be taken under the ordinary leave rules in the Fundamental Rules. Earned leave under the revised leave rules is subject to the maximum of 90 or 30 days and this limit should be substituted for the limit of 4 months in applying the rules mentioned to persons governed by the revised leave rules.

Similarly, the limit of 4 months prescribed in Supplementary Rule 6 (b) may also be changed to 90 or 30 days as the case may be.

(ii) *Supplementary Rules 216 to 231.*—These rules will continue to apply to persons governed by the Revised Leave Rules, subject to the proviso to rule 14 of these rules. Supplementary Rules 232 to 266 will also continue to apply.

(iii) *Supplementary Rules 291 and 292.*—The revised rules do not make any provision for the grant of leave to probationers and apprentices and Supplementary Rules 291 and 292 will, therefore, remain in force but Fundamental Rule 85 mentioned in Supplementary Rule 292 will be taken to mean “rule 15 of the revised leave rules”.

(iv) *Fundamental Rules 89 and 90.*—Under the Revised Leave Rules, 1933, a maximum limit has been imposed only in regard to leave salary drawn during leave on private affairs or on medical certificate. It has been considered unnecessary to impose any maximum limit in regard to leave salary drawn during earned leave or to give the benefit of a minimum leave salary in regard to any kind of leave.

(v) *Fundamental Rule 105 (b) (i) and Supplementary Rule 300.*—The term “leave on average pay of not more than four months duration” in these rules may be taken to mean “earned leave not exceeding 90 or 30 days as the case may be”.

(vi) *Fundamental Rule 105 (c) and Supplementary Rule 295.*—The term “four months” mentioned in these rules may be taken to mean “90 or 30 days as the case may be”.

(vii) *Fundamental Rule 128.*—The words “chapters I to XI of these rules” in this rule may be taken to mean “chapters I to IX and XI of these rules and the Revised Leave Rules, 1933”.

Employees of local funds administered by Government who are not paid from general revenues and are therefore not Government servants will be subject to the provisions of chapters I to IX and XI of Fundamental Rules and the Revised Leave Rules, 1933.

Government of India's decisions—

1. (1) Leave taken by Government servants governed by the Revised Leave Rules shall count for pension under the rules in the Civil Service Regulations to the following extent:—

- (i) Any period of "earned leave" shall count as privilege leave in the calculation of service for pensions and additional pensions.
- (ii) Any other period of leave during which leave salary is drawn shall count as leave with allowances.
- (iii) Earned leave alternating with deputation out of India shall not be split up into different periods separated by deputation but treated as one continuous spell of leave and not more than 90 days in all shall count for pension.

(2) Study leave admissible under the "Government of India's Instructions" above shall count as service for pension.

[G. I., F. D., Resn. No. F-6(12)-R.II/35, dated the 21st February 1935.]

2. *Method of allocation of leave salaries of Government servants subject to the Revised Leave Rules.*—In respect of the officers subject to the Revised Leave Rules a system of recovery from borrowing Governments of contribution for leave salary at the rates laid down for foreign service contributions should be introduced with retrospective effect from the date of introduction of the Revised Leave Rules, i.e., 16th July 1931. The existing rates will be applied for a period of five years in the first instance or until the date of introduction of the revised rates of leave salary contributions whichever is earlier.

The liability of a borrowing Government to pay contributions to the lending Government will cease when a Government servant is permanently transferred to the former.

(G. I., F. D., No. D./3861-F., dated the 11th April 1935.)

APPENDIX No. 8.

Instructions issued by the Auditor General under Fundamental Rule 74.

I.—PROCEDURE RELATING TO LEAVE.

Certificate of Admissibility.

1. *Gazetted Government servants.*—Leave should be sanctioned to a gazetted Government servant only after its admissibility has been certified by the Audit Officer who has been auditing his pay.

NOTE.—The leave accounts of the Archdeacon of Calcutta and the Presidency Senior Chaplain, Church of Scotland, Bengal, are maintained by the Accountant General, Central Revenues. The leave accounts of all other Chaplains both of the Church of England and the Church of Scotland, including those attached to regiments, are maintained by the Accountant General of the Province in which they serve. In the case of Chaplains therefore the certificate of admissibility of leave required by the above rule will be issued by the Accountant General who maintains the leave accounts.

2. *Non-gazetted Government servants.*—Before leave in India is sanctioned to a non-gazetted Government servant, the authority sanctioning the leave should either consult the leave account prescribed in Fundamental Rule 76, and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account. When the application is for leave out of India, the authority sanctioning the leave should obtain a certificate of admissibility from the Audit Officer before sanctioning the leave.

3. *Military Officers.*—When a Military Officer becomes subject to the Civil Leave Rules, the Audit Officer in charge of his record of pension service will, on application and on being furnished with the date of commencement of active service in Civil employ, 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.

4. (a) Applications for leave from Military Officers in Civil employ, whether they are subject to the Military Leave Rules or the Civil Leave Rules, should be sent through the Civil Audit Officer who audits the pay of the officer going on leave. The Civil Audit Officer will, if he considers it necessary, consult the Controller of Military Accounts from whose payment the officer is transferred to the Civil Department before certifying to the leave and specifying the leave-salary. No leave should be sanctioned to such an officer before a report is received from the Civil Audit Officer.

(b) In the case of a Military Officer subject to the Military Leave Rules, the Civil Audit Officer should obtain from the Controller of Military Accounts from whose payment the officer is transferred to the Civil Department a certificate stating the amount of leave to which the officer is entitled, and the rate of leave pay and allowances admissible during the said period of leave, before issuing a leave-salary certificate, or a warrant, or a certificate, of leave granted to an officer proceeding on leave out of India who does not intend to draw his leave-salary at the Home Treasury or in a Colony.

5. *Government servants in foreign service.*—In the case of a Government servant on foreign service, leave cannot be sanctioned, until the Audit Officer of the Government (Central or Provincial), under which he was permanently employed at the time of his transfer to foreign service, has certified the amount of leave and the leave-salary admissible.

NOTE 1.—For the purpose of this rule, the Accountant General of the Province in which the contributions towards leave-salary and pension of a Government servant on foreign service are recovered will act as the Audit Officer of the Central Government.

NOTE 2.—In the case of Military Officers in temporary civil employ, the Controller of Military Accounts who receives the foreign service contributions of the officers concerned is responsible for certifying to the amount of leave and leave-salary admissible, the necessary information in the case of Military Officers subject to the civil leave rules being obtained from the Civil Audit Officer concerned. Similarly, in the case of Government servants in Commercial Departments (e.g., Railways and Posts and Telegraphs), the certificate will be given by the departmental Accounts Officer who is responsible for bringing the contributions to account.

Payment of leave-salary in India.

*6. *Non-Gazetted Government servants.*—The leave-salary of a non-gazetted Government servant on leave in India or on leave out of India cannot be drawn in India, except under the signature of the head of his office; and the latter is responsible for any overcharge.

7. *Gazetted Government servants.*—No gazetted Government servant can begin to draw his leave-salary at any office of payment in India without producing a leave-salary certificate from the Audit Officer who audited his pay before he proceeded on leave.

8. The certificate should be in F. R. Form No. 2-B; and if during leave the gazetted Government servant desires to change the office at which he receives payment of his leave-salary, he must obtain a new certificate from the Audit Officer within whose jurisdiction his leave-salary was last paid.

8-A. A gazetted Government servant desirous of discontinuing his subscription to the General Provident Fund during leave or of subscribing to the Fund at the usual rates during leave on average pay and at half rates during other leave, should intimate his wishes in the matter to his Audit Officer before proceeding on leave.

8-B. In the case of a Government servant entitled to sterling overseas pay, who draws his leave-salary in India, that portion of leave-salary which represents sterling overseas pay is payable by the High Commissioner for India. A separate authority should be issued to the High Commissioner for India for payment of the sterling portion of the leave-salary and to stop payment of duty sterling overseas pay. A copy of this authority should also be sent to the officer to enable him to draw the amount in accordance with the procedure laid down for the payment of leave-salary from the Home Treasury.

9. If a gazetted Government servant 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 leave-salary 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 overpayments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by life certificates.

10. The provisions of paragraphs 7 to 9 above apply also to gazetted Government servants who spend their leave out of India but reside in Asia, and who have to draw their leave-salary in rupees in India under Fundamental Rule 91.

NOTE.—A certificate of residence should be obtained from Government servants who draw their leave-salary at the rupee rate.

*The Government of India have decided that the leave-salary of non-gazetted officers belonging to the Posts and Telegraphs Departments and Posts and Telegraphs Account Offices may be drawn from a Post Office other than one from which the officer proceeds on leave.

11. *Railway and Telegraph Departments and Military Engineer Services*.—In the case of the Railway and Telegraph Department and the Military Engineer Services the above rules will be generally applicable subject to any modifications which may be made by the Accountant General concerned in accordance with the special rules of his Department.

12. *Return to duty*.—Before returning to duty, a Government servant who has drawn his leave-salary in India should obtain a last-pay certificate from the Audit Officer, within whose jurisdiction his leave-salary was last paid, and deliver it to the Audit Officer who audits his pay. Without such a certificate he cannot obtain payment of any arrears of leave salary or pay due to him.

Leave out of India.

13. *Memorandum of information*.—A copy of "Memorandum of information for the guidance of Government servants proceeding on leave out of India" should be supplied to each Government servant proceeding on leave out of India by the Audit Officer who audits his pay, as soon as the grant of leave is gazetted or otherwise notified to him.

14. *Leave-Salary Certificate and Colonial Leave-Salary Warrant*.—(a) A Government servant proceeding on leave out of India and intending to draw his leave-salary while on leave should be given a leave-salary certificate by the Audit Officer who audited his pay before he proceeded on leave—

(1) in F. R. Form No. 2, if he intends to draw his leave-salary at the Home Treasury,

(2) in the shape of a leave-salary warrant in Form No. I under the Supplementary Rules, if he is proceeding to a Colony and intends to draw his leave-salary there.

(b) If during any period of leave on average pay, a gazetted Government servant wishes, under the provisions of Fundamental Rule 91, to draw his leave-salary in India, a separate leave-salary certificate should be issued in respect of that period under the provisions of paragraph 8 above.

NOTE 1.—When vacation is taken alone or combined with holidays and spent out of India, or when vacation or/and holidays is/are prefixed or affixed to leave out of India and is/are actually spent out of India, the Government servant may, in the absence of any specific restriction laid down either in a statutory rule or by a local Government, be authorised to draw his pay or leave-salary or both for the whole period at the Home Treasury or in a Colony, but the exact amounts to be paid on account of each separate period must be stated in the certificate or warrant, as the case may be, issued by the Audit Officer.

NOTE 2.—When a Chaplain of the Church of Scotland proceeds to the United Kingdom on leave granted by the civil authority on his being reverted for the purpose from military to civil duty and intends to draw his leave-salary from the Home Treasury, the Controller of Military Accounts from whose office he was in receipt of pay sends to the Accountant General concerned a last-pay certificate on receipt of which a leave-salary certificate should be issued by the Accountant General.

NOTE 3.—In the absence of any specific restrictions laid down either in a statutory rule or by a local Government, pay for 'holidays' *actually spent out of India* may be drawn at the Home Treasury (or in Colony), whether such holidays are combined with *leave out of India* or with *vacation* alone (spent out of India) or with both.

[*Auditor General's decision*.—Even in those cases where an officer, with the grant of leave, is transferred to an appointment under the audit control of another Audit Officer and where, in consequence, the leave is sanctioned by a Government other than that under which he was employed before proceeding on leave, the orders in Rule 14 should be observed, that is to say, the leave-salary certificate should be given by the Audit Officer who audited his pay before he proceeded on leave.]

[Ar. G.'s No. 392-Admn./125-25, dated 7th March 1925.]

14.A. In the case of a Government servant proceeding on leave to a Dominion or Colony and intending to draw that portion of his leave-salary which represents sterling overseas pay from the Home Treasury, the Colonial leave-salary warrant issued under paragraph 14 (2) above should authorise payment of leave-salary based on rupee pay only. A separate intimation should be sent to the High Commissioner to pay that portion of leave-salary which represents sterling overseas pay. A copy of this intimation should also be given to the Government servant in order that he may arrange to draw the amount in accordance with the procedure laid down for the payment of leave-salary from the Home Treasury.

15. When a Government servant proceeds out of India on leave other than extraordinary leave, the Audit Officer who audits his pay will, as soon as the leave is gazetted or otherwise notified, send him a letter in F. R. Form No. 4 with enclosures in F. R. Form No. 5 requiring him to call at his office or give the necessary information.

NOTE.—If a Government servant sent home to Europe as a lunatic is granted leave, a leave-salary certificate should be prepared, if necessary, by the Audit Officer who audits his pay on the data available to him, and forwarded to the High Commissioner for India at the earliest possible date.

16. If the Government servant calls at the Audit Office he will be paid up to the date of his relief and will be given a leave-salary certificate in the appropriate form as prescribed in paragraph 14 above. In the case of Government servants proceeding to a Colony, the Colonial leave-salary warrant (Form No. I under the Supplementary Rules) will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the Audit Officer to the Colonial authority concerned, the duplicate to the High Commissioner for India and the triplicate will be made over to the Government servant concerned.

NOTE.—If the Government servant takes a certificate under clause (b) of paragraph 14 above, he will not be paid up to the date of relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave-salary for the rest of the month.

17. If the Government servant is unable to call at the Audit Office, the Audit Officer will cause the leave-salary certificate to be sent to the address specified by the Government servant and the pay and allowances to be paid through the Officer from whom the Government servant draws his pay and allowances.

NOTE.—The orders in the Note under paragraph 16 apply also in the circumstances specified in this paragraph.

18. When a Government servant proceeds on extraordinary leave out of India, or on leave on average pay or half average pay out of India during which he does not propose to draw leave-salary, or when a Government servant is given a Colonial leave-salary warrant, he should be given a certificate of leave in Form No. II under the Supplementary Rules. This certificate has to be presented by the Government servant to the High Commissioner for India if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave, or for permission to return to duty or for a last-pay certificate before returning to duty.

NOTE.—Whenever a Government servant is proceeding to a Dominion or Colony which does not account directly to India a duplicate copy of the certificate in Form II under the Supplementary Rules should be sent to the High Commissioner with the duplicate copy of the Colonial leave-salary warrant (*vide* paragraph 16).

19. Deleted.

20. With every leave-salary certificate, Colonial leave-salary warrant or certificate of leave, given to Government servants to whom the leave rules in Sections I to V of Chapter X of the Fundamental Rules are not applicable a blank F. R. Form No. 7 will be given on which the Government servant concerned will report to the Audit Officer, from the first port at which the vessel touches, the day of his departure from India.

21. As soon as an Audit Officer has delivered a leave-salary certificate, certificate of leave or a Colonial leave-salary warrant to a Government servant who proposes to spend his leave out of India, or has caused it to be sent to the address specified by him, he must forward a copy of the leave-salary certificate or certificate of leave, or the duplicate copy of the Colonial leave-salary warrant to the High Commissioner for India.

22. Deleted.

23. *Amended Certificate.*—If it becomes necessary to amend a leave-salary certificate in F. R. Form No. 2, the amendment should take the form 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 Audit Officer at the earliest possible date to the High Commissioner for India. Every corrected leave-salary certificate, whether original or duplicate, should be marked "Amended Certificate."

24. *Extension or commutation of leave.*—Whenever the leave of a Government servant absent on leave out of India elsewhere than in Europe, North Africa, America or the West Indies is extended or commuted by the authority in India which granted the leave, the fact should forthwith be notified by the Audit Officer to the High Commissioner for India to enable him to check the payment by Colonial Treasurers or Staff Officers.

NOTE.—This rule applies to Military Officers subject to the Military Leave-Rules.

25. If the leave of a Government servant who draws his leave-salary in India under the provisions of Fundamental Rule 91 is extended or commuted, the Audit Officer who audited his pay at the time he proceeded on leave must, on receiving advice of such extension or commutation, forthwith communicate it to the Audit Officer within whose jurisdiction his leave-salary is 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 Government servant's leave-salary.

26. *Issue of a fresh Colonial leave-salary warrant.*—When no space for the entry of endorsements of payments remains upon the back of a Colonial leave-salary warrant, or when a warrant is lost or destroyed, a fresh warrant should be issued by the Audit Officer who issued the original warrant on the application of the Government servant concerned submitted through the Colonial Disbursing Officer.

27. *Return to duty.*—A Government servant who was on leave in Europe must, on return to India, deliver to the Audit Officer the last-pay certificate obtained by him from the High Commissioner, before he can obtain payment of any arrears of leave-salary or pay due to him. A Government servant who has drawn his leave-salary on a warrant must deliver his copy of the warrant which will serve as a last-pay certificate.

28. *Railway and Military Accounts Departments.*—Changes in the above rules, except those which relate to Colonial leave-salary warrants, may be made by the Accountant General, Railways, or the Military Accountant General in accordance with the special rules of his own department.

Special Rules relating to Military Officers.

29. As soon as the grant of furlough or leave to a Military Officer in Civil employ has appeared in orders, the Audit Officer from whose payment the officer is transferred to the Civil Department must, in the case of furlough to Europe, North Africa, America or the West Indies, forward to the High Commissioner for India a statement of the officer's service in such form as the Military authorities may prescribe. This statement is not required in the case of officers proceeding on furlough under the Staff or British Leave Rules.

30. When furlough of 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 Audit Officer from whose payment the officer is transferred to the Civil Department the date of the beginning and end of the furlough or leave, the dates of embarkation and debarkation in the case of furlough out of India, as well as those of being struck off or of resuming duty.

31. *Cancelled.*

32. On the return of an officer from furlough or leave, it will be the duty of the Audit 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 authority which sanctioned the leave.

Leave Account.

33. The leave account prescribed in Fundamental Rule 76 should be kept in F. R. Forms No. 9 and 9A in respect of Government servants under the special leave rules and ordinary leave rules respectively. The office in which the account should be kept for any Government servant and the person by whom the entries should be attested, will be such as are prescribed by the local Government.

The leave accounts of permanent piece-workers and of permanent salaried industrial employees (below the grades of Overseer and Assistant Manager) in the Government of India presses, who are not classed "Inferior", should be kept in F. R. Forms Nos. 9-B and 9-C respectively.

33-A. In the case of Government servants subject to the "Revised Leave Rules, 1933", leave accounts need not be maintained in the forms prescribed in paragraph 33 above, the particulars entered in Service Books or Histories of Services or other records of service being sufficient for the calculation of the amount of leave admissible at any time.

If a Government servant subject to the "Revised Leave Rules" is transferred permanently to another Government, the Audit Officer of the lending Government should draw up a leave account indicating therein the amount of "earned leave" at credit, leave-salary for which should be borne by the lending Government, and send it to the Audit Officer of the borrowing Government. The latter should pass on the debit in regard to leave salary for "earned leave" upto the extent indicated in the leave account as and when the Government servant takes that leave after permanent transfer to the borrowing Government.

II.—SERVICE BOOKS.

34. A service book in F. R. Form No. 10 should be maintained for every non-gazetted Government servant holding a substantive post on a permanent establishment with the exception of those the particulars of whose service are recorded in a history of services or in a service register maintained by the Audit Officer, or for whom special forms of record are prescribed by the local Government. In this book every step in the Government servant's official life should be recorded and each entry should be attested by such superior officer as may be prescribed by the local Government.

35. If a Government servant is transferred to foreign service, the Audit Officer referred to in paragraph 5 above, will, on receipt of the service book from the head of the office or department concerned, note in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary, and return the same to the officer from whom he received it. On the Government servant's re-transfer to Government service, the Audit Officer will again note in the service book, under his signature, all necessary particulars concerned with the foreign service. All entries relating to the time spent in foreign service should be attested by the Audit Officer.

Memorandum explaining how the existing orders in the several articles in the Civil Service Regulations have been dealt with in the instructions issued by the Auditor General under Fundamental Rule 74.

[Not Printed.]

F. E. FORM No. 5A.

Memorandum of information for the guidance of Government servants proceeding on leave out of India.

1. *Report of sailing.*—If a certificate of departure accompanies this memorandum, the Government servant should sign, stamp and post it to the Audit Officer from whom the memorandum is received.

2. *Date of commencement of leave.*—Leave begins on the day on which transfer of charge is effected, or if charge is transferred afternoon, on the following day.

3. *Leave-salary certificate for payment in India.*—Under Fundamental Rule 91, a Government servant may draw in India the leave-salary of the first part of any period of leave on average pay up to a maximum of four months whether such leave be taken by itself or at the commencement of a longer period of leave. When a Government servant on leave out of India exercises this option and desires to draw his leave-salary in India—

- (1) his pay and allowances up to the date preceding that on which his leave commences are payable in India under the usual rules; and
- (2) if he is a gazetted Government servant, he must inform the audit office which audits his pay in his last post through a form which will be received from it, from what treasury he wishes to draw his leave-salary and through what agency.

4. *Leave-salary certificate for payment at the Home Treasury.*—In cases not falling under paragraph 3 above—

- (1) the pay and allowances of the Government servant will be paid to him before he leaves India and the Audit Officer who audits his pay in his last post will arrange for this; and
- (2) the Government servant must take with him a leave-salary certificate to enable him to draw his leave-salary from the Home Treasury.

If this certificate cannot be prepared in time, or if a Government servant proceeding on leave to Europe is compelled to leave without a certificate, it will be forwarded to him to any address which he may leave.

5. *Colonial leave-salary warrant for payment of leave-salary in a Colony.*—If a Government servant intends to draw his leave-salary in any of His Majesty's Colonies, the Audit Officer who audits his pay in his last post will furnish him with a warrant addressed to the Colonial officer only on condition that any fund subscriptions due from him shall either be paid in advance or taken by deduction; in the latter case, the warrant to the Colony will show only the net amount payable after such deduction.*

6. *Leave on medical certificate.*—A Government servant taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board at the India Office, if required to do so.

7. *Certificate of leave necessary in certain cases.*—If a Government servant proceeds on extraordinary leave out of India or on leave on average pay out of India during which he does not propose to draw leave-salary, or if a Government servant proceeds to a Colony, he should obtain a certificate of leave in Form No. II under the Supplementary Rules from the Audit Officer who audits his pay in his last post. This certificate has to be presented by the Government servant to the High Commissioner for India, if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last-pay certificate before returning to duty.

8. *Subscriptions to Funds.*—Subscriptions on account of the Bengal, Bombay and Madras Civil Funds, and the Bengal and Madras Service Family Pension Fund may be paid either in India or in England at the option of the subscriber, and arrangement should be made for such payment by the subscriber. In the case of Military Officer in Civil employ subscriptions on account of Indian Military Service Family Pension Fund will be deducted from the leave-salary of the officers concerned. Officers should see that the necessary deductions are made. Premia and subscriptions on Postal Insurance policies and contracts for monthly allowances, subscriptions for the Bengal Uncovenanted Service Family Pension Fund, the Bombay Family Pension Fund of Government servants, the General Family Pension Fund, and the Hindu Family Annuity Fund are not payable in England.

9. Subscriptions to the General Provident Fund may be paid by remittance in cash to the Audit office which audited his pay in his last post in the case of a Government servant on leave who draws his leave-salary from a Colonial Treasury, but when a subscriber draws his leave-salary from the Home Treasury of the Government of India, his subscription may be paid by deduction from such salary.

A Government servant who draws his leave-salary from the Home Treasury and who desires to subscribe during his leave or any part of it must notify his intention beforehand in order to allow of the deductions from his leave-salary being noted in his leave-salary certificate. Unless an extension of leave is granted, the option thus notified will be final.

10. Before departure on leave, a subscriber to the Indian Civil Service Provident Fund should intimate to the Account Officer of the province or department in which he is permanently employed, the amount which he desires to contribute monthly during his leave. A subscriber to the Bengal and Madras Service Family Pension Fund should communicate with the Accountant-General, Central Revenues; and a subscriber to any other fund with the Secretary of the fund concerned, informing him of the arrangement he proposes to make regarding the payment of his subscription during his absence.

*Paragraph 5 applies only to the civil fund deductions and the Indian Military Service Family Pension Fund subscriptions, but not the General Provident Fund. Subscriptions to the latter in the case of those on leave who draw their leave salaries from a Colonial Treasury can only be remitted in cash to the Audit office as laid down in paragraph 9 of the memorandum, which is based on Rule 9 of the Rules regulating the General Provident Fund.

[Ar. G.'s letter No. 93-Code/117.22, dated 26th January 1923.]

11. Contributions due under the Indian Civil Service Family Pension Regulations must be paid in England in sterling. If a subscriber, previous to quitting India, has commenced the payment of any donation by instalments, he may either complete the payment of his donation in India before leaving or pay the remaining instalments in England at English rates. Subscribers to this fund will obtain, from the Audit Officer who audits his pay in his last post, a certificate of the date up to which they have paid their subscriptions.

11-A. Subscriptions under the Superior Services (India) Family Pension Fund are payable during leave; but the Secretary of State in Council may at his discretion permit recovery of subscriptions due over a prolonged period of leave on medical certificate or of extraordinary leave without pay to be postponed until the expiration of such leave.

12. *Report of arrival in the United Kingdom.*—When the Government servant arrives in the United Kingdom, he should at once report his arrival by letter to the High Commissioner for India at 42, Grosvenor Gardens, London, S.W.-1, giving an address at which letters will find him, and he should forward his leave-salary certificate to the same authority on arrival or as soon as he receives it from India.

12-A. *Military Officers in Civil employ visiting foreign countries.*—Military officers in Civil employ are bound by the rules contained in paragraphs 833 and 834 of the Regulations for the Army in India, requiring that permission shall be obtained before visiting certain foreign countries named in those paragraphs and prescribing the procedure for obtaining such permission and necessary passports.

13. *Payment at the Home Treasury.*—The leave-salary (including the sterling leave-salary of Government servants drawing their leave-salary in India or in a Dominion or Colony) of all Government servants is issued from the Home Treasury monthly in arrear on the first day of each calendar month. They will be paid to the Government servant on his personal application, or 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 or the High Commissioner against loss consequent on his dispensing with the production of such proof), or on presentation of a payment form comprising a receipt and a life certificate both duly completed by the Government servant. A supply of life certificate forms may be obtained from the High Commissioner on the Government servant's written application.

NOTE 1.—If the leave-salary is drawn by a banker or agent who has executed a general bond of indemnity, a life-certificate should be produced at least once a year.

NOTE 2.—If the Government servant intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

14. *Payment in a Colony.*—Payment of leave-salary will not be made by a Colonial authority unless the Government servant produces his copy of the warrant. Each payment made in the Colony will be endorsed upon the warrant.

When no space for the entry of endorsements of payment remains upon the back of the Colonial leave-salary warrant, or when a warrant is lost or destroyed, the Government servant concerned should make an application for a fresh warrant through the colonial Disbursing Officer to the Audit Officer who issued the original warrant.

15. *Transfer of payment from one Colony to another.*—If the transfer from one Colony to another of payment of the leave-salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor General in Council and to the High Commissioner.

16. *Transfer of payment from the Home Treasury to a Colony and vice-versa.*—If a Government servant drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant from the High Commissioner. A transfer of this kind must be reported by the Government servant to the Governor General in Council.

17. *Extension or commutation of leave.*—A Government servant absent on leave in Europe, North Africa, America or the West Indies who wishes to have his leave extended or commuted, must apply to the High Commissioner for India about three months before the expiry of his leave, and, unless the extension is desired on medical grounds, or is for a period of not more than 14 days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

18. If on medical grounds a Government servant on leave in any of the localities named in paragraph 17 desires an extension for more than 14 days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must, as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the Government servant.

19. If a Government servant on leave in any of the localities named in paragraph 17 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board as prescribed in paragraph 18 above that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original leave was granted.

In the case of a Commissioned Medical Officer the Local Government will make a reference to the Director-General, Indian Medical Service, before granting the permission.

20. A Government servant on leave out of India elsewhere than in any of the localities named in paragraph 17, 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.

21. If an application made under paragraph 20 above is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:—

"We hereby certify that we have carefully examined C. D. of the _____ who is suffering from _____ and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on _____ months shall be extended by _____ months _____ weeks.

Date _____ } _____

Place _____ } _____

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it be signed by foreigners it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

22. An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued unless he produces a certificate of leave (*vide* paragraph 7, *ante*).

23. Leave 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 leave was granted, and if the Government servant seeking commutation is certified, in the manner prescribed, to have recovered his health. When extension of the commuted furlough is applied for the application must be supported by evidence that the Government servant's local Government consents to the extension of his leave.

24. A Government servant who remains absent after the end of his leave is entitled to no leave pay for the period of such absence unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purposes of Fundamental Rule 15, which runs as follows:—

“A Government servant shall not, save in the case of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify.”

25. *Return from leave.*—A Government servant 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. The rule applies to Military Officers subject to the Military Leave Rules. He must obtain permission to return to duty from the local Government.

26. A Government servant who is required to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

27. If the Government servant desiring to return is on leave in any of the localities named in paragraph 17, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 18 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

28. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in paragraph 17, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

29. Permission to return will not be granted to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, until he produces a certificate of leave.

30. *Last-pay certificate.*—Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner and bring it with him to India and not leave it with his Home Agent as it will be required for presentation to the Audit Officer if it is desired to draw on arrival in India the advance which is permissible under paragraph 35. In such an event the English last-pay certificate should be with the Government servant as it facilitates his identification at the Audit Office and the advance has to be recorded on the certificate. A last-pay certificate will not be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer by whom the pay of the post which he will join will be audited, his copy of the warrant which will serve as a last-pay certificate.

31. *Procedure on return to duty.*—A gazetted Government servant must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his Diocese also.

32. A Government servant is not entitled on his return from leave to resume, as a matter of course, the particular post he vacated before his departure on leave, even though that post may be his substantive post; he must report his return to duty and await orders.

NOTE.—Members of the Engineer or Upper Subordinate Establishment of the Public Works Department should, on arrival at the port of debarkation, report themselves personally to the Secretary in the Public Works Departments of Bengal, Madras, Bombay or Burma as the case may be, and ask for orders. If they return *via* Karachi, they should apply to the office of the Executive Engineer, Karachi Canals, for orders.

33. A Government servant may return to India by any port and his leave ends on the day preceding that on which the vessel arrives at the port where he last quits it. If, however, the leave from which he returns is of four months' duration or less his leave ends on the day preceding that on which he takes charge of his duties, unless he takes charge in the afternoon when the leave terminates on and includes that day.

34. On return to duty, the last-pay certificate obtained from the High Commissioner should be exchanged for a last-pay certificate which the Audit office of the province to which he has been posted will furnish, addressed to the treasury or office at which, after his return, the Government servant intends to draw his pay and allowances.

35. *Advances.*—A Government servant returning from leave out of India may be granted an advance of his leave-salary for the unexpired portion of his leave subject to a maximum of 35 days from the date of embarkation for India. On arrival in India an advance may, if he desires it, be paid to a Government servant by or under the order of the Audit office of the province in which the advance is sought to be drawn under Article 159 (b) of the Civil Account Code, Volume I [Article 337 (b) of the Posts and Telegraphs Initial Account Code, Volume I].

To a Chaplain appointed before the 7th June 1923, who is proceeding on leave to England, an advance of three months' leave-salary may be made, provided that no part of the leave is on average pay. Such an advance is not recoverable in the event of the Chaplain's death.

To a Military officer subject to the Military Furlough Regulations of 1868 proceeding on furlough (not combined with privilege leave) to England, an advance of furlough pay may, if he desires it, be made for three months from the date of embarkation. Payments in continuation will be made in England on the expiration of four months from that date.

36. *Acceptance of service during leave.*—A Government servant is not permitted to take any service or accept any employment without obtaining the previous sanction of—

(a) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies; or

a Civil Government servant on leave, who has received orders from the War Office or any other department of State in England to undertake any duty in the case of a national emergency, should obtain the permission of the Secretary of State before complying with such orders;

(b) the Governor General in Council, or the authority competent to appoint him, if he is residing elsewhere.

1. A Civilian Government servant on leave, who has received orders from the War Office or any other department of State in England to undertake any duty in the case of a national emergency, should obtain the permission of the Secretary of State before complying with such orders.

37. *Hospital for Tropical Diseases, Endsleigh Gardens.*—Government servants from India in the United Kingdom suffering from Tropical Diseases are not always aware that, whether they are actually on leave on a medical certificate or not, it may be to their advantage to appear before the Medical Board in order that the Board may advise them as to the best steps to take regarding such diseases.

Arrangements have been made for the diagnosis and preliminary treatment of the diseases, and for the admission of officers, when necessary, as in-patients at the Hospital for Tropical Diseases, Endsleigh Gardens, N. W. 1. A report is furnished to officers by the Hospital, which they can take with them to their own Medical Adviser to enable him to carry out the treatment suggested. The cost of the examination and preliminary treatment at the Hospital, and also that of the accommodation supplied to officers admitted as in-patients, is defrayed by the India Office. The Hospital is, however, permitted to charge a special extra fee to senior officers of the Civil Department who, on admission as in-patients, are, at their own request, given special accommodation. This extra fee is payable by the officer himself, the India Office paying that portion only of the total charge which represents the cost of ordinary as distinct from special accommodation.

To secure these advantages, however, a recommendation to the Hospital for Tropical Diseases by the Medical Board is necessary, and, therefore Government servants who wish to avail themselves of this arrangement should apply to appear before the Medical Board of the India Office as soon as possible after arrival.

APPENDIX No. 9.

[Fundamental Rule 84.]

Study Leave Rules prescribed by the Secretary of State in Council.

(Government of India, Finance Department, Resolution No. F.-20 (2)-C. S. R.—25, dated the 4th February 1925, as amended by Resolutions No. F.-3-II-C. S. R.—26, dated 18th January 1926, No. F.-24-II-R. I./27, dated 16th March 1928, No. F.-12-R. I./28, dated 26th April 1928, and No. F.-13(5)-R. I./32, dated 5th November 1932.)

The Secretary of State in Council has been pleased to make certain changes in the Study Leave Rules prescribed by him in Council with reference to Fundamental Rule 84 and published with the Resolution by the Government of India in the Finance Department, No. 1698-C. S. R., dated 25th September 1923. The rules as amended are published as an annexure to this Resolution.

2. The Secretary of State has also decided that extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed in Rule 2 of the Study Leave Rules.

Rules for the grant of additional leave to Government servants for the Study of Scientific, Technical or Similar Problems, or in order to undertake special Courses of Instruction.

The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rules 50 and 51 of the Fundamental Rules. The rules apply to the Archaeological Department, the Public Health and Medical Research Departments (other than as regards officers of the Indian Medical Service to whom special rules apply), the Botanical Survey (including the officers of the Royal Botanic Garden, Calcutta), the Civil Veterinary Department, the Factory Department, the Geological Survey, the Agricultural Department, the Meteorological Department, the Railway Department (Traffic, Locomotive and Engineering Branches), the Telegraph Department, the Zoological Survey, the Education Department, the Public Works Department and the Forest Department (except in respect of continental tours, to which special rules apply). The rules also apply to officers of the Indian Civil Service or of the Political Department (irrespective of the source of recruitment), who have been admitted to the rules for the assistance of officers on leave in the United Kingdom who wish to prosecute their legal studies at one of the Inns of Court, London, or the King's Inns, Dublin, both during the period when they are reading for the examinations prescribed for a call to the English or the Irish Bar, and also during the period when they are reading in the chambers of a practising barrister in England, but in their case study leave should not ordinarily be granted after the twelfth year of service. The rules may be extended by the authorities empowered to sanction study leave under Rule 1 to any Government servant, including a Government servant of a Provincial Service, not belonging to any of the departments mentioned above, in whose case the sanctioning authority is of opinion that leave should be granted in the public interests to pursue a special course of study or investigation of a scientific or technical nature.

NOTE.—The extension of these rules to the Public Works and Railway Departments does not affect the existing rules under which Government servants are allowed to visit engineering works when on leave in Great Britain.

1. The powers granted by these Rules to the Government of India or to local Governments may be delegated by them to the High Commissioner for India, subject to any condition they may think fit to impose.

1A. Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. It may be granted to a Government servant of any of the departments named above by the Local Government or Chief Commissioner under whom he is serving, provided that when a Government servant borne permanently on the cadre of one province or department is serving temporarily in another province or department the grant of leave is subject to the conditions (a) that the sanctioning authority can make local arrangements to carry on his work in his absence, and (b) that the sanction of the province or department to which he is permanently attached is obtained before leave is given. Study leave should not ordinarily be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring, or, if they have the option of retiring after 20 years' service, within three years of the date at which they will complete 25 years' service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

NOTE.—Departments of the Government of India may grant study leave to Government servants under their administrative control, subject to the restrictions which apply to the powers of a local Government.

2. The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 26 months from a Government servant's regular duties, or exceed two years in the whole period of a Government servant's service; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.

2A. In the case of an officer who has been admitted to the benefits of the rules for the assistance of officers on leave in the United Kingdom who wish to prosecute their legal studies at one of the Inns of Court, London, or the King's Inns, Dublin, study leave for a period not exceeding six months may be granted for the purpose of appearing for the examinations prescribed for a call to the Bar. Any such person who has passed the Bar examination may be granted study leave for a further period not exceeding twelve months on production of a certificate that he has read for a year in the chambers of a practising barrister, or on the production of certificates from two barristers that he has read for six months in the chambers of each of them.

3. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in India to his taking it as ordinary leave.

5. Except as provided in Rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is in Europe or

America, the Head of the Department should also forward to the Secretary to the High Commissioner for India, General Department, a copy of the approved programme of study. If it is not possible for the Government servant to give full details, as above, in his original application, or if, at leaving India, he wishes to make any changes in the programme which has been approved in India, he should submit particulars as soon as possible to the Secretary to the High Commissioner for India, General Department. In such cases, he should not unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the High Commissioner.

6. Government servants on leave in Europe or America who wish to convert part of the leave into study leave or to undertake a course of study during leave, should, before commencing study and before incurring any expenses in connection therewith, submit a programme of their proposed course of study to the Secretary to the High Commissioner for India, General Department. The programme should be accompanied by an official syllabus of the course, if one is available, and by any documentary evidence that the particular course, or examination, has the approval of the authorities in India. In the absence of such evidence the programme may, if approved by the High Commissioner, be proceeded with, but no study leave allowance will be admissible until the concurrence of the authority concerned in India is received.

Similarly, Government servants on leave in the United Kingdom who desire to have it extended for purposes of study under these Rules, should address the Secretary to the High Commissioner for India, but in addition to furnishing a statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave. They must also produce documentary evidence of the concurrence of the authority concerned in India to the grant of study leave ^{and} _{or} study allowance.

6A. No course of study will be recognised as qualifying for the grant of study allowance, or for study leave for any other purpose, unless it has been approved in at least broad outline by the sanctioning authority in India in accordance with Rules 5 and 6 above, and unless, in cases where it has not been found possible to submit full particulars to the authorities in India, it has been approved in detail by the High Commissioner before it is begun.

7. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 12s. a day in the United Kingdom, 11s. a day on the continent of Europe, and 30s. a day in the United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by the Government of India or the Local Government in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Government of India or the Local Government.

8. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the Government of India or a local Government for any period up to fourteen days at one time during which the officer is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil leave rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

9. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Government of India or the Local Government will be prepared to consider proposals that such fees should be paid by Government.

10. On completion of a course of study a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall, when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the authority which sanctioned the leave. In the case of a definite course of study at a recognised institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to the authority in India which sanctioned his leave, as the case may be, a diary showing how his time has been spent, and a report indicating fully the nature of the methods and operations which have been studied, and including suggestion as to the possibility of applying such methods or operations to India. The sanctioning authority in India will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 7 may be granted.

11. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the Fundamental Rules.

12. During study leave a Government servant will draw half average pay as defined in Rule 9 (2) of the Fundamental Rules, subject to the maxima and minima laid down in Rules 89 and 90, *ibid.* The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave-salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rule 5 or 6, undertake or commence a course of study during leave on average pay, and, subject to paragraphs 7 and 8, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies to military officers in civil employment taking leave under the Fundamental Rules.

13. On an application for study leave in Europe or America being sanctioned by the Government of Madras, Bombay or Bengal, the Local Government should inform the High Commissioner of the particulars of the case. When such leave is sanctioned by any other local Governments or Administration a report should be made to the Government of India, who will inform the High Commissioner. It will be necessary for the Government servant concerned to place himself in communication with the High Commissioner, who will arrange any details and issue any letters of introduction that may be required. In all cases in which study leave in any other country is sanctioned the particulars should be reported to the Government of India.

Government of India's decisions—

(1) With reference to Rule 12 of the Study Leave Rules issued with Resolution No. F. 20 (2)-C. S. R.—25, dated the 4th February 1925 the Government of India have decided that a military officer in civil employ taking study leave under military rules will draw the furlough pay admissible to him under

those rules; if on combined leave he may be permitted to commence a course of study before the end of his privilege leave, and draw for such period the study allowance admissible under Rule 7 of the Study Leave Rules quoted above, without forfeiture of privilege leave allowances the full amount of study leave taken being, for all purposes of record and subsequent calculation of leave, post-dated as if it commenced at the end of the privilege leave.

[G. I. F. D. letter No. F.-20 (4)-C. S. R.—25, dated the 23rd March 1925.]

(2) The Government of India have delegated to the High Commissioner for India the power to grant study allowance during sickness under Rule 8 of the Study Leave Rules.

[G. I. F. D. letter No. F.-12-R. I./28, dated 25th July 1928.]

Audit Instructions—

(1) The limit of 28 months of absence from an officer's regular duties prescribed in Rule 2 of the Study Leave Rules includes the period of vacation, if any, with which Study Leave and other leave may be combined.

[Para. 21, Chapter X, Sec. I of Manual of Audit Instructions (1926).]

(2) A Government servant of the vacation department can draw study allowance during vacation if he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years for which study allowance is admissible (*vide* Rule 12 of the Study Leave Rules).

[Para. 9, Sec. X of Manual of Audit Instructions (1926).]

APPENDIX No. 9A.

[Fundamental Rule 91 (4).]

List of British Dominions and Colonies in which leave-salary may be drawn in sterling.

(Government of India, Finance Department, Res. No. F.-151-C. S. R.—24, dated 8th June 1926, as amended by their Res. No. F.-206 C. S. R.—27, dated 20th June 1927.)

With reference to Fundamental Rule 91, the Secretary of State for India in Council has prescribed that leave-salary may be drawn in sterling in the following British Dominions and Colonies:—

APPENDIX 15. (Referred to in Articles 862 and 966.)

<i>Dominion, Colony or Protectorate, etc.</i>	<i>Designation of Paying Officer.</i>
Bahamas	Receiver-General, Nassau.
Barbados (and all other West Indian Islands except Jamaica).	Colonial Treasurer, Barbados.
Bermuda	Command Paymaster, Army Pay Office, Bermuda.
British Guiana	Colonial Secretary, Georgetown.
British Honduras	Treasurer, Belize.
Egypt*.	Command Paymaster, Army Pay Office, Cairo.
Falkland Islands	Treasurer, Stanley.
Fiji	Colonial Treasurer, Suva.
Gambia	Treasurer, Bathurst.
Gibraltar	Command Paymaster, Army Pay Office, Gibraltar.
Gold Coast	Treasurer, Accra.
Jamaica	Command Paymaster, Army Pay Office, Jamaica.
Kenya	Treasurer, Nairobi.
Malta	Command Paymaster, Army Pay Office, Malta.
Mauritius	Command Paymaster, Army Pay Office, Mauritius, or Colonial Secretary, Port Louis.
New South Wales	Accountant, Commonwealth Sub-Treasury, Sydney.
New Zealand.	Commissioner of Pensions, Wellington.
Nigeria	Treasurer, Lagos.
Northern Rhodesia	The Treasurer, Livingstone.
Nyasaland	Treasurer, Nyasaland Protectorate, Zomba.
Queensland	Accountant, Commonwealth Sub-Treasury, Brisbane.

* So long as a British Pay Office exists in Egypt.

<i>Dominion, Colony or Protectorate, etc.</i>	<i>Designation of Paying Officer.</i>
St. Helena	Colonial Treasurer, St. Helena
Sierra Leone	Command Paymaster, Army Pay Officer, Sierra Leone.
Somaliland	Treasurer, Somaliland Protectorate, Berbera.
South Australia	Accountant, Commonwealth Sub-Treasury, Adelaide.
South Rhodesia	Treasurer, Salisbury.
Tanganyika	Treasurer, Dar-es-Salaam.
Tasmania	Accountant, Commonwealth Sub-Treasury, Hobart.
Uganda	Treasurer, Entebbe.
Union of South Africa	Chief Pensions Officer, Pretoria.
Victoria	Accountant, Commonwealth Sub-Treasury, Melbourne.
Western Australia	Accountant, Commonwealth Sub-Treasury, Perth.

NOTE.—An officer residing in Canada or Newfoundland takes payment from the Home Treasury, remittance being effected, under arrangements made by the India Office, through the Bank of Montreal.

APPENDIX No. 10.

[Fundamental Rule 105.]

Model terms for the grant of leave to Government officials engaged on contract as finally approved by the Secretary of State for India in Council.

(Government of India, Finance Department, letters No. F-31-C. S. R.—24, dated the 11th October 1924, No. F-62-C. S. R.—26, dated the 28th April 1926 and No. F-7(37)-R. 1./33, dated 22nd June 1933.)

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

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

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

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

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

In cases where—

- (a) the contract is for a longer term than 5 years, or
- (b) an original contract for 5 years is extended, or
- (c) on completion of his original contract of whatever term, a Government servant is taken into permanent employment,

the ordinary or special leave rules, as the case may be, as contained in the Fundamental Rules, will be made applicable.

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

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

(Government of India, Finance Department, letter No. F.-89-C. S. R.—25, dated the 22nd April 1925.)

The Secretary of State in Council has decided that the principle that leave may be granted after the expiry of contract where it has been applied for during the period of the contract and refused owing to the exigencies of the public service is applicable also to officers serving on contract at the time the model leave terms were promulgated.

(Government of India, Finance Department, letter No. F.-19-C. S. R.—25, dated the 16th June 1925.)

The terms are intended to be applied in the case of Government servants engaged on contract in the United Kingdom or to those who, though residing in India at the time of engagement on contract, originally came out from the United Kingdom for employment in India.

(Government of India, Finance Department, letter No. F./62-C. S. R./26, dated the 28th April 1926.)

The Secretary of State in Council has approved the amendment of the model terms of leave to officers engaged on contracts so as to provide that where an original contract is extended so as to make the total period of service longer than 5 years the officer in question shall be brought under the ordinary or special leave rules as the case may be, as contained in the Fundamental Rules.

(Government of India Finance Department letter No. F.-171-R. I./30, dated the 6th July 1931 to the High Commissioner for India.)

The Governor General in Council has decided that the model terms for the grant of leave of officers engaged on contract should in future apply only to officers of non-Asiatic domicile. It follows, therefore, that such terms will not apply to officers of Asiatic domicile even if they are recruited in the United Kingdom.

[The grant of leave to officers of Asiatic domicile recruited on behalf of the Government of India in the United Kingdom on contract will be regulated by rules 285 to 286 of the Supplementary Rules made by the Governor General in Council under the provisions of Rule 103 of the Fundamental Rules.

G. I., F. D., letter No. F.-12 (69)-R. I/32, dated the 30th November 1932, to the High Commissioner for India.]

APPENDIX No. 10 A.

Model terms for the grant of leave to Government servants engaged on contract who are under the rule-making control of the Governor General in Council.

1. The Governor General in Council has prescribed the following terms, in respect of officers engaged on contract who are subject to his rule-making control to regulate the grant of leave to—

(a) officer of Asiatic domicile engaged on contract whether in India or abroad, and

(b) officers of non-Asiatic domicile engaged on contract but not specially recruited overseas for service in India:—

- (1) Where the contract is for one year or less, earned leave admissible will be at one-twenty-second of the period spent on duty. Though ranking as earned leave, this may be granted only on medical certificate, and if subsequently it becomes necessary to grant the officer further leave, after the earned leave has been exhausted, leave on medical certificate may be granted to him subject to the condition that the total period of the two kinds of leave does not exceed 1/11th of the period spent on duty.

If the officer serves in a vacation Department, earned leave will not be admissible but he may be granted, if absolutely necessary, leave on medical certificate to the extent of 1/22nd of the period spent on duty.

- (2) Where the contract is for more than one year but not more than five years, leave on medical certificate may be allowed in addition to earned leave under Rule 10 (a) of the Revised Leave Rules, 1933, subject to a maximum of four months in all during the period of contract. In addition, extraordinary leave may be granted in special circumstances when no other leave is admissible subject to a total maximum limit of 3 months in respect of such leave.

If the Officer serves in a vacation Department, earned leave will not be admissible.

- (3) Where the contract is for a longer term than five years or an original contract for five years or less is extended so as to make the total period of contract longer than five years, leave admissible to a permanent Government servant under the Revised Leave Rules, 1933, may be allowed, subject to the restrictions that no leave on private affairs will be granted and that the leave on medical certificate will be limited to six months in all. In the case of extension of contract to a period longer than 5 years the officer will be credited with the earned leave that would have been admissible had the contract been initially one of more than five years diminished by any earned leave already taken, and leave on medical certificate if any already taken, will count against the six months' limit prescribed.

- (4) Where the contract is for an indefinite period, or an original contract for a definite period is extended for an indefinite period, the leave rules for permanent Government servants in the Revised Leave Rules, 1933, except Rule 16 of those Rules regulating leave salary, will be made applicable. In the latter case, the officer will be credited with the earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken and leave on medical certificate, if any already taken, will count against the limit prescribed in Rule 14 of the Revised Leave Rules, 1933.

- (5) In the case of an officer falling under clauses (2) to (4) above earned leave may be granted after the expiry of the contract only when it has been applied for during the period of the contract and refused owing to the exigencies of the public service. An Officer whose services are dispensed with on grounds of ill-health may be permitted to take all earned leave due to him before his service is terminated.
- (6) The terms 'earned leave' 'leave on medical certificate' and 'leave on private affairs' used in the above clauses have the same meaning as that assigned to them in the Revised Leave Rules, 1933. The leave salary during leave taken under the above clauses will be regulated as follows:—
- (i) An Officer on earned leave is entitled to leave salary equal to his average pay.
 - (ii) An Officer on leave on private affairs or on medical certificate is entitled to leave salary equal to half his average pay subject in either case to a maximum of Rs. 750.
- NOTE.—Average pay means the average monthly pay earned during the 12 complete months preceding the month in which the event occurs which necessitates the calculation of average pay.
- (iii) An officer on extraordinary leave is not entitled to any leave salary.
- (7) An Officer initially engaged on contract becomes subject to the Revised Leave Rules, 1933, in their entirety on his being taken into permanent employment after the expiry of his contract. In such a case the officer will be credited with earned leave that would have been admissible had his previous duty been duty as an officer in permanent employ diminished by any earned leave already taken, and leave on medical certificate if any already taken, will count against the limit prescribed in Rule 14 of the Revised Leave Rules, 1933.

2. The Governor General in Council has also decided that the model leave terms published in the Government of India, Finance Department letter No. F-31-C.S.R. 24, dated the 11th October 1924 (Appendix No. 10) as subsequently modified, will continue to apply to officers of non-Asiatic domicile under his rule-making control, who are specially recruited overseas for service in India, till they are revised in accordance with the leave terms that may be prescribed in future for new entrants to the services under the rule-making control of the Secretary of State.

[G. I., F. D., letter No. F-7(58)-R.I./34, dated the 26th October 1934 and 27th February 1935.]

APPENDIX No. 11.

Orders issued by the Governor General in Council under Fundamental Rule 114.

The Governor General in Council is pleased to issue, under Fundamental Rule 114, the following orders regulating the amount of remuneration which may be sanctioned by a local Government for a Government servant transferred to foreign service in an Indian State :—

1. When the transfer of a Government servant to foreign service in an Indian State is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration, or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified; and if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.
2. No order of transfer to foreign service shall be issued by a local Government without previous consultation with its Finance Department. It shall be open to that department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.
3. The following two general principles must be observed by local Governments in sanctioning the condition of transfer :—
 - (a) The terms granted to the Government servant must not be such as to impose an unnecessarily heavy burden on the Indian State which employs him.
 - (b) The terms granted must not be so greatly in excess of the remuneration which the Government servant would receive in Government service as to render foreign service appreciably more attractive than Government service.
4. Provided that the two principles laid down in paragraph 3 above are observed, a local Government may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which the local Government considers that circumstances justify their grant :—
 - (a) The payment of contributions toward leave-salary and pension under the ordinary rules regulating such contributions.
 - (b) The grant of travelling allowance under the ordinary travelling allowance rules of the local Government or under the local rules of the Darbar, and of permanent travelling allowance, conveyance allowance and horse allowance.
 - (c) The use of State tents, boats and transport on tour; provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible.
 - (d) The grant of free residential accommodation, which may be furnished, in cases in which the local Government considers this to be desirable, on such scale as may seem proper to the Local Government.
 - (e) The use of State motors, carriages and animals.

5. The grant of any concession not specified in paragraph 4 above requires the sanction of the Governor General in Council.

[G. I., F. D. No. 1360-E. B., dated 10th December 1921.]

Government of India's decision.—The Governor General in Council has decided that the orders quoted above issued by him under Fundamental Rule 114 regarding the remuneration of Government servants transferred to foreign service in Indian States should also apply to Government servants lent to other foreign employers in India.

[G. I., F. D., letter No. F.-1 (27)-R. I./33, dated the 6th November 1933.]

APPENDIX No. 11A.

[Fundamental Rules 116 and 117.]

Rates of contribution payable on account of pension and leave-salary during foreign service.

(Government of India, Finance Department, Resolution No. F.-81-R. 1./24, dated 11th February 1929, as amended by G. I., F.D., Resolution No. D.-484-R.-11, dated 15th February 1930.)

1. In supersession of the rates of contribution for pension and leave-salary, fixed in the Government of India, Finance Department, letters No. 64-E. B., dated the 27th January 1922, and No. F.-81-C. S. R./24, dated the 4th August 1924 (*vide* entries below F. R. 116), for officers other than military officers in foreign service, the Governor General in Council is pleased to prescribe, with reference to Fundamental Rules 116 and 117 as amended by the Secretary of State in Council in his Resolution, dated the 5th September 1928, and published with the Government of India, Finance Department, Resolution No. F.-81-R. 1./24, dated the 1st November 1928 (i.e., F. R.'s 116 and 117 as given in this edition), the rates of contributions shown in the Annexure to this Appendix. The general principles on which the revised rates have been calculated are explained below.

2. The rates of contribution for pension have been based on the pensionary benefit admissible to an officer according to the service or the grade to which he belongs instead of on the actual pay drawn in foreign service, as was the case with the rates which are now being superseded. The pensionary benefit admissible to a member of the Indian Civil Service has been taken at £1,000 *per annum*, which is the amount of full pension earned by him after 25 years' service; and to a member of any of the Superior Civil Services other than the Indian Civil Service, Rs. 8,800 *per annum*, which is made up of Rs. 7,000 earned by him as ordinary pension after 30 years' service and Rs. 1,800 the estimated amount of additional pension which is earned on the average by members of these services who are transferred to foreign service. The pensionary benefit admissible to a member of a Provincial or Subordinate Service has been taken to be one-half of the maximum pay of the grade substantively held by him in Government service. The reason for calculating the rates of contribution in respect of members of these two classes of services in a manner different from that adopted in the case of other services is that in their case pension is not subject to any fixed maximum. The rates have been calculated in sterling where the pension is a sterling pension or is payable in sterling at a privileged rate of exchange, and the calculations have been so made as to provide a sliding scale of contributions according to length of service roughly parallel to the annual increase of pay in Government service.

3. The rates of contribution for leave-salary have been calculated, as before, on the basis of actual pay drawn in foreign service. The increase in these rates is due to the fact that, when the previous rates were calculated, the more liberal leave rules of 1920 and 1922 had just been introduced, and there were no data on which to base an estimate of the amount of leave which an officer would normally take under these rules. It has now become possible to gauge with fair accuracy the amount of leave taken by officers of the various services, and the revised rates are based equitably on recent experience.

4. The rate of interest adopted in the calculations is $4\frac{1}{2}$ per cent. *per annum*, and the rates of mortality assumed for the various classes of Government servants are based on expert actuarial advice.

5. The revised rates take effect from the 1st March 1929. The question, however, of the rates at which contribution for pension will be recovered in the case of Government servants transferred to foreign service before the 5th September 1928, who do not belong to the Superior Services and who retire either

directly at the end of their present sanctioned term of foreign service or within three years of its conclusion and are entitled, in accordance with the provisions of the old Fundamental Rule 116, to a pension calculated wholly or partly, as the case may be, on their pay in foreign service, is still under consideration, and the decision arrived at will be announced in due course.

6. The rates of contribution for pension and leave-salary in respect of military officers in foreign service are at present under revision, and will be promulgated as soon as possible.

7. A Government servant who is a subscriber to a Contributory Provident Fund and who is transferred to foreign service shall, if he is allowed to retain that privilege, pay monthly subscriptions calculated on the rate of pay drawn in foreign service. The foreign employer, or the officer himself, according to the arrangement made under clause (c) of Fundamental Rule 115, shall pay, in addition, at such times as Government may prescribe in each case, a contribution calculated on the monthly subscriptions so determined and equal in amount to what Government would have credited to the subscriber's account on that basis.

ANNEXURE.

1.—Rates of monthly contribution for pension payable during active foreign service in respect of—

Length of Service.	Members of the Indian Civil Service with Non-Asiatic domicile.	Members of the Indian Civil Service with Asiatic domicile.	Members of the other Superior Services with Non-Asiatic domicile.	Members of the other Superior Services with Asiatic domicile.
	£ s.	£ s.	£ s.	Rs.
0—1 year	7 10	6 12	5 12	56
1—2 years	8 15	7 14	6 6	63
2—3 "	10 0	8 16	7 0	70
3—4 "	11 5	9 18	7 14	77
4—5 "	12 10	11 0	8 8	84
5—6 "	13 15	12 2	9 2	91
6—7 "	15 0	13 4	9 16	98
7—8 "	16 5	14 6	10 10	105
8—9 "	17 10	15 8	11 4	112
9—10 "	18 15	16 10	11 18	119
10—11 "	20 0	17 12	12 12	126
11—12 "	21 5	18 14	13 6	133
12—13 "	22 10	19 16	14 0	140
13—14 "	23 15	20 18	14 14	147
14—15 "	25 0	22 0	15 8	154
15—16 "	26 5	23 2	16 2	161
16—17 "	27 10	24 4	16 16	168
17—18 "	28 15	25 6	17 10	175
18—19 "	30 0	26 8	18 4	182
19—20 "	31 5	27 10	18 18	189
20—21 "	32 10	28 12	19 12	196
21—22 "	33 15	29 14	20 6	203
22—23 "	35 0	30 16	21 0	210
23—24 "	36 5	31 18	21 14	217
24—25 "	37 10	33 0	22 8	224
25—26 "	37 10	33 0	23 2	231
26—27 "	37 10	33 0	23 16	238
27—28 "	37 10	33 0	24 10	245
28—29 "	37 10	33 0	25 4	252
Over 29 years	37 10	33 0	25 18	259

II.—Rates of monthly contribution for pension payable during active foreign service in respect of—

Length of Service.	Members of the Provincial Services.	Members of the Subordinate Services.
	Percentage of the maximum monthly pay of the grade substantively held.	Percentage of the maximum monthly pay of the grade substantively held.
0—1 year	4	3
1—2 years	5	4
2—3 "	5	4
3—4 "	5	4
4—5 "	6	5
5—6 "	6	5
6—7 "	6	5
7—8 "	7	6
8—9 "	7	6
9—10 "	7	6
10—11 "	8	7
11—12 "	8	7
12—13 "	8	7
13—14 "	9	8
14—15 "	9	8
15—16 "	9	8
16—17 "	10	9
17—18 "	10	9
18—19 "	10	9
19—20 "	11	10
20—21 "	11	10
21—22 "	11	10
22—23 "	12	11
23—24 "	12	11
24—25 "	13	11
25—26 "	14	12
26—27 "	14	12
27—28 "	14	12
28—29 "	15	13
Over 29 years	15	13

III.—Rates of monthly contribution for leave-salary payable during active foreign service in respect of—

	Percentage of pay drawn in Foreign Service.
Members of the Superior Services subject to the Special leave rules	16%
Members of the Superior Services subject to ordinary leave rules	15
Members of the Provincial and Subordinate Services	12½

Government of India's orders—

(1) (i) The term 'active foreign service' used in the Annexure is intended to include the period of joining time which may be allowed to an officer both on the occasion of his proceeding to and reverting from foreign service, and accordingly contributions are leviable in respect of such periods.

(ii) 'Length of Service' means the total period running from the date from which service for pension commences or is likely to commence, including service counting for pension under Articles 370 and 371, Civil Service Regulations.

(iii) The sterling rates of pension contribution shown in the Annexure should be converted into Indian Currency at the uniform rate of 1s. 6d. to the rupee.

(iv) The revised rates of contributions are intended to apply with effect from the 1st March 1929 to all Government servants transferred to foreign service on or after the 27th January 1922, subject to the exception mentioned in paragraph 5 of this Appendix. In this connection attention is invited to the Government of India, Finance Department, letter No. 1391-C. S. B., dated 17th August 1923 [vide item (2) of 'Government of India's decisions' under F. R. 109], according to which an extension of the period of foreign service on or after the 1st January 1922, is treated as a fresh transfer for the purposes of F. R. 109.

(v) Under F. R. 116, the rates of contributions for pension and leave-salary fixed in Government of India, Finance Department, letters No. 64-E. B., dated the 27th January 1922, and No. F. 81-R. I./24, dated the 4th August 1924 [items (1) and (4), of 'Government of India's orders' under F. R. 116], are hereby prescribed as the rates applicable during the period 5th September 1923 to 23rd February 1929.

(vi) In the case of a temporary Government servant who is transferred to foreign service, it is for the Local Government concerned to decide whether or not to recover pension contributions having regard to the probabilities of the Government servant qualifying for a pension. If it is decided to recover such contributions they should be calculated, with reference to his length of service in the following manner:—

- (a) if he is on a time-scale of pay, on the maximum of time-scale, and
- (b) if he is on a fixed rate of pay, on that pay.

In such cases the recovery of contributions for leave-salary does not present any difficulty the amounts being calculated on the pay actually drawn in foreign service.

[G. I., F. D., letter No. F-1-XI-R.I./29, dated 17th May 1929.]

(2) For the purposes of this Appendix Gazetted Officers of the Indian Posts and Telegraphs Department other than those belonging to a service classed as 'Superior' for purposes of the Superior Civil Services Rules, should be classed as members of the Provincial Services, the non-gazetted officers in that Department being classified as members of the Subordinate Services.

[G. I., I. & L. D., letter No. 1455-Est. A./29, dated 13th Jan. 1930.]

(3) The Governor General in Council has decided that when a Government servant is transferred to foreign service, or when the period of foreign service of a Government servant is extended, it should be stipulated that contributions for pension and leave-salary or for pension alone, as the case may be, will be recoverable at the rates in force from time to time in accordance with orders issued under Fundamental Rule 116.

[G. I., F. D., No. F.—I.—XXIV-R.I./29, dated the 23rd Aug. 1929.]

(4) The maxima rates of pay prescribed in paragraph 3 of the Government of India, Finance Department, letter No. F.—81-C. S. R./24, dated the 4th August 1924, [item (4) of the 'Government of India's orders' under Fundamental Rule 116] do not apply to the revised rates of contribution for pension and leave-salary announced in the Government of India, Finance Department, Resolution No. F.—81-R. I./24, dated the 11th February 1927.

[G. I., F. D., No. F-1-XI-R.I./29, dated 6th July 1929.]

(5) The Government of India have decided with reference to para. 5 of the Finance Department Resolution No. F. 81-R. I./24, dated the 11th February 1929, that on the analogy of the settlement made with the Iraq Government contribution for pension should, in the case of officers belonging to the category mentioned in para. 5 referred to above and serving elsewhere than in Iraq, also be recovered, with effect from the 1st March 1929, in accordance with the rates prescribed in that resolution. The non-superior officers referred to in para. 5 above are entitled, irrespective of the rate of pension contribution prescribed for them, to a pension calculated wholly or partly, as the case may be, on the pay drawn by them in foreign service. [For rates of contribution prior to 1st March 1929 for officers serving in Iraq see item (6) of the Government of India's orders under F. R. 116.]

[G. I., F. D., letter No. F. 81-R. I./24, dated 7th June 1931, and G. I., F. D., letter No. F. I (44)-R. I./31, dated the 19th December 1931, to the address of the Accountant General, Madras.]

(6) With reference to paragraph 6 of this Appendix, the Governor General in Council has prescribed, under F. R. 116, the rates mentioned in the annexed schedule for the purpose of recovery of contributions for pension and leave-salary in respect of military officers and other ranks in permanent civil employ who are transferred to foreign service. These revised rates shall have effect from the 1st July 1933, and shall also apply, with effect from the same date, to military officers and other ranks already in foreign service except those who were transferred to such service, before the 27th January 1922, in the case of military commissioned officers, and before the 28th February 1924 in the case of others, in whose case there has been no extension of the period of foreign service and consequently contributions on whose behalf are still recovered in accordance with the old Civil Service Regulations rates.

These rates, which will be payable only during active foreign service cover, in all cases, the liability for the ordinary, disability and family pensions and gratuities (including the disability and family pensions at double rates and the gratuity admissible under paragraph 94—Pension Regulations, India, in respect of military officers; the special and mustering-out pensions and gratuity admissible under paragraph 558, *ibid* in respect of Indian ranks; and invalid pensions and gratuities in respect of military sub-assistant surgeons) which may be admissible, under the ordinary rules of their service, as they stand from time to time, in respect of officers or other ranks transferred to foreign service in any circumstances whatsoever.

SCHEDULE.

(a) Military Commissioned Officers.

(i) Rates of monthly contribution for pension—

Length of service.	Rate of contribution.	Length of service.	Rate of contribution.
	£ s.		£ s.
0—1 year	7 4	15—16 years	20 14
1—2 years	8 2	16—17 "	21 12
2—3 "	9 0	17—18 "	22 10
3—4 "	9 18	18—19 "	23 8
4—5 "	10 16	19—20 "	24 6
5—6 "	11 14	20—21 "	25 4
6—7 "	12 12	21—22 "	26 2
7—8 "	13 10	22—23 "	27 0
8—9 "	14 8	23—24 "	27 18
9—10 "	15 6	24—25 "	28 16
10—11 "	16 4	25—26 "	29 14
11—12 "	17 2	26—27 "	30 12
12—13 "	18 0	27—28 "	31 10
13—14 "	18 18	28—29 "	32 8
14—15 "	19 16	Over 29 "	33 6

(ii) Rate of monthly contribution for leave-salary—16½ or 15 per cent. of pay drawn in foreign service, according as the officer is of non-Asiatic or Asiatic domicile.

(b) *Rates of monthly contributions in respect of Departmental Officers and Warrant Officers of the India Unattached List and Indian Medical Department and British Non-Commissioned Officers and men on the Indian establishment.*

For leave-salary 12½ per cent. of pay drawn in foreign service.

For pension One-sixth of pay drawn in foreign service.

(c) *Rates of monthly contributions in respect of Indian officers with Viceroy's Commission (including those holding Honorary King's Commission), Non-Commissioned Officers and men.*

For leave-salary One-twelfth of pay drawn in foreign service.

For pension One-sixth of pay drawn in foreign service.

[G. I., F. D., Resolution No. F.1-XV-R. I/30, dated the 29th June 1933.]

(7) The Government of India have decided with the approval of the Secretary of State for India that retrospective effect to the revised rates of pension contribution promulgated in their Finance Department Resolution No. F. I.-XV-R. I/30, dated the 29th June 1933, in respect of Military Officers transferred to foreign service, as stipulated in paragraph 6 of this appendix [*vide* item No. (6) of the Government of India's Orders above] should be given only in the case of military commissioned officers lent for service in Iraq, and that adjustments are to be made in their case on exactly the same lines as were made, on the introduction of the revised rates shown in the annexure to this Appendix in respect of members of the Indian Civil Service and all other Superior Civil Services, *vide* the Government of India, Finance Department letter No. F.81-R. I./24, dated the 4th June 1931.

[G. I., F. D., letter No. F. 1-XV-R. I/30, dated the 5th October 1933, to the address of all Provincial and Minor Local Governments.]

(8) For the purpose of levying contributions for pension and leave-salary under this Appendix, members of the Central Services, Class II, who do not come under the category of "The Other Superior Services" should be classed as members of a Provincial Service.

[G. I., F. D., letter No. F.1(1)-R.I./35, dated the 6th February 1935, to the address of the A. G. C. R.]

Auditor General's decision.—The Auditor General has decided with the concurrence of the Government of India that according to the definition of the term "length of service" given in clause (ii) of paragraph 1 of the Government of India, Finance Department, letter No. F.—1-XI-R. I./29, dated the 17th May 1929, [item (1) of 'Government of India's orders' above] the length of service of a Government servant should, for the purpose of calculation of pension contribution, be reckoned from the actual or probable date of commencement of pensionable service, all non-qualifying leave, overstayal of leave or joining time and suspension and all services rendered in substantive posts before a Government servant completed 20 years of age being ignored. In the case of members of the Indian Civil Service and other services the periods of war service allowed by the Government of India to count for active service and total service for pension should be added to the normal length of their service.

In the case of Government servants who are promoted from a lower to a higher service, the length of service should, in all cases, be taken as the total service, reckoning from the date of commencement of pensionable service under Government; and contribution should be levied in accordance with the table appropriate to the service to which the particular Government servant on foreign service at the time belongs.

The Auditor General has also decided with the concurrence of the Government of India that the assessment of contribution should be made after taking into account the temporary and officiating service rendered by Government servants transferred to foreign service. No refunds of contribution should be made even if it is eventually decided that the temporary or officiating services, taken into account in the original calculation of contribution, should not count for pension.

[Ar. Genl.'s Endst. No. 4-A./128-29, dated 11th January 1930 and Ar. Genl.'s Endst. No. 6-A./128-29, dated 11th January 1930.]

APPENDIX No. 12.

Memorandum Explanatory of each rule contained in the Supplementary Rules.

[Not printed. See Second Edition.]

APPENDIX No. 13.

[Supplementary Rule 2 (8).]

Authorities which exercise the powers of a competent authority under the various supplementary rules made by the Governor General in Council.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	4	Power to accept, in the case of a female candidate for Government service, a medical certificate of fitness, signed by any female medical practitioner.	All heads of departments.	Full power.
1-A	6-A	Power to grant grain compensation allowance to a Government servant.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioner.	Full power.
2	7	Power to accept as sufficient the reasons alleged by an officiating Government servant for refusing to occupy the residence placed at his disposal by the permanent holder of the post.	All heads of departments.	Full power.
3	9	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First Class Political Residents. 4. Departments of the Government of India. 5. Auditor General. 6. Railway Board. 	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			7. Director General of Posts and Telegraphs. 8. Surveyor General. 9. Commissioner, Northern India Salt Revenue. 10. Controller of the Currency. 11. All Heads of Departments. 12. Principal, Indian School of Mines, Dhanbad. 13. Heads of Circles in the Indian Posts and Telegraphs Department.	Full power in the case of Government servants not directly appointed by the Government of India. Full power up to a maximum of Rs. 500 in each case. In the case of recurring fees this limit applies to the total of the recurring payments made to an individual in a year. NOTE. —In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India.
4	..	<i>Deleted.</i>		
5	..	<i>Deleted.</i>		
6	..	<i>Deleted.</i>		
7	18	Power to order inclusion in a grade higher than that prescribed by rule 17.	Railway Department	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
8	20	Power to declare the grade in which a part-time or fee-paid Government servant shall rank.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board. 	} Full power.
9	22	Power to grant a permanent travelling allowance.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Railway Board. 3. Chief Commissioners. 	<p>Full power, provided that the pay of the Government servant <i>plus</i> the permanent travelling allowance does not exceed Rs. 500 a month.</p> <p>Power in the case of Government servants who spend an appreciable portion of the year on tour, subject to a maximum of Rs. 200 a month and to the condition that the amount sanctioned shall not exceed the average amount which would be drawn during the year under the ordinary travelling allowance rules by a Government servant of the same grade performing an equal amount of touring.</p> <p>Full powers provided that the pay of the Government servant <i>plus</i> the permanent travelling allowance does not exceed Rs. 500 a month.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
10	24	Power to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than one post to which permanent travelling allowance is attached.	Railway Board .	Full power.
11	2	Power to grant a conveyance or horse allowance.	<p>1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General.</p> <p>2. Railway Board .</p>	<p>Full power provided that the pay of the Government servant <i>plus</i> the conveyance allowance does not exceed Rs. 500 a month.</p> <p>Power to sanction a conveyance allowance to a Government servant whose ordinary duties involve a considerable amount of travelling within five miles of headquarters, subject to the following <i>maxima</i> :—</p> <p>For a motor car, if kept, Rs. 75 to 150 according to the circumstances of each case, <i>e.g.</i>, the status of the officer, the extent and nature of the travelling done and the character of the locality in which the journeys are made.</p> <p>Rs. For any other conveyance . 50</p>

Serial number.	Number of supplementary rules.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.																		
1	2	3	4	5																		
	25		3. Heads of departments controlling railway, public works, post office and telegraph services.	<p>Allowances may be granted to subordinates of the following classes only, up to the maximum amount shown against each class in the table below, if such subordinates have to perform a large amount of travelling at or near headquarters on condition that the allowance is forfeited whenever daily or road mileage allowance is drawn :—</p> <p><i>Public Works and Railway Departments.</i></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: right;">Rs.</th> </tr> </thead> <tbody> <tr> <td>Upper subordinates</td> <td style="text-align: right;">. 30</td> </tr> <tr> <td>Sanitary Inspectors holding large charges on the North Western Railway</td> <td style="text-align: right;">. 30</td> </tr> <tr> <td>Lower subordinates</td> <td style="text-align: right;">. 15</td> </tr> <tr> <td>Assistant Surgeons or Civil Apothecaries</td> <td style="text-align: right;">. 15</td> </tr> <tr> <td>Sub-Assistant Surgeons</td> <td style="text-align: right;">. 7½</td> </tr> <tr> <td>Sub-Assistant Surgeons (in exceptional cases)</td> <td style="text-align: right;">. 15</td> </tr> <tr> <td>Apprentice Overseers</td> <td style="text-align: right;">. 15</td> </tr> <tr> <td>Cashiers</td> <td style="text-align: right;">. 15</td> </tr> </tbody> </table> <p><i>Post Office Department.</i></p> <p>City Inspectors . 30</p> <p>Mail Overseers (including Cash Overseers) provided the pay and allowance do not exceed Rs. 100 a month, 20</p>		Rs.	Upper subordinates	. 30	Sanitary Inspectors holding large charges on the North Western Railway	. 30	Lower subordinates	. 15	Assistant Surgeons or Civil Apothecaries	. 15	Sub-Assistant Surgeons	. 7½	Sub-Assistant Surgeons (in exceptional cases)	. 15	Apprentice Overseers	. 15	Cashiers	. 15
	Rs.																					
Upper subordinates	. 30																					
Sanitary Inspectors holding large charges on the North Western Railway	. 30																					
Lower subordinates	. 15																					
Assistant Surgeons or Civil Apothecaries	. 15																					
Sub-Assistant Surgeons	. 7½																					
Sub-Assistant Surgeons (in exceptional cases)	. 15																					
Apprentice Overseers	. 15																					
Cashiers	. 15																					

Serial number.	Number of supplementary rules,	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
	25			<p><i>Telegraph Department.</i></p> <p style="text-align: right;">Rs.</p> <p>Upper subordinates and Engineering Supervisors other than those sent on casual inspection duty . 30</p> <p>Indian inspecting telegraphists who are sent on regular inspection duties connected with private lines . 30</p> <p>Telephone Inspectors deputed on regular inspection duties . 30</p> <p>Sub-Inspectors in Baluchistan . 35</p> <p>Sub-Inspectors in the Punjab, North-West Frontier Province and Sind . 30</p> <p>Shipping sircars employed at Calcutta or other ports for such days as they travel .</p>
				} Not exceeding 6 annas a day.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
	25		<p>4. Superintending Engineer in Central India.</p> <p>5. Chief Commissioners.</p> <p>6. Chief Engineer, Central Works Department.</p>	<p>Cable Supervisors, Rs. 30, subject to the condition that the amount of the allowance is restricted to the extent justified by the circumstances of each case.</p> <p>Allowances may be granted to subordinates of the following classes only, up to the maximum amount shown against each class in the table below if such subordinates have to perform a large amount of travelling at or near headquarters on condition that the allowance is forfeited whenever daily or mileage allowance is drawn :—</p> <p style="text-align: right;">Rs.</p> <p>Upper subordinates 30 Lower subordinates 15 Apprentice Overseers . . . 15</p> <p>Full power provided that the pay of the Government servant <i>plus</i> the conveyance allowance does not exceed Rs. 500 a month.</p> <p>Allowances may be granted to such subordinates as are employed on works in the Delhi Province and belong to the following classes only up to the maximum amounts shown against each class, if</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.																			
1	2	3	4	5																			
	25			<p>the subordinates have to perform a large amount of travelling at or near headquarters, on condition that the allowance is forfeited whenever daily or road mileage allowance is drawn :—</p> <table border="1" data-bbox="698 725 950 1554"> <thead> <tr> <th data-bbox="698 725 813 828"></th> <th data-bbox="813 725 879 828">Horse allowance.</th> <th data-bbox="879 725 950 828">Bicycle allowance, Motor cycle allowance.</th> </tr> </thead> <tbody> <tr> <td data-bbox="698 828 813 982">1. Electrical and Mechanical subordinates.</td> <td data-bbox="813 828 879 982" rowspan="6">If located in Delhi, Ra. 35 or the rate that may be fixed for Delhi Establishments by the Government of India from time to time and Ra. 30 in other localities.</td> <td data-bbox="879 828 950 982"></td> </tr> <tr> <td data-bbox="698 982 813 1135">2. Upper subordinates and members of the Subordinate Engineering service.</td> <td data-bbox="879 982 950 1135"></td> </tr> <tr> <td data-bbox="698 1135 813 1289">3. Horticulture subordinates and Rangers.</td> <td data-bbox="879 1135 950 1289"></td> </tr> <tr> <td data-bbox="698 1289 813 1357">4. Store Keepers.</td> <td data-bbox="879 1289 950 1357"></td> </tr> <tr> <td data-bbox="698 1357 813 1477">5. Clerks and Draftsmen doing executive work in addition.</td> <td data-bbox="879 1357 950 1477"></td> </tr> <tr> <td data-bbox="698 1477 813 1554">6. Garden Chaudharies.</td> <td data-bbox="879 1477 950 1554"></td> </tr> <tr> <td data-bbox="698 1169 813 1221"></td> <td data-bbox="813 1169 879 1221">Rs. 6.</td> <td data-bbox="879 1169 950 1221">Rs. 15.</td> </tr> </tbody> </table>		Horse allowance.	Bicycle allowance, Motor cycle allowance.	1. Electrical and Mechanical subordinates.	If located in Delhi, Ra. 35 or the rate that may be fixed for Delhi Establishments by the Government of India from time to time and Ra. 30 in other localities.		2. Upper subordinates and members of the Subordinate Engineering service.		3. Horticulture subordinates and Rangers.		4. Store Keepers.		5. Clerks and Draftsmen doing executive work in addition.		6. Garden Chaudharies.			Rs. 6.	Rs. 15.
	Horse allowance.	Bicycle allowance, Motor cycle allowance.																					
1. Electrical and Mechanical subordinates.	If located in Delhi, Ra. 35 or the rate that may be fixed for Delhi Establishments by the Government of India from time to time and Ra. 30 in other localities.																						
2. Upper subordinates and members of the Subordinate Engineering service.																							
3. Horticulture subordinates and Rangers.																							
4. Store Keepers.																							
5. Clerks and Draftsmen doing executive work in addition.																							
6. Garden Chaudharies.																							
	Rs. 6.	Rs. 15.																					

* A bicycle allowance not exceeding Rs. 6 may be granted on condition that no daily or mileage allowance will be admissible even if the sphere of duties extends beyond the five miles radius.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
12	30(b)	Power to decide the shortest of two or more routes.	1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department.	Full powers, for journeys within their jurisdiction. Full powers in individual cases and for journeys within their jurisdiction. For the general declaration of a particular route as the shortest, the sanction of the Director General should be obtained.
13	31	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department. 3. Chief Commissioner, Andaman and Nicobar Islands.	Full powers, for journeys within their jurisdiction, provided that the selection of such route is in the interests of Government. Full powers in individual cases and for journeys within their jurisdiction provided that the selection of the route is in the interests of Government. For the general declaration of a particular route as the shortest, the sanction of the Director-General should be obtained. Full power in the case of Government servants proceeding to join duty in the Andamans, if they are required to travel by the first available steamer.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
14	32	Power to decide the point in a station at which journeys begin or end.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board. 	} Full power.
15	35	Power to declare a particular Government servant to be entitled to railway accommodation of a higher class than that prescribed for his grade.	All heads of departments.	Power to permit a menial servant to draw intermediate fare when accompanying his superior officer on a train which provides no third class accommodation.
16	40	Power to declare that a Government servant whose pay does not exceed Rs. 30 is entitled for journeys by steamer, to lowest class accommodation only.	All heads of offices .	Full power.
17	42	Power to decide, in cases of doubt or hardship, the class of steamer accommodation to which a Government servant is entitled.	All heads of departments.	Full power.
17-A	4S-B	Power to sanction travel by air in machines of public air transport companies regularly plying for hire.	1. Departments of the Government of India.	Power only in cases of absolute urgency and necessity. In regard to officers of the Civil Aviation Department, the Department of Industries and Labour may exercise the power also in cases where journey by air is considered desirable for administrative reasons.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
18	52	Power to allow daily allowance at a higher rate than that of the Government servant's grade.	<p>2. Political Resident in the Persian Gulf.</p> <p>1. Railway Board</p> <p>2. Controller of the Currency.</p> <p>3. Deputy Controllers of the Currency.</p> <p>4. Accountants General, other than the Director of Railway Audit and the Accountant General, Posts and Telegraphs.</p> <p>5. The Comptroller, Assam.</p>	<p>Power except in cases where the journey is not urgent and where the cost of travel by air exceeds that of other modes of travelling <i>plus</i> the estimated telegraphic charges involved in obtaining permission for an air journey.</p> <p>Full power up to maximum of Rs. 10.</p> <p>Power in the case of clerks, poldars, shroffs and peons accompanying remittances of treasure, subject to a maximum allowance of Rs. 1½ in the case of clerks, Rs. 1½ in the case of poldars and shroffs and annas 4 in the case of peons.</p>
19	59	Power to prescribe a Government servant's headquarters	<p>1. (i) Director of Railway Audit.</p> <p>(ii) Director of Army Audit.</p> <p>(iii) Accountants General.</p> <p>(iv) Chief Auditors.</p> <p>(v) Comptrollers, Assam, and North-West Frontier Province.</p>	<p>Full power in the case of non-gazetted Government servants.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			<p>(vi) Government Examiners of Railway Accounts (except the Government Examiner of Accounts, Assam Bengal Railway).</p> <p>(vii) Audit Officer, Indian Stores Department.</p> <p>1-A. Heads of Departments not mentioned in 1 above.</p> <p>2. Postmasters General, the Director of Wireless and the Director of Posts and Telegraphs, Sind and Baluchistan Circle.</p> <p>3. Meteorologist in charge of the Upper Air Observatory, Agra.</p> <p>4. Conservator of Forests, North-West Frontier Province.</p>	<p>Full power in the case of non-gazetted Government servants.</p> <p>Full power.</p> <p>Power in respect of Government servants not above the rank of officers holding divisional charges, i.e., Superintendents of Post Offices and Railway Mail Service and Divisional Engineers, Telegraphs and Wireless.</p> <p>Power in respect of the staff employed at the pilot balloon observatories under his control.</p> <p>Full power in respect of non-gazetted establishments whom the conservator can appoint.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
20	60	Power to define the limits of a Government servant's sphere of duty.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department. 3. Conservator of Forests, North-West Frontier Province. 	<p>Full power.</p> <p>Full power for journeys within their jurisdiction.</p> <p>Full power in respect of non-gazetted establishments whom the Conservator can appoint.</p>
21	62	Power to decide whether a particular absence is absence on duty.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department. 	<p>Full power.</p> <p>Full power for journeys within their jurisdiction.</p>
22	63	Power to restrict the frequency and duration of journeys.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department. 	<p>Full power.</p> <p>Full power for journeys within their jurisdiction.</p>
23	64	Power to declare that the pay of a particular Government servant has been so fixed as to compensate for all journeys by road within his sphere of duty.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First Class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			6. Chief Engineer, Central Public Works Department.	Full power in respect of the establishment employed on works other than provincial works in the Delhi Province.
24	66	Power to prescribe the scale of Government tents to be supplied.	1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Departments of the Government of India. 4. Railway Board . 5. Surveyor General	} Full power.
25	Pro-viso 2 under rule 67.	Power to allow exchange of double permanent travelling allowance for mileage allowance.	1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 6. Auditor General .	} Full power. Power in the case of non-gazetted establishments.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
26	73	Power to grant exemptions from the rule limiting a halt on tour to ten days.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 6. Director General, Posts and Telegraphs. 7. Commissioner, Northern India Salt Revenue. 8. Surveyor General. 9. Agricultural Adviser. 10. Director-General, Observatories. 11. Inspector General, Forests. 12. Auditor General. 13. Controller of the Currency. 14. Agents of State Railways. 15. Engineers-in-Chief of State Railways under construction or survey. 16. Director, Geological Survey. 17. Director, Intelligence Bureau. 17-A. Central Board of Revenues. 	Full power,

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which is the power delegated.	Extent of power delegated.
1	2	3	4	5
			17-B. Chairman, Public Service Commission.	Full power in respect of the Secretary and of any other gazetted officers who may be appointed to the Commission.
			17-C. Secretary, Public Service Commission.	Full power in respect of the non-gazetted staff of the Commission.
			17-E. Controller of Railway Accounts.	Full powers in the case of Accountants, Inspectors of Station Accounts, Inspectors of Stores Accounts, Stock Verifiers, Sub-heads, Clerks and Inferior servants.
			17-F. Master, Security Printing, India.	Full power.
			18. All other heads of departments.	Power up to a limit of 30 days.
			19. Heads of Circles including the Electrical Engineer-in-Chief, Controller of Telegraph Stores and Superintendent of Telegraph Workshops, in the Indian Posts and Telegraphs Department.	Power up to a limit of 60 days.
			20. Accountant General, Posts and Telegraphs.	Full power in the case of Assistant Accounts Officers or Assistant Audit Officers and non-gazetted Government servants.
			21. Director of Railway Audit.	

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
27	75	Power to allow the exchange of daily for mileage allowance for the whole period of an absence from headquarters.	All heads of departments.	Full power in the case of Government servants whose pay does not exceed Rs. 200.
28	76	Power to impose restrictions on the exchange of daily for mileage allowance on particular days by Government servants in superior service.	All heads of departments.	Full power.
29	77	Power to impose restrictions on the exchange of daily for mileage allowance by non-gazetted ministerial or menial servants travelling in a public or hired conveyance.		
30	79	Power to allow the actual cost of maintaining a camp during a sudden journey away from it.		
31	80	Power to prescribe the scale of camp equipment, servants, horses, etc., to be carried at Government expense by a Government servant allowed to recover the actual cost of the first or last journey of an extensive tour.	All heads of departments.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
32	81(a)	Power to permit the recovery of the actual cost of conveying camp equipment, horses, camels, motor cars, etc.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Administrative Superintendents of the Survey of India Department. 3. Heads of Circles in the Indian Posts and Telegraphs Department. 	<p>} Full power.</p> <p>Power in respect of a bicycle only.</p>
33	81(b)	Power to limit the number of conveyances, etc., and the weight of camp equipment carried as in rule 81 (a).	All heads of departments.	Full power.
33-A	88-B (b)	Power to allow actual travelling expenses to members of the Bengal Pilot Service for joining or leaving ships at any place in pilotage waters other than those mentioned in rule 88-B (a).	Department of Commerce.	Full power.
34	89	Power to permit the recovery of the actual cost of hiring a conveyance when no travelling allowance is admissible.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners and first class Political Residents. 3. Railway Department. 4. Director General of Posts and Telegraphs. 5. Head of Circles in the Indian Posts and Telegraphs Department. 	<p>} Full power.</p> <p>Power upto a limit of Rs. 10 in each case.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
	2	3	4	
35	91	Power to permit the recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters.	All heads of departments.	Full power.
35-A	105-A	Power to allow travelling allowance for a journey to join a first appointment.	<ol style="list-style-type: none"> 1. Political Resident in the Persian Gulf. 2. Chief Commissioner, Aden. 3. Resident in Kashmir (in respect of Gilgit). 4. British Envoy at the Court of Nepal. 5. Political Officer, Sikkim. 6. His Majesty's Consul General for Khorasan. 	Full power.
36	..	<i>Deleted.</i>		
37	108	Power to allow a free passage to a person joining a post by sea.	All heads of departments.	Full power in the case of persons appointed by them.
38	Proviso to rule 116 (a) I (iii).	Power to fix maximum weights of personal effects lower than those prescribed by supplementary rule 116 (a) I (iii) for transportation at Government expense by a Government servant on transfer.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners and first class Political Residents.	Full power.
39	116 (a) II (iii).	Power to fix a rate of mileage allowance for journeys by road on transfer.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners and first class Political Residents.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
42	Proviso (b) to rule 128.	Power to intimate that a Government servant who stays at a hill station in excess of ten days was required to stay on duty or permitted to stay during holidays.	<p>3. Heads of Departments not mentioned in 2 above.</p> <p>1. (i) Director of Railway Audit.</p> <p>(ii) Director of Army Audit.</p> <p>(iii) Accountants General.</p> <p>(iv) Chief Auditors.</p> <p>(v) Comptrollers, Assam, and North-West Frontier Province.</p> <p>(vi) Government Examiners of Railway Accounts (except the Government Examiner of Accounts, Assam Bengal Railway).</p> <p>(vii) Audit Officer, Indian Stores Department.</p>	<p>Full power up to a limit of 30 days.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p> <p>Full power in the case of non-gazetted Government servants.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			2. Heads of Departments not mentioned in 1 above.	Full power. NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.
43	..	<i>Deleted.</i>		
44	Pro-viso (2) (i) to rule 130.	Power to disallow travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.	1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department.	Full power. Full powers.
45	132	Power to permit recovery of travelling allowance for a journey to attend an examination other than those mentioned in Supplementary Rules 130 and 131.	1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners and first class Political Residents. 3. Departments of the Government of India. 4. Railway Board . 5. All heads of departments.	} Full power. Power in the case of departmental examinations.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
46	135	Power to sanction travelling allowance for a journey made during leave.	} Railway Department.	Full powers.
47	147	Power to sanction travelling allowance for a journey made after the termination of Government service.		
48	160 (b)	Power to allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	1. (i) Director of Railway Audit. (ii) Director of Army Audit. (iii) Accountants General. (iv) Chief Auditors. (v) Comptrollers, Assam, and North-West Frontier Province. (vi) Government Examiners of Railway Accounts (except the Government Examiner of Accounts, Assam Bengal Railway). (vii) Audit Officer, Indian Stores Department.	} Full power in the case of Assistant Accounts Officers or Assistant Audit Officers and non-gazetted Government servants.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
49	164	Power to decide the rates of travelling allowance admissible to a Government servant or a student not already in Government service deputed to undergo a course of training.	<p>2. Heads of Departments not mentioned in 1 above.</p> <p>1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General.</p> <p>2. Chief Commissioners.</p>	<p>Full power.</p> <p>Full power, provided that daily allowance should not be given for halts at the training headquarters—</p> <p>(a) to gazetted Government servants if the period of their training exceeds one month, and</p> <p>(b) to non-gazetted Government servants whose pay or allowances have been increased to meet the expense of training.</p> <p>Full power, provided that daily allowance shall not be given for halts at the training headquarters—</p> <p>(a) to gazetted Government servants, if the period of their training exceeds one month, and</p> <p>(b) to non-gazetted Government servants whose pay or allowances have been increased to meet the expense of training.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 6. Director-General, Posts and Telegraphs.	Full power only in the case of the Government servants provided that daily allowance shall not be given for halts at the training headquarters— (a) to gazetted Government servants, if the period of their training exceeds one month, and (b) to non-gazetted Government servants whose pay or allowances have been increased to meet the expense of training.
			7. Auditor General .	Full power in the case of Government servants of and below the rank of probationers of the general list of the Indian Audit and Accounts Service.
			8. (i) Director of Railway Audit. (ii) Director of Army Audit. (iii) Accountants General. (iv) Chief Auditors (v) Comptrollers, Assam, and North-West Frontier Province.	Full power in the case of non-gazetted Government servants.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			<p>(vi) Government Examiners of Railway Accounts (except the Government Examiner of Accounts, Assam Bengal Railway).</p> <p>(vii) Audit Officer, Indian Stores Department.</p> <p>9. Heads of Departments not mentioned in 7 above.</p>	<p>Full power in the case of non-gazetted Government servants.</p> <p>Full power in the case of Government servants provided that they may not grant daily allowance for halts at the training headquarters.</p> <p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>
50	182	Power to fix amount of hire or charges when a Government servant is provided with means of locomotion at the expense of the State, etc., but pays all the cost of its use or propulsion.	All heads of departments.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
51	188	Power to grant travelling allowance to military officers attending darbars or levées.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 	} Full power.
52	190 (a) & (b)	Power to grant travelling allowance to persons not in Government service attending commissions of enquiry, etc., or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong.	All heads of departments.	Full power.
53	190 (c)	Power to delegate the power conferred upon them by serial No. 52 to the person presiding over the commission, etc.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 	} Full power.
54	191	Power to declare who shall be controlling officer.	<ol style="list-style-type: none"> 1. Departments of the Government of India. 2. All heads of departments. 	Full power. Full power, provided that they may not declare a Government servant to be his own controlling officer.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
55	195 (e)	Power to make rules for the guidance of controlling officers.	All heads of departments.	Full power.
56	208	Power to grant leave to a gazetted Government servant who is not in foreign service.	<p>1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General.</p> <p>2. Chief Commissioners and first class Political Residents.</p> <p>3. Departments of the Government of India.</p> <p>4. Railway Board .</p>	<p>Full power, provided that leave may not be granted to a Chaplain without the concurrence of the Bishop of the Diocese, in the case of a Chaplain of the Church of England or the Presidency Senior Chaplain in the case of a Chaplain of the Church of Scotland ; and provided also that no kind of leave is granted to the Resident in Waziristan and the Judicial and Revenue Commissioners.</p> <p>Full power, provided that leave may not be granted to a Chaplain without the concurrence of the Bishop of the Diocese, in the case of a Chaplain of the Church of England, or the Presidency Senior Chaplain, in the case of a Chaplain of the Church of Scotland ; and provided also that the Political Residents of the 1st class do not grant any kind of leave for a period exceeding 4 months to officers of the Political Department and of the Medical Department (Agency Surgeons) serving under their orders.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
			5. Any authority to which the authorities numbered 1 to 3 above may delegate the power.	Such part of the power of the delegating authority as that authority may delegate to it (See Appendix 25).
57	208	Power to grant leave to a Government servant in foreign service in India.	1. The foreign employer. 2. The authority which sanctioned the transfer to foreign service.	Full power to grant leave on average pay not exceeding four months. Full power.
58	210	Power to waive proviso (a) to Supplementary rule 209.	1. Deputy Controllers of the Currency.	Full power, except in respect of Assistant Currency officers.
59	211	Power to authorise departures from Supplementary Rule 211.	2. All heads of Departments. 3. Conservator of Forests, North-West Frontier Province.	Full power. Power in respect of Government servants whom the Conservator or any authority subordinate to him is competent to grant leave.
60	213	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty.	The authority under which the Government servant will be employed on return from leave.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
61	233	Power to grant leave to a Government servant in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. First class Political Residents. 4. Departments of the Government of India. 5. Railway Board . 6. Auditor General . 6-A. Agents of State Railways. 7. All heads of departments. 	<p data-bbox="751 631 872 657">Full power.</p> <p data-bbox="751 871 993 1007">Full power in cases where the pay of the Government servant exclusive of overseas pay, does not exceed Rs. 1,000.</p> <p data-bbox="751 1024 993 1110">Full power in cases where they are empowered to grant leave.</p> <p data-bbox="751 1127 993 1263">Full power in cases where the pay of the Government servant exclusive of overseas pay, does not exceed Rs. 500.</p> <p data-bbox="751 1281 993 1554">NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
62	264 (c)	Power to declare that a class of Government servants is serving in a vacation department.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners and first class Political Residents. 3. Departments of the Government of India. 4. Railway Board . 	Full power.
<p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>				
63	26	Power to decide in a case of doubt whether a particular Government servant is serving in a vacation department.	All heads of departments.	Full power.
<p>NOTE.—In respect of officers of the Political Department, Agency Surgeons and Indian Educational Service Masters of Chiefs' Colleges, these powers can be exercised by the Foreign and Political Department of the Government of India only.</p>				

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
64	267	Power to grant maternity leave.	Any authority empowered to grant leave by supplementary rule 206 or serial No. 56 of this schedule.	Full powers in the case of non-gazetted Government servants. In the case of gazetted Government servants, powers to the extent described against serial No. 56.
65	269	Power to grant hospital leave.		
66	274	Power to grant sick leave to seamen, etc.		
67	284	Power to grant leave to a temporary Engineer of the Public Works or Railway Department.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Departments of the Government of India. 4. Railway Board . 5. Agents of State Railways. 6. Chief Engineer, Central Public Works Department. 	<p>Full power.</p> <p>Full power in the case of such temporary Engineers as are employed on works other than provincial works in Delhi Province.</p>
68	296	Power to permit the calculation of joining time by a route other than that which travellers ordinarily use.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Heads of Circles in the Indian Posts and Telegraphs Department. 	Full power. Full powers in individual cases and for journeys within their jurisdiction.
69	301	Power to extend the joining time admissible under rule beyond the maximum of 30 days.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners. 3. Departments of the Government of India. 4. Railway Board . 5. Auditor-General . 	<p>Full power.</p> <p>Power in the case of non-gazetted establishments.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
70	302	Power to extend joining time, on certain conditions, within a maximum of 30 days.	<p>1. (i) Director of Army Audit.</p> <p>(ii) Accountants General (except the Accountant General, Posts and Telegraphs).</p> <p>(iii) Chief Auditors.</p> <p>(iv) Comptrollers, Assam and North-West Frontier Province.</p> <p>(v) Government Examiners of Railway Accounts (except the Government Examiner of Accounts, Assam Bengal Railway).</p> <p>(vi) Audit Officer, Indian Stores Department.</p> <p>2. Heads of Departments not mentioned in 1 above.</p> <p>3. Heads of Circles, the Controller of Telegraph Stores and the Superintendent of Telegraph Workshops in the Indian Posts and Telegraphs Department.</p>	<p>Full power in the case of non-gazetted Government servants.</p> <p>Full power.</p> <p>Full power.</p>

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
71	311	Power to allot a building or part of a building to a specified post.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners, first class Political Residents, Departments of the Government of India. In the case of Posts and Telegraphs residences the Director General of Posts and Telegraphs, when such residences are allotted to Gazetted posts, and the heads of Circles of the Posts and Telegraphs Department in other cases.	Full power.
72	312 (4)	Power to direct that an officer on leave shall be considered to be in occupation of a residence.	Chief Commissioner, first class Political Residents, Departments of the Government of India, Superintending Engineers when the residence is in charge of the Public Works Department, Heads of Departments in other cases and the Director, Imperial Institute of Veterinary Research, in respect of the residences in his charge.	Full power.
73	313 (1)	Power to suspend the allotment of a residence.	1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
74	313 (4)	Power to allot residences of which the allotment has been suspended.	<p>2. Chief Commissioners, first class Political Residents, Departments of the Government of India.</p> <p>3. Director General of Posts and Telegraphs.</p> <p>4. Heads of Circles of the Posts and Telegraphs Department.</p> <p>5. Director, Imperial Institute of Veterinary Research.</p> <p>6. Superintending Engineers when the building is in charge of the Public Works Department, Heads of Departments (other than the Director General, Posts and Telegraphs and the Director, Imperial Institute of Veterinary Research) in other cases.</p>	<p>Full power.</p> <p>Full power in the case of Posts and Telegraphs residences allotted to gazetted posts.</p> <p>Full power in the case of Posts and Telegraphs residences allotted to non-gazetted posts.</p> <p>Full power in the case of residences in his charge.</p> <p>Full power in case where the period for which the allotment of the residences is suspended does not exceed two months.</p>
75	314 (a)	Power to approve sub-tenants.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Departments in other cases.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
76	314 (e)	Power to permit rent paid by a sub-tenant to exceed that paid by lessor of a Government residence.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners, first class Political Residents, Departments of the Government of India.	Full power.
77	316	Power to permit an officer to store furniture, etc., in a residence during temporary absence.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Departments in other cases.	Full power.
78	318 and 327	Power to nominate Public Works Officer to estimate the present value of residences, and power to determine the present value.	<ol style="list-style-type: none"> 1. Governor of the N.-W. F. Province in his capacity of Agent to the Governor General. 2. Chief Commissioners, first class Political Residents, Departments of the Government of India. 3. Superintending Engineers of the Central Public Works Department when the residences are in their charge. 4. Heads of Circles (including the Director of Wireless and the Controller of Telegraph Stores) when the residence is in charge of the Indian Posts and Telegraphs Department. 	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
9	321 (a) and 330 (a)	Power to estimate probable cost of maintenance and repairs of leased residences.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners, first class Political Residents, Departments of the Government of India.	Full power.
80	321 (b) and 330 (b)	Power to estimate amount to be included for capital expenditure on additions and alterations in rents of leased residences.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners, first class Political Residents, Departments of the Government of India.	Full power.
81	322 (1) (a) and 331 (1) (a)	Power to estimate probable cost of maintenance and repairs of Government residences.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Circles and the Controller of Telegraph Stores of the Posts and Telegraphs Department in respect of Posts and Telegraphs buildings and Heads of Departments in other cases.	Full power.
62	322 (1) (b) and 331 (1) (b)	Power to fix percentage to be adopted for calculation of cost of maintenance and repairs to Government residences.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Circles and the Controller of Telegraph Stores of the Posts and Telegraphs Department in respect of Posts and Telegraphs buildings and Heads of Departments in other cases.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
83	322(3) and 331(3)	Power to revise amount or percentage referred to in Supplementary Rule 322 or 331.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Circles and the Controller of Telegraph Stores of the Posts and Telegraphs Department in respect of Posts and Telegraphs buildings and Heads of Departments in other cases.	Full power.
84	325(1) and 334(1)	Power to determine rent for certain services and the estimated capital cost.	Superintending Engineer when the residence is in charge of the P. W. D. Heads of Departments in other cases.	Full power.
85	325(2) and 334(2)	Power to determine charges for electric energy and water and meters.	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full power.
86	325(2) (a) and 334(2) (a)	Power to fix the amount of profit that may accrue to Government from charges for electric energy and water supplied.	Governor of the N.-W. F. Province in his capacity of Agent to the Governor General, Chief Commissioners, first class Political Residents, Departments of the Government of India.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
87	325(2) (b) and 334(2) (b)	Power to fix charges for the electric energy and water where no meters are provided.	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full power.
88	325(2) (d) and 334(2) (d)	Power to estimate the capital cost mentioned in clauses (a) (i) and (c) (i) of Supplementary Rules 325 (2) and 334 (2).	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full power.
89	Pro- viso to 325(2) and 334(2)	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters.	Superintending Engineer when the residence is in charge of the Public Works Department. Heads of Departments in other cases.	Full power.

APPENDIX No. 14.

[Supplementary Rule 2 (10).]

List of officers declared to be Heads of Departments for purposes of the Supplementary Rules.

The Governor General in Council is pleased to declare the following officers to be Heads of Departments for the purposes of the above rules.

LIST OF HEADS OF DEPARTMENTS.

Foreign and Political Department.

1. Resident at Baroda.
 2. Resident in Kashmir.
 3. Military Adviser in Chief, Indian State Forces.
 4. British Envoy at the Court of Nepal.
 5. Consul General and Agent of the Government of India in Khorasan
 6. Political Officer in Sikkim.
 7. The Resident at Gwalior.
 8. The Agent to the Governor General, Punjab States.
 - 8A. Chief Medical Officer in Central India
 - 8B. Superintending Engineer in Central India
 - 8C. Excise Commissioner in Central India and Adviser on Opium Affairs for Central India and Rajputana.
 - 8D. Chief Medical Officer, Western India States Agency.
 - 8E. The Agent to the Governor General, Madras States
 - 8F. Agent to the Governor General, Deccan States and Resident at Kolhapur.
 - 8G. Agent to the Governor General, Eastern States Agency.
- For the purpose of Fundamental Rules 9(17), 10, 13, 14, 49 and 56(b); and Supplementary Rules 4, 7, 9, 12, 30(b), 31, 35, 59, 60, 62, 63, 73, 75, 76, 77, 164, 183, 210, 211, 233, 296 and 302.
- For the purpose of Fundamental Rules 9 (17), 10, 13, 14, 49 and 56 (b); and Supplementary Rules 4, 7, 9 (so far as the power to sanction honoraria from sources other than Government revenues is concerned—Serial No. 4 in Appendix 13), 12, 30 (b), 31, 35, 59, 60, 62, 63, 73, 75, 76, 77, 164, 183, 210, 211, 233, 296 and 302.

Home Department.

9. Director, Intelligence Bureau.
10. High Court, Calcutta.
- 10A. Public Service Commission.

Department of Revenue and Agriculture.

11. Surveyor-General.
12. Agricultural Adviser.
- 12A. Agricultural Marketing Adviser to the Government of India.
13. Director-General, Observatories.
14. Inspector-General, Forests.
15. President, Forest Research Institute.
16. Director, Botanical Survey.
- 16A. Director, Imperial Institute of Agricultural Research, Pusa.
- 16B. Director, Imperial Institute of Veterinary Research, Muktesar.

Department of Education and Health.

17. Director-General, Indian Medical Service.
18. Director-General, Archaeology.
19. Educational Commissioner.
20. Director, Zoological Survey.
21. The Metropolitan.
22. Secretary, Board of Examiners.
23. Council of Imperial Library.
24. Keeper of the Records of the Government of India.
- 24A. Superintendent, Zoological Survey of India.

Department of Industries.

25. *Cancelled.*
26. Director, Geological Survey.
27. Chief Inspector of Mines.
28. Controller of Printing and Stationery, India.
29. Chief Controller of Stores, Indian Stores Department.
- 29A. Director of Civil Aviation in India.
- 29B. Controller of Broadcasting.

Public Works Department.

30. Director-General, Posts and Telegraphs.
31. Chief Engineer, Central Public Works Department.

Railway Department.

32. (a) Agents
(b) Chief Engineers
(c) Chief Transportation Superintendents
(d) Chief Commercial Managers
(e) Chief Operating Superintendents
(f) Chief Traffic Managers
(g) Chief Mechanical Engineers
(h) Locomotive and Carriage and Wagon Superintendents
(i) Controllers of Stores
} of State Railways.
33. Engineers-in-Chief of lines under construction or survey.
34. Senior Government Inspectors of Railways at Calcutta, Lahore, Lucknow, Bombay and Madras.
35. Chief Mining Engineer, Railway Board.
- 35A. Chief Accounts Officer, East Indian Railway.

- 35B. Director of the Clearing Accounts Office.
- 35C. Chief Electrical Engineer, East Indian Railway.
- 35D. Colliery Superintendent, East Indian Railway.
- 35E. Superintendent of Watch and Ward, East Indian Railway.
- 35F. Chief Publicity Officer, Indian State Railways.
- 35G. Chief Accounts Officers, State-managed Railways.

Finance Department.

- 36. Auditor-General.
- 37. Controller of the Currency.
- 38. Accountants-General and the Comptroller, Assam.
- 39. Deputy Controllers of the Currency.
- 40. Chief Auditors and Government Examiners of Railway Accounts, except the Government Examiner of Accounts, Assam Bengal Railway.
- 41. Mint and Assay Masters.
- 41A. The Audit Officer, Indian Stores Department.
- 41B. Commissioners of Income-Tax.
- 41C. Central Board of Revenue.
- 41D. Collectors of Customs at Calcutta, Bombay, Madras, Rangoon and Karachi.
- 41E. Director of Railway Audit and Director of Army Audit.
- 41F. Collector of Salt Revenue, Madras.
- 41G. Collector of Salt Revenue, Bombay.
- 41H. Opium Agent.
- 41I. Controller of Civil Accounts.
- 41J. Master, Security Printing, India.
- 41K. The Comptroller, North-West Frontier Province.
- 41L. Commissioner, Northern India Salt Revenue.

Department of Commerce.

- 42. Director-General of Commercial Intelligence.

Chief Commissioners' Provinces.

- 43. Any authority which a Chief Commissioner may declare to be a Head of a Department.

[G. I., F. D., Resn. No. 336-C. S. R., dated 25th April 1922 as amended by subsequent resolutions.]

APPENDIX No. 15.

[Supplementary Rule 18.]

[Appendix 18 (Revised) to Civil Service Regulations.]

List of Officers who have been specially classed into the first or second grade for the purpose of calculating Travelling Allowance.

The Government of India have decided to revise the list of officers paid from Central Revenues (excluding those serving under agency conditions) who were specially classed as officers of the first or second grade under Appendix 18, Civil Service Regulations. The list as revised is published in the Annexure to this Resolution.

ANNEXURE.

I.—List of officers specially admitted into the First Grade for purposes of travelling allowance.

1. Assistant Commissioners, Andaman and Nicobar Islands for journeys in those Islands and for voyages to Indian Ports.
2. District Magistrate of Coorg.
3. Sub-Judge, Coorg, for journeys within his own jurisdiction.
4. Indian Attaché, Indore.
5. Inspectors of Explosives.
6. Junior Inspectors of Mines.
7. Assistant Coal Superintendents
8. Assistant Mining Manager, Khost Colliery and Junior Manager, Bhurkunda Colliery.
9. Deleted.
10. Assistant Commissioners, Northern India Salt Revenue Department.
11. Deleted.
12. Assistant Government Examiner of Questioned Documents.

II.—List of officers specially admitted into the Second Grade for purposes of travelling allowance.

1. Probationers of the Northern India Salt Revenue Department.
2. Deleted.
3. Deleted.
4. Sub-Assistants of the Geological Survey of India.

[G. I., F. D., Resn. No. 2330-C. S. R., dated 31st December 1923.]

APPENDIX No. 15 A.

[Supplementary Rule 64.]

List showing rates of Travelling Allowance of Line-staff of the Telegraph Engineering Branch for journeys on tour.

In supersession of all previous orders on the subject, the Travelling Allowance of the Line-staff of the Telegraph Engineering Branch for journeys on tour should be regulated according to the general principles laid down in the "Government of India's orders" under Supplementary Rule 57 and at the rates shown in the table below :—

Journeys within jurisdiction.

	Railway journeys.		Road journeys.	Combined journeys partly by Rail and partly by Road.	Steamer journeys.	Journeys outside jurisdiction.
	Railway fares.	Daily allowance.				
Linemen	3rd class free pass or actual single Railway fare in lieu thereof.	<i>Nil.</i>	No travelling allowance except actual ferry charges.	Steamer fare at $\frac{1}{2}$ of the lowest class fare.	Travelling allowance as admissible under Supplementary Rules (including such part of the journey as is within jurisdiction).
Sub-Inspectors.	Free pass under the Free Pass Rules of the Railway or in lieu thereof, one single fare of the class to which they are entitled under Supplementary Rule 34.	Daily allowance for absence from headquarters for more than 8 consecutive hours subject to the limit of half of the railway fare of the class to which they are entitled under Supplementary Rule 34. In the case of short journeys, however, when the amount of daily allowance is more than $1\frac{1}{2}$ railway fare, the full daily allowance may be drawn in lieu of the single fare and daily allowance limited as above, and if a free pass is used the cost of the free pass should be deducted from the daily allowance. The condition of 8 hours' absence from headquarters holds good here also.	No travelling allowance, but daily allowance is admissible provided the absence from headquarters is for more than 8 consecutive hours and they fulfil the condition of Supplementary Rule 71.	Free pass under the Free Pass Rules of the Railway or, in lieu thereof, one single fare of the class to which they are entitled under Supplementary Rule 34, and daily allowance in full in cases the distance travelled by road is at least five miles from or to the Railway Station and daily allowance restricted to $\frac{1}{2}$ of the railway fare or daily allowance in full minus railway fare (or cost of free pass) whichever is greater, in cases where this distance is less than five miles. The condition of 8 hours' absence from headquarters holds good in all cases.	Travelling allowance as admissible under Supplementary Rules.	
Inspectors	Do.	Do.	Do.	Do.	Do.	

Director General's orders.—Travelling allowance of Sub-Inspectors and Inspectors of the Engineering Branch for a journey by road made by means of locomotion supplied at Government expense either wholly by itself or in combination with journey by rail or by other means of conveyance, should be regulated according to the general principles laid down in this Appendix, subject to the condition that no travelling allowance will be admissible for that portion of the journey performed by a conveyance supplied at Government expense.

[D. G., P. & T.'s letter No. S. 249/24 dated 21st February 1934.]

APPENDIX No. 16.

[Supplementary Rule 22.]

List of permanent travelling allowances.

Serial No.	Designation of officer.	Amount.
		Rs. A. P.
	<i>Administration.</i>	
1	Chief Commissioner, Delhi	300 0 0
	<i>Agriculture.</i>	
2	Agricultural Officer, Andaman and Nicobar Islands	50 0 0
3	Agricultural Assistant, Delhi	43 12 0
4	Mukaddam, Delhi Province	17 8 0
5	Two Beldars, Delhi Province	5 0 0
	<i>Customs.</i>	
6	Sub-Inspectors, Customs Outposts, employed on petrol and detective duty on the Pondicherry and Karikal Frontiers of the Madras Salt Department	25 0 0
	<i>Education.</i>	
7	Assistant Superintendent of Female Education, Delhi	100 0 0
	<i>Excise.</i>	
8	Excise Inspector, Aden	75 0 0
	<i>Forests.</i>	
9	Chief Forest Officer, Andaman and Nicobar Islands	100 0 0
10	Divisional Forest Officers, Andaman and Nicobar Islands	100 0 0
11	Three Extra Assistant Conservators of Forests, Andaman and Nicobar Islands	60 0 0
12	Two Exploitation Officers, Andaman and Nicobar Islands	50 0 0
13—17	<i>Deleted.</i>	
18	Rangers, Ajmer-Merwara	25 0 0
19	Deputy Rangers, Ajmer-Merwara	15 0 0
20	Foresters, Ajmer-Merwara	10 0 0
21	Forest Darogha, Ajmer-Merwara	10 0 0

Serial No.	Designation of officer.	Amount.
		Rs. A. P.
	<i>Forests—contd.</i>	
22	Forest Rangers, 1st, 2nd or 3rd grades in Dir, Swat and Chitral Agency	50 0 0
23	Forest Rangers, 4th, 5th or 6th grades in Dir, Swat and Chitral Agency	40 0 0
24	Two Foresters in Dir, Swat and Chitral Agency	20 0 0
	<i>Land Revenue.</i>	
25	Tahsildar, Delhi Province	37 8 0
26	Naib Tahsildars, Delhi Province	30 0 0
27	Tahsil Jamadar, Delhi Province	4 0 0
28	Tahsil Peons, Delhi Province	3 0 0
29	Sub-Inspectors employed on consolidation of holdings, Delhi Province	20 0 0
30	Tahsildars in Ajmer-Merwara	43 12 0
31	Naib Tahsildars, Ajmer-Merwara	35 0 0
32	Tahsil Jamadars, Ajmer-Merwara	4 0 0
33	Tahsil Peons, Ajmer-Merwara	3 0 0
34	Field Girdawars, Ajmer-Merwara	20 0 0
	<i>Medical.</i>	
35	Assistant Surgeon } employed on Medical Inspection of School Children, Delhi.	30 0 0
36		Sub-Assistant Surgeon } 20 0 0
37	Assistant Superintendent of Vaccination, Western India States	45 0 0
38	Two Inspectors of Vaccination, Western India States	30 0 0
39	Three Peons, Western India States	5 0 0
40	Compounder, Kurram Militia Hospital, Sadda	10 0 0
41	Sub-Assistant Surgeon, Kurram Militia Hospital, Parachinar	10 0 0
	<i>Political.</i>	
42	Agent to the Governor General, Punjab States	200 0 0
43	Deputy Political Agent, Rewa Kantha	85 0 0

Serial No.	Designation of officer.	Amount.
		Rs. A. P.
	<i>Political—contd.</i>	
44	Two Thandars under Deputy Political Agent, Rewa Kantha	{ 37 0 0 { 30 0 0
45	Shiristadar under Deputy Political Agent, Rewa Kantha	
46	Two Camp Clerks under Deputy Political Agent, Rewa Kantha	15 0 0
47†	Political Agent, Western Kathiawar States Agency	150 0 0
48†	Political Agent, Eastern Kathiawar States Agency	150 0 0
49†	Political Agent, Sabar Kantha Agency	145 0 0
50	Deputy Political Agents, Western and Eastern Kathiawar Agencies and District Deputy Political Agent, Banas Kantha Agency	85 0 0
51	Sub-Divisional Officers, Western Kathiawar, Eastern Kathiawar, and Sabar Kantha Agencies	35 0 0
52	Agent to the Governor General and Chief Commissioner, Baluchistan	250 0 0
53	Extra Assistant Commissioner, Aden	75 0 0
54	Vice-Consul, Kashgar	175 0 0
	<i>Salt.</i>	
55	Assistant Collector of Salt Revenue, Goa Frontier, Bombay Salt Department	185 0 0
56	Assistant Collectors of Salt Revenue, Northern Frontier, Surat, Viramgam, Thana, Colaba, and Kanara Ranges, Bombay Salt Department	130 0 0
	<i>Veterinary.</i>	
57	Senior Veterinary Assistant, New Delhi	10 0 0
58	Veterinary Officer, Andaman and Nicobar Islands	50 0 0

† These officers have the option of electing the ordinary travelling allowance rules. The option once exercised shall be final.

[G. I., F. D., Resn. No. F. 5 (76)-R. I./34, dated the 16th August 1934.]

APPENDIX No. 17.

[Supplementary Rule 25.]

[Appendix 26 (Revised) to Civil Service Regulations.]

List of Conveyance Allowances.*(Not printed.)*

APPENDIX No. 18.

[Supplementary Rule 52.]

List of special rates of daily allowance.

Serial No.	Designation of Officer.	Rate of daily allowance.		
		Rs.	A.	P.
<i>Office of the Auditor General.</i>				
1	Inspection Accountants on the staff of the Deputy Auditor General (Inspection)	3	0	0
<i>Military Test Audit Branch.</i>				
2	Accountants	3	0	0
3	Clerks	2	0	0
<i>Office of the Accountant General, Bengal.</i>				
4	Assistant Local Auditors	1	8	0
<i>Office of the Accountant General, Punjab.</i>				
5	Junior Auditors	1	0	0
<i>Office of the Accountant General, Bihar and Orissa.</i>				
6	Assistant Local Auditors except those in Patna, Gaya and Bhagalpur Circles	1	8	0
7	Local Audit clerks except those in Patna, Gaya and Bhagalpur Circles	1	0	0
<i>Office of the Accountant General, Central Provinces.</i>				
8	Local Auditors	2	8	0
9	Local Audit Clerks	1	4	0
<i>Office of the Accountant General, Madras.</i>				
10	Divisional Accountants of Inspecting staff on less than Rs. 150	1	8	0
11	Divisional Accountants of Inspecting staff on Rs. 150 and above	2	8	0
12	Clerks of the Inspecting Staff	0	12	0
<i>Office of the Accountant General, Bombay.</i>				
13	Auditors in Local Audit Department and Outside Audit Department working in Bombay Presidency and Sind on Rs. 150—200	2	4	0
14	Auditors in Local Audit Department and Outside Audit Department working in Bombay Presidency and Sind on Rs. 100—149	2	0	0
15	Auditors in Local Audit Department and Outside Audit Department working in Presidency proper on Rs. 60—99	1	8	0

Serial No.	Designation of Officer.	Rate of daily allowance.
<i>Office of the Accountant General, Bombay—contd.</i>		
16	Auditors in Local Audit Department and Outside Audit Department working in Sind on Rs. 60—99 . . .	Rs. A. P. 1 12 0
16-A	Auditors in Local Audit Department and Outside Audit Department working in Presidency proper on Rs. 50—59 . . .	1 4 0
16-B	Auditors in Local Audit Department and Outside Audit Department working in Sind on Rs. 50—59 . . .	1 12 0
<i>Office of the Comptroller, Assam.</i>		
16-C	Assistant Auditors in the Outside Audit Department . . .	1 12 0
<i>Salt Department.</i>		
17	Superintendent, Northern India Salt Revenue . . .	4 0 0
18	<i>Deleted.</i>	
<i>Opium Department.</i>		
19	Assistant Opium Officers	4 0 0
20	Factory Assistants	3 0 0
<i>Customs Department.</i>		
20-A	Assistant Inspectors, Pondicherry and Karikal . . .	2 0 0
<i>Indian Posts and Telegraphs Department.</i>		
21	Superintendents of Post Offices and Railway Mail Service . . .	4 0 0
22	Superintendent, Foreign Post, Bombay	4 0 0
23	Probationary Superintendents	3 0 0
24	Inspectors, Railway Mail Service, and Investigating Inspectors both of whom are attached to offices of Postmaster General	4 0 0
25	All other Inspectors of Post offices and Railway Mail Service (including those attached to offices of the Superintendents, Railway Mail Service)	3 0 0
26	Officers of the Superior Traffic Branch (2nd Division) . . .	4 0 0
27	Assistant Engineers of all Branches	4 0 0
28	Assistant Engineers in charge of Division	5 0 0
29	Deputy Assistant Engineers of all Branches (1st Class) . . .	4 0 0
30	Deputy Assistant Engineers of all Branches (2nd Class) . . .	3 0 0
31	Deputy Assistant Engineers serving in Assam	4 0 0
32	Supervisors of all Branches	3 0 0
<i>Meteorological Department.</i>		
33	Subordinate staff on pay not exceeding Rs. 200 per mensem.	Rs. 1 in addition to the amount admissible under Rule 51.

Serial No.	Designation of Officer.	Rate of daily allowance.
<i>Geological Survey Department.</i>		Rs. A. P.
34	Extra Assistant Superintendents	25 per cent. in addition to the amount admissible under Rule 51.
<i>Office of the Agent of the Government of India in Ceylon.</i>		
34-A	Agent	10 8 0
35	Assistant to the Agent	5 0 0
36	Peons	0 8 0
<i>Offices of the Agent of the Government of India in British Malaya.</i>		
36-A	Agent	8 0 0
37	Chief Clerk	3 0 0
38	Other Clerks	1 8 0
39	Peons	0 12 0
<i>Office of the Agent of the Government of India in South Africa.</i>		
39-A	Agent	£2 0 0 (South African.)
39-B	Secretary to the Agent	£9 17s. 6d.*
40	Assistant Secretary to the Agent	17s. 6d.*
41	Typist	12s. 6d.*
42	Indian Messengers	2s. 0d.
<i>General Administrations.</i>		
43	Chief Commissioner	15 0 0
44	Political Residents of the First Class	15 0 0
45	His Majesty's Minister at Kabul (while on tour in India)	15 0 0

*These rates may be increased in each case by 2 shillings and 6 pence (South African) at the discretion of the Agent of the Government of India in South Africa when the officer has been accommodated in a hotel, club or boarding house.

[G. L., F. D., Resolution No. F.-9 (13)-R. L./31, dated the 21st December 1933 and 28th December 1933.]

APPENDIX No. 18-A.

[Supplementary Rule 56.]

List of localities which have been declared to be specially expensive and where daily allowance and road mileage at increased rates are admissible.

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
1	Madras	Localities included in Class I under Annexure V to the Madras Manual of Special Pay and Allowances.	50 per cent.	50 per cent., subject to a maximum of Rs. 10.	
2	Do.	Localities included in Class II under Annexure V to the Madras Manual of Special Pay and Allowances.	33-1/3 per cent.	33-1/3 per cent., subject to a maximum of Rs. 10.	
2-A	<i>Deleted.</i>				
2-B	<i>Deleted.</i>				
2-C	Cochin	1. Perambikulam Hills as far as Chalakudi. 2. Nelliampathy Hills.	50 per cent.	50 per cent.	
3	Bombay	1. Desert Talukas of Thar Parkar District. 2. Cities of Bombay, Karachi, Mahabaleshwar, Panchghani and Matheran.	50 per cent. <i>Nil.</i>	Officers of Grade I, 33-1/3 per cent., subject to a maximum of Rs. 10. Officers of Grade II, 33-1/3 per cent., subject to a minimum of Rs. 4. Officers of Grade III, 100 per cent. Officers of Grade IV, 50 per cent.	
4	Do.	City of Poona	<i>Nil.</i>	Officers of all Grades, 33-1/3 per cent.	The rate of daily allowance at Poona is subject to a maximum of Rs. 10 in the case of officers of Grade I and a minimum of Rs. 4 in the case of officers of Grade II.
4-A	Do.	Five Konkan districts (Thana, Bombay Suburban, Kolata, Ratnagiri and Kanara).	During the month of June to September Officers of Grades III and IV—100 per cent.	During the months of June to September Officers of Grades III and IV—33 1/3 per cent.	
4-B	Western India States.	1. Eastern and Western Divisions.	For the period 16th June to 30th September Officers of Grade III—50 per cent.	...	

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
		2. Banas Kantha	Officers of Grade III—50 per cent. Officers of Grade IV—200 per cent.	...	
		3. Kathiawar (Eastern and Western Divisions).	Officers of Grade IV. For the period from 1st October to 15th June—100 per cent. and from 16th June to 30th September—200 per cent	...	
5	Bengal	Darjeeling District (except the Silliguri Sub-division) and Calcutta, i.e., the area within the limits of jurisdiction of Calcutta Corporation.	Nil	100 per cent., subject to a maximum of Rs. 12.	
6	Do.	1. Hill Tippera	50 per cent.	50 per cent., subject to a maximum of Rs. 10.	
		2. Chittagong Hill Tracts.	50 per cent.	50 per cent., subject to a maximum of Rs. 10.	
7	United Provinces.	1. Dehra Dun District.—The whole of the Chakrata Tehsil and the territory in the Mussoorie hills lying to the north and east of the Dehra Tehsil between the rivers Ganges and Jumna at a height above that of Rajpur.	50 per cent.	50 per cent., subject to a maximum of Rs. 8 or the rate admissible in ordinary localities if it is higher than Rs. 8.	
		2. Almora District.—The whole of the district.	50 per cent.	50 per cent., subject to a maximum of Rs. 8 or the rate admissible in ordinary localities if it is higher than Rs. 8.	
		3. Naini Tal and Garhwal Districts.—All journeys performed in the territory above the submontane road except journeys between Handwani and Kathgodam and halts at Tanakpur, Chhini, Dogari, Jaulhal, Chorgalla, Haldwani, Lamachaur, Kaladhungi, Balliparao, Chhoi, Ramnagar, Dheula, Laldhang, Jhirna and Kalagarh.	50 per cent.	50 per cent., subject to a maximum of Rs. 8 or the rate admissible in ordinary localities if it is higher than Rs. 8.	

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
8	Punjab	1. Simla District including Simla Hill States, Nahan and the hill country of Patiala State, but excluding Kalka-Simla cart road, Simla Municipality, with Kasumpti, Mashobra and Mahasu, also Simla hill cantonments.	33-1/3 per cent.	100 per cent., subject to maximum of Rs. 12.	
		2. Kulu Sub-division.	Do.	Do.	
		3. Bashahr State	Do.	Do.	
		4. Chamba State.	Do.	Do.	
9	Punjab	1. Kalka-Kasauli cart road (excluding Kalka) and Morni Ilaqa.	33-1/3 per cent.	50 per cent., subject to a maximum of Rs. 12.	
		2. The whole of Kangra district, excluding Kulu Sub-division.	Do.	Do.	
		3. Mandi State	Do.	Do.	
		4. Suket State	Do.	Do.	
		5. Pathankot to Dalhousie and Bakloh (excluding Pathankot) and Kangra Valley cart roads.	Do.	Do.	
		6. Bhangl Khel Ilaqa of Minawali District.	Do.	Do.	
		7. Rawalpindi-Murree cart road and Murree and Kahuta Tehsils.	Do.	Do.	
		8. Kalka-Simla cart road (excluding Kalka), Simla Municipality, Kasumpti, Mashobra, Mahasu and Simla hill cantonments.	Do.	Do.	
		9. Una Tehsil of Hoshiarpur District.	Do.	Do.	
10	Burma	Localities mentioned in Annexure II to the Burma Travelling Allowance Rules.	Officers of Grade I, 150 per cent.	Officers of Grade I, 50 per cent.	The rate of daily allowance is subject to a maximum of Rs. 10.
			Officers of Grade II, 100 per cent.	Officers of Grade II, 75 per cent. (minimum Rs. 4)	
			Officers of Grade III, 66-2/3 per cent. Officers of Grade IV, Nil.	Officers of Grade III, 100 per cent. Officers of Grade IV, 100 per cent.	

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
11	Burma	The whole of Burma, except the localities included in Serial No. 10.	Officers of Grade I, 100 per cent. Officers of Grade II, 50 per cent. Officers of Grade III, Nil. Officers of Grade IV, Nil.	Officers of Grade I, 25 per cent. Officers of Grade II, 25 per cent. (minimum Rs. 3-8-0). Officers of Grade III, 66-2/3 per cent. Officers of Grade IV, 50 per cent.	The rate of daily allowance is subject to a maximum of Rs. 10.
12	Bihar and Orissa.	1. Santal Parganas, excepting the Sadr and Sub-divisional head-quarters stations. 2. Dhanbad including the industrial area, known as the Jharia Coal-field, within the Dhanbad Sub-division beyond the limits of the town proper.	Nil	Officers of Grade I, 25 per cent. (subject to a maximum of Rs. 10). Officers of Grade II, 25 per cent. (subject to a minimum of Rs. 3). Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent. Do.	
13	Deleted.	3. Jamshedpur	Nil	Do.	
14	Assam	The Lushai Hills district.	Officers of Grade I, 25 per cent. Officers of Grade II, 25 per cent. Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent.	Officers of Grade I, 25 per cent. (maximum Rs. 10). Officers of Grade II, 25 per cent. (minimum Rs. 3). Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent.	
15	Do.	Shillong	Nil	Officers of Grade I, Nil. Officers of Grade II, 25 per cent. (minimum Rs. 3). Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent.	
15-A	Do.	1. Between Silchar and Aijal 2. Between Tura and Dalu. 3. Between Shillong and Jowal. 4. Between Lungleh and Demagiri. 5. Between Mokokchung and Cherali.	Nil	When required by the head of the office to travel by public or hired conveyance—non-gazetted officers of Grade II, actual travelling expenses up to a limit of annas 12 per mile; officers of Grade III, actual travelling expenses up to a limit of annas 8 per mile.	

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
15-B	Assam	Between Ladya and Shaikhoaghat and Kobo.	Nil	When required by the head of the office to travel by a hired boat, officers of Grades III and IV, a minimum daily allowance of Rs. 2-8-0.	
16	North-West Frontier Province.	1. Mansehra and Abbottabad Tehsils in the Hazara District and trans-border tracts, i.e., places, beyond the external boundaries of the districts of Hazara, Peshawar, Kohat, Dera Ismail Khan and Bannu except Chitral and the portion of the road from Peshawar to Kohat which lies in the trival territory. 2. Chitral	25 per cent. 33½ per cent.	25 per cent. (maximum Rs. 12). 33½ per cent. (maximum Rs. 12).	
17	Delhi	Delhi City and Old and New Delhi, i.e., the area within the jurisdiction of Delhi and New Delhi Municipalities and Old Delhi and Port Notified Areas.	Nil	25 per cent. (maximum Rs. 12).	
18	<i>Deleted.</i>				
19	Coorg	The whole of Coorg	Officers of Grade I, 25 per cent. Officers of Grade II, 25 per cent. Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent.	Officers of Grade I, 25 per cent. (maximum Rs. 10). Officers of Grade II, 25 per cent. (minimum Rs. 3). Officers of Grade III, 33-1/3 per cent. Officers of Grade IV, 50 per cent.	The Chief Commissioner, Coorg, his Secretary, Personal Assistant, Clerks, menials, etc., and the Inspector of Schools, Coorg and Bangalore, are entitled to travelling allowance under the Coorg Travelling Allowance Rules in respect of their journeys in that Province.
20	Baluchistan	The whole of Baluchistan, except Nasrabad Tehsil in Sibi District.	33-1/3 per cent.	50 per cent. (maximum Rs. 12).	
21	Rajputana	Mount Abu and the road between Abu Road and Mount Abu.	33-1/3 per cent.	100 per cent. (maximum Rs. 12).	
22	Nepal	The whole of Nepal	200 per cent.	100 per cent. (maximum Rs. 12).	

Serial No.	Province.	Name of locality.	Increase in the rate of road mileage.	Increase in the rate of daily allowance.	Remarks.
23	Sistan and Meshed.	Area within the jurisdiction of the Sistan Consulate and Meshed Consulate General.	33-1/3 per cent.	50 per cent. (maximum Rs. 12).	
24	Sikkim, Tibet and Bhutan.	The whole of Sikkim, Tibet and Bhutan.	Officers of Grade I annas 10 per mile. Officers of other Grades, 100 per cent.	100 per cent. (maximum Rs. 15). 100 per cent.	
25	Kashmir	The whole of Jammu and Kashmir State.	33-1/3 per cent. in the case of journeys which can be performed by motor transport. 100 per cent. in the case of journeys which cannot be performed by motor transport, subject to a minimum of Rs. 1 per mile in the case of officers of Grade I. 150 per cent. in the case of journeys beyond Leh, subject to a minimum of Rs. 1-8-0 per mile in the case of officers of Grade I.	100 per cent. (maximum Rs. 15).	
26	Persia	The whole of Persia and stations in the Persian Gulf including Muscat, Bahrain and Kuwait Agencies.	100 per cent. in the case of officers of Grade I only.	Officers of Grades II and III, 33-1/3 per cent.	The rate of daily allowance in the case of officers of Grade I is Rs. 10 and in the case of officers of Grade IV, one Kran, subject to a maximum of annas five.
27	Kashgar	The whole of Chinese Turkistan.	Officers of Grade I, annas 10 per mile. Officers of Grade II, 100 per cent. Officers of Grade III, 300 per cent.	Nil.	
28	Aden	Aden Protectorate	Nil	Officers of Grade I, 25 per cent. (maximum Rs. 12). Officers of Grade II, 25 per cent. (minimum Rs. 3). Officers of Grade III, 33½ per cent. (minimum Rs. 2). Officers of Grade IV, 50 per cent.	

APPENDIX No. 19.

[Supplementary Rule 64.]

[Appendix 20 (Revised) to Civil Service Regulations.]

List of Officers not entitled to travelling allowance for journeys on tour.*(Not printed.)*

APPENDIX No. 20.

[Supplementary Rule 89.]

[Appendix 27 (Revised) to Civil Service Regulations.]

List of special cases in which conveyance hire has been granted.

(Not printed.)

APPENDIX No. 21.

[Supplementary Rule 116 (a) I (iv) (2).]

- A. List of officers of the Posts and Telegraphs Department by whom the possession of private conveyances may be considered to be in the interests of the public service and who are entitled to recover the actual cost of transporting their conveyances on transfer, under Supplementary Rule 116 (a) I (iv) (2).

I.—OFFICERS APPOINTED DIRECTLY BY THE GOVERNOR GENERAL IN COUNCIL.

1. Director General.
2. Chief Engineer.
3. All Deputy Directors-General.
4. Postmasters-General.
5. Directors of Telegraph Engineering and Wireless.
6. Electrical Engineer-in-Chief.
7. Deputy Postmaster-General, Postal and Telegraph Traffic.
8. Divisional and Assistant Divisional Engineers, Telegraphs and Wireless including Director of Posts and Telegraphs, Sind and Baluchistan Circle, Senior Electrical Engineer, Personal Assistant to the Chief Engineer, Attached Officer, Traffic, and Assistant Director of Wireless.
9. Controller of Telegraph Stores.
10. Presidency Postmasters provided that they are not supplied with a car by Government or by a Contractor at Government expense.

II.—OFFICERS APPOINTED BY THE DIRECTOR-GENERAL.

1. Superintendents of Post Offices including Superintendent, Foreign Post, Bombay.
2. Assistant Engineers (General, Telephones and Wireless).
3. First Class Head Postmasters provided they are not supplied with a car by Government or by a Contractor at Government expense.
4. Inspectors of Post Offices.
5. Deputy Assistant Engineers, Grade A (General, Telephones and Wireless).
6. Deputy Assistant Engineers Grade B (General Telephones & Wireless).
7. Engineering Supervisors (General and Telephones).
8. Town Inspectors.
9. Overseers.
10. Telephone Inspectors.

[F. A., P. & T.'s Endts. No. SA/341-ESA/31, dated 24th November 1932 and No. S-266/1, dated 19th April 1933.]

Government of India's orders.—The Governor General in Council has authorised the Director General of Posts and Telegraphs to certify that it is in the interests of the public service for an Assistant Deputy Director General or an Assistant Postmaster General (including a Personal Assistant, Engineering, to a Postmaster General and an Assistant Director) to have a motor car for use in the efficient discharge of his duties.

[F. A., P. & T.'s No. S. 265/6, dated 31st January 1934 and No. S-247/2/ Part II, dated 7th November 1934.]

B. List of officers of the Indian Audit Department by whom the possession of a motor car or motor cycle may be regarded as in the interest of the public service.

- (a) All Accountants General.
- (b) All Heads of Offices.
- (c) Officers whose duties entail considerable touring.
- (d) Other officers of the Indian Audit Department in stations where residential areas are distant from the office, provided that the head of the office is satisfied in each case that the person applying for the advance can really afford to keep a car and that the possession of a car is not an unnecessary extravagance.

[Ar. G.'s letter No. 239-GBE/15-34, dated 8th February 1934.]

APPENDIX No. 21-A.

[Supplementary Rule 127.]

List showing the scales of travelling allowances drawn by officials of the Indian Posts and Telegraphs Department, who move between hills and plains.

The non-gazetted officials of the Indian Posts and Telegraphs Department who move between the hills and plains are permitted to continue to draw travelling allowances as shown in the following statement:—

Designation of posts.	Rate of travelling allowance.
<i>Bihar and Orissa Circle.</i>	
1. Sub-Postmaster, Bihar and Orissa Governor's Camp Post Office.	According to the Ranchi Rules issued by the Government of Bihar and Orissa.
One postman, Bihar and Orissa Governor's Camp Post Office.	Ditto.
One Mail Peon, Bihar and Orissa Governor's Camp Post Office.	Travelling allowance as on transfer under the Supplementary Rules.
One Runner, Bihar and Orissa Governor's Camp Post Office (Seasonal).	No travelling allowance.
<i>Central Circle.</i>	
1. <i>Pachmarhi</i> —	
5 Season clerks from 16th March to 15th November each year.	Travelling allowance as on transfer under the Supplementary Rules.
1 Messenger (16th March to 15th November each year).	Travelling Allowance as on transfer under the Supplementary Rules.
1 Postman (16th March to 15th November each year).	Ditto.
2. <i>Mount Abu</i> —	
2 Season clerks (April to June)	Ditto.
2 Season Signallers (1st March to 15th November).	Ditto.
1 Season Signaller (1st April to 30th June).	Ditto.
1 Postman (April to October)	Ditto.
1 Season Messenger (1st March to 15th November at Rs. 14).	Ditto.
1 Season Messenger (1st May to 30th June at Rs. 14).	Ditto.
<i>Punjab and N.-W. F. Circle.</i>	
1 Sub-Postmaster, Northern Command Sub-Office.	Travelling allowance on transfer under Supplementary Rule 116 (a).
1 Clerk, Northern Command Sub-Office	Ditto.
1 Postman, Northern Command Sub-Office.	Ditto.
2. Deputy Sub-Postmaster, Secretariat Post Office, Simla, at Simla and New Delhi.	Travelling allowance on transfer under Supplementary Rule 116.

Designation of posts.	Rate of travelling allowance.
3. Sub-Postmaster, Viceroy's Camp Post Office.	Travelling allowance under Simla Allowance Code.
1 Clerk, Viceroy's Camp Post Office	Ditto.
6 Postmen, Viceroy's Camp Post Office	Ditto.
5 Inferior servants, Viceroy's Camp Post Office.	Ditto.
4. 18 Clerks, Simla Head Office	Travelling allowance on transfer under Supplementary Rule 116.
5. Sub-Postmaster, Punjab Governor's Camp.	Ditto.
1 Postman, Punjab Governor's Camp	Ditto.
6. 1 Clerk, Cherat Sub-Office	Ditto.
7. 1 Clerk, Kasauli Sub-Office	Ditto.
2 Clerks, Kasauli Sub-Office	Ditto.
8. 3 Clerks, Dalhousie Sub-Office	Ditto.
9. Sub-Postmaster, Baragali	Travelling allowance on transfer under Supplementary Rule 116 (a).
10. Sub-Postmaster, Chhanglagali	Ditto.
11. Sub-Postmaster, Dungagali	Ditto.
12. Sub-Postmaster, Ghora Dhaka	Ditto.
13. Sub-Postmaster, Kalabagh	Ditto.
14. Sub-Postmaster, Khanspur	Ditto.
15. Sub-Postmaster, Kairagali	Ditto.
16. Sub-Postmaster, Thandiani	Ditto.
17. Sub-Postmaster, Nathiagali	Ditto.
3 Clerks, Nathiagali	Ditto.
<i>Madras Circle.</i>	
1. Madras Governor's Camp Post Office—	Travelling allowance prescribed by the local Government for the journey of their officials.
1 Sub-Postmaster	Ditto.
1 Clerk	Travelling allowance as on transfer under the Supplementary Rules.
1 Postman	Travels in the special train free of charges.
1 Messenger	
<i>Bengal and Assam Circle.</i>	
1. Governor's Camp Bengal Post Office—	1½ths (treated as a 2nd grade official).
1 Sub-Postmaster	Triple inter class.
1 Postman	Single third class.
1 Mail Peon	
<i>Bombay Circle.</i>	
1. Bombay Malabar Point Office—	3 Railway fares.
Telegraphist in charge	Ditto.
General Service Telegraphist	
2. Mahabaleshwar Exchange—	Travelling allowance drawn as on tour.
Telephone Inspector	No travelling allowance on tour, but travelling allowance as on transfer under the Supplementary Rules.
Lineman.	Nil.
Telephone Operator (Seasonal)	
<i>Northern Exchange—</i>	
Lineman	Transfer travelling allowance for both the journeys as under the Supplementary Rules.
Telephone Operators (Seasonal)	Nil.

Designation of posts.	Rate of travelling allowance.
<i>United Provinces Circle.</i>	
1. Kumaun Division—	
(a) 1 Joint clerk, Nainital-Haldwani .	Travelling allowance as on transfer under the Supplementary Rules.
(b) 1 Joint clerk, Ranikhet-Bareilly .	Ditto.
(c) 1 Joint Postman, Ranikhet-Ramnagar.	Ditto.
(d) 1 Joint Postman, Ranikhet-Haldwani.	Ditto.
(e) 1 Joint clerk, Kashipur-Ramnagar	Ditto.
(f) 1 Joint clerk, Lansdowne-Kothdwar	Ditto.
(g) 1 Joint postman, Ranikhet-Chaubatia.	Ditto.
(h) <i>United Provinces Governor's Camp Post Office—</i>	
1 Sub-Postmaster	Travelling allowance on transfer under Supplementary rules.
1 Postman	Ditto.
1 Packer	Travelling allowance on transfer as for a journey on tour.
2. Dehra Dun Division—	
(a) 1 Joint clerk, Landour-Dehra Dun	Travelling allowance as on transfer under the Supplementary Rules.
(b) 1 Joint clerk, Chakrata-Dehra Dun	Ditto.

[F. A., P. & T.'s No. 735-Es. A/32, dated the 21st February 1934, No. 735-Es. A/32, dated 31st May 1934 and No. Es. A.-179/34/Coll. 1, dated 13th October 1934.]

APPENDIX No. 22.

[Supplementary Rule 164.]

Rates of travelling allowance admissible to Posts and Telegraphs officials deputed to undergo a course of training.

1. If an Inspector of Post Offices during the period of his training in telegraphy, is required to accompany a traffic officer, with a view to obtain practical instructions in inspecting combined offices, he may be treated as on tour and, as such, he may get travelling allowance admissible under Art. 1072 (a), C. S. R. (S. R. 86).

The travelling allowance of Inspectors of Post Offices, selected to undergo a course of training in telegraphy, should be regulated by rules governing journeys on tour, but no halting allowance is admissible to them for the period of training. [D. G., P. T. Nos. 303 S-Ac., dated 10th June 1920 and 492 S-Ac., dated 5th August 1920 and A. G., P. T. U. O. No. Mis.-2238/Sec. 141 I & II, dated 9th March 1923.]

2. The travelling allowance of the Head Clerk of the Superintendents of Post Offices, selected to undergo a course of training in telegraphy, should be regulated by rules governing journeys on tour, but no halting allowance is admissible to them for the period of training.

[D. G., P. T. No. A. T.-9, dated 11th April 1921 and A. G., P. T. U. O. No. Mis.-2238/Sec. 141 I & II, dated 9th March 1923.]

3. A Probationary Superintendent of Post Offices or Railway Mail Service transferred from one Circle to another, or when attached to any post office, mail (Railway Mail Service) office or office of Superintendent of post offices or Railway Mail Service for training will draw for the journey from his headquarters to the office to which he is posted and *vice versa* travelling allowance as for journeys on transfer. The office to which he is attached will for the time being be his headquarters, and, for journeys on duty made while attached to that office, he will draw travelling allowance as for journeys on tour.

A Probationary Superintendent while accompanying Telegraph Traffic Officers to obtain practical instruction in inspecting combined post and telegraph offices will draw travelling allowance as for journeys on tour.

[D. G., P. T. Memo. No. A. T.-59, dated 11th November 1921.]

4. Reserve Superintendents of Post Offices deputed for training in departmental work should be treated in the matter of travelling allowance just in the same way as Probationary Superintendents of Post Offices, *i.e.*, they should be allowed travelling allowance as on transfer.

[D. G., P. T. No. 350-B., dated 30th November 1923.]

5. The following rules regulating the grant of travelling allowance to officials of the Post Office for their journeys during the course of training in telegraphy are laid down with the concurrence of the Accountant General, Posts and Telegraphs, and the Financial Adviser, Posts and Telegraphs. These are in supersession of all previous orders on the subject.

- (a) When an official proceeds on leave after a period of training or proceeds to a training class after a period of leave and eventually joins the post he held previously, he should be granted travelling allowance as on tour, provided that the leave preceding or succeeding the period of training is leave on full average pay not exceeding 4 months. No travelling allowance should, however, be granted when the leave preceding or following the period of training though on average pay, exceeds 4 months or though not exceeding 4 months, is leave other than on average pay.

- (b) When an official is transferred to an appointment at the place where he is being trained or when an official after a period of training is transferred to a station other than his original station and other than his training station, he should be granted travelling allowance as on tour from his original station to the place of training and from his training station to his new station, if any, and in addition he should be allowed travelling allowance for members of his family and the conveyance charges for his personal effects from his old station to the new station (by the direct route). He should also be allowed one and two-fifths fare of his class from his old station to the new station by the shortest route.
- (c) Travelling allowance as for journeys on tour should be allowed where leave does not intervene between an official's ordinary duty and his training or *vice versa*.
- (d) Reserve clerks are permanent men and travelling allowance is admissible to them for their journeys to and from the Telegraph Training class. The unpaid probationers are but outsiders and travelling allowance admissible to Reserve clerks cannot be granted to them.

[D. G., P. T. Memo. No. 228-B., dated 12th December 1923, A. G., P. T. letter No. Mis.-3418/Sec. 141-I & II and D. G., P. T. letter No. 228-B./23, dated 23rd May 1924.]

NOTE.—A Post Office official deputed for training in Telegraphy on condition that no extra expense will be caused to Government on that account is not entitled to any travelling allowance for his journeys to and from the Telegraph training class.

[D. G., P. & T., letter No. SA-269-5/31, dated 5th May 1931.]

6. Civil Telegraphists, selected to undergo a course of wireless training in the centre at Calcutta, will be granted travelling allowance from their old stations to Calcutta as on tour, i.e., at the rate of $1\frac{3}{5}$ ths of the class of accommodation to which they are entitled; no charge whatever on this account will be admitted for their families. When posted from the Training School at Calcutta to a wireless station for their practical course, they will draw similarly for such journeys the travelling allowance at the same rates and under the same conditions. No daily allowance will be granted to a Telegraphist undergoing wireless training.

Travelling allowance for their families, if any, will be granted at the ordinary rates indicated in S. R. 116 only from their old stations to the wireless station at which the Civil Operators may finally be posted on completion of their practical course of training. The operator should also be allowed $1\frac{2}{5}$ th fare of his class from his old station to the new permanent station by the shortest route.

24 (Telegraph Engineering)

[D. G., P. T. Circular No. 18 (Telegraph Traffic) 3 (Wireless) dated 19th September 1924.]

In the following cases in which the period of training ranges from 9 months to 2½ years, Travelling Allowance as on transfer may be drawn:—

- (1) Engineering Supervisors selected to undergo training for Deputy Assistant Engineerings; and
- (2) Telegraphists who are sent to be trained as Engineering Supervisors (General) Telephone and Electrical Supervisors.

[D. G., P. & T., U. O. No. 71-Est. A./28, dated 18th December 1923, A. G., P. & T., letter No. Misc.-2502/Sec.-141, dated 11th January 1929, to the D. A. G., T., Calcutta and D. G., P. T.'s Endt. No. S.A.-731 (3)/32, dated 3rd February 1932.]

7. Baudot Supervisors who are sent to the office of the Electrical Engineer-in-Chief at Ajipore for training should draw travelling allowance as on tour without halting allowance.

[D. G., P. T. No. G. K.-18, dated 14th July 1925.]

8. The Line-staff, Telephone Inspectors, Telephone Operators and Mistries in the Telegraph Engineering Branch sent for training in telephony in the office of the Electrical Engineer-in-Chief at Alipore should get Travelling Allowance for outward and return journeys as admissible for journeys on tour.

They are also entitled while undergoing training in the Electrical Engineer-in-Chief's office at Alipore to compensatory allowance at the following rates as sanctioned by the Government of India in their Industries and Labour Department, Memorandum No. 21-P. T. E., dated the 20th September 1927:—

Telephone Inspectors	} Rs. 25 a month.
Telephone Operators	
Sub-Inspectors	
Mistries	
Linemen	Rs. 10 a month.

N.B.—The compensatory allowances are subject to the percentage cuts ordered in the Government of India, Finance Department, Resolution No. F-8 (7)-R-1/31, dated the 27th February 1931.

[D. G., P. & T., No. 254-Est. A/31, dated 20th November 1931 and No. S-249/9, dated 18th May 1933.]

9. The travelling allowance of the probationary Wireless Attendants for journeys from one Wireless Station to another during the course of their probationary period, should be regulated by rules governing journeys on transfer.

[D. G., P. & T.'s Memo. No. 754-Est. A/31, dated 9th December 1932.]

10. Telegraph probationers may be granted travelling allowances as on tour for their journeys to and from a Telegraph Office where they may be sent for technical training in Baudot and Murray Perforators, but no halting allowance would be admissible to them in respect of their halt at the training headquarters.

[F. A., P. & T.'s Memo. No. SA-367 (14)/32, dated 26th November 1932.]

11. The officers of the Superior Telegraph Engineering Branch sent to undergo a course of training in Telegraph Traffic work will draw for the journey from their headquarters to the offices to which they are posted and *vice versa* travelling allowance as for journeys on transfer.

[D. G., P. & T., Memo. No. S-249/1, dated 2nd February 1933.]

12. An Assistant Divisional Engineer, Telegraphs (on probation), or an Apprentice while under training for employment as Assistant Divisional Engineer, Telegraphs, transferred from one circle to another or attached to any office for training will draw for the journey from his headquarters to the office to which he is posted and *vice versa* travelling allowance as for journeys on transfer. The office to which he is attached will, for the time being, be his headquarters and, for journeys on duty made while attached to that office, he will draw travelling allowance as for journeys on tour.

[D. G., P. & T., No. S-250/34, dated 26th July 1933 and No. S-249/2, dated the 9th January 1934.]

13. The travelling allowance of candidates selected after training for employment as Engineering Supervisors, Telegraphs, for journeys from their training headquarters to the places to which they are posted should be regulated by the rules governing journeys on tour.

[F. A., P. & T.'s Endorsement No. S-250/70, dated 11th January 1934.]

APPENDIX No. 23.

[Supplementary Rule 184.]

[Appendix 16-A (Revised) to Civil Service Regulations.]

List of exceptions referred to in Supplementary Rule 184.*(Not printed.)*

APPENDIX No. 24.

[Supplementary Rule 191.]

List of Controlling Officers in the Posts and Telegraphs Department (including audit) for purposes of Travelling Allowance.

The travelling allowance bills of the officers named in column I of the statement given below for journeys, either on transfer or on tour, will henceforth be countersigned by the authorities named in column II who should be considered as the controlling authorities of those officers for the purpose of travelling allowance:—

POST OFFICE.

I.	II.
<i>Officers</i>	<i>Countersigning authorities.</i>
(1) Deputy Director-General	Director-General.
(2) Heads of Circles, Assistant Directors-General, and officers attached to or directly subordinate to the Director-General's office.	Director-General or Deputy Director-General.
(3) Deputy Postmasters-General subordinate to Postmasters-General, Superintendents of post offices (including Assistant Postmasters-General) and 1st Class Head Postmasters.	Postmasters-General.
(4) Superintendents, R. M. S. (including Assistant Postmasters-General).	Deputy Postmasters-General, R. M. S.
(5) Other gazetted officers	The Officers' immediate superior.
(6) Establishments of the office of the Director-General of Posts and Telegraphs.	Deputy Director-General.
(7) Office establishments of Heads of Circles including the Dead Letter Office, Stock Depôt, Postal Press and any other headquarters offices.	Heads of Circles or in their absence, their Deputy or in the absence of both, the senior Assistant Postmaster-General.
(8) Officials employed in the Aligarh Workshop.	Superintendent, Aligarh Workshop.
(9) All non-gazetted officials under the administrative control of a Gazetted Postmaster.	Gazetted Postmaster.
(10) All non-gazetted officials in a Division [excluding those mentioned in item (9) above].	Superintendent.

[D. G. P. T. Cir. No. 48, dated 23rd November 1922 as amended by D. G. P. T. Circular No. 31 (Part IV), dated 16th September 1926.]

TELEGRAPH TRAFFIC.

I. <i>Officers.</i>	II. <i>Countersigning authorities.</i>
(1) Deputy Director-General, Telegraph Traffic.	Director-General.
(2) Assistant Directors-General or Assistant to Deputy Director-General, Telegraph Traffic.	Director-General or Deputy Director-General, Telegraph Traffic.
(3) Deputy Postmasters-General, Telegraph Traffic ; Superintendents, Telegraph Traffic.	Postmasters-General.
(4) All establishments of Departmental Telegraph Offices.	Officers in charge of Departmental Telegraph Offices.
(5) Officers in charge of Departmental Telegraph Offices.	Deputy Postmasters-General, Traffic in Burma Circle, elsewhere the Deputy Postmaster-General, Postal (on behalf of Postmasters-General).

[D. G. P. T. G. O. (Telegraph Traffic), No. 6, dated 13th June 1923 as amended by D. G. P. T.'s. No. Tfc./A./213-27, dated 24th January 1928 and No. S.-249/20, dated 26th July 1933 and 7th August 1933.]

TELEGRAPH ENGINEERING.

I. <i>Officers.</i>	II. <i>Countersigning authorities.</i>
(1) Chief Engineer	Director-General.
(2) Heads of Circles, Deputy Chief Engineers, Electrical Engineer-in-Chief, Superintendent of Workshops and Controller of Stores.	Director-General or Chief Engineer.
NOTE.—Where the Director of an Engineering Circle is under the control of a Postmaster-General, the Postmaster-General is the countersigning authority.	
(3) (a) All Sub-Divisional Officers and other Gazetted Officers under the <i>direct</i> control of the Divisional Engineers, Telegraphs or the Divisional Engineers, Wireless.	The Divisional Engineer, Telegraphs, or the Divisional Engineer, Wireless, as the case may be.
(b) All Gazetted Officers under the control of the Electrical Engineer-in-Chief, Controller of Telegraph Stores or Superintendent of Telegraph Workshops.	The Electrical Engineer-in-Chief, Controller of Telegraph Stores or the Superintendent of Telegraph Workshops, as the case may be.
(c) All other Gazetted Officers of the Engineering Branch in a Circle.	Postmaster-General of the Circle concerned or the Director, Posts and Telegraphs, Sind and Baluchistan Circle, as the case may be.
(4) All establishments under their respective control.	Head of a Circle, Divisional Engineer, Electrical Engineer-in-Chief or Superintendent of Workshops.
(5) All establishments in his office as well as the staff of all other Store Depots.	Controller of Stores.
(6) Lower Subordinate staff	Sub-Divisional Officers.
(7) All establishments in his office	Accounts Officer, Telephone Revenue, Stores and Workshops.
(8) Accounts Officer, Telephone Revenue, Stores and Workshops.	Director-General.

[D. G. P. T. G. O. (Telegraph Engineering), No. 9, dated 13th June 1923 as amended by D. G. P. T.'s. U. O. No. 53-Egc./27, dated 14th October 1927 and Memos. No. 234-E-t. A/31, dated 10th June 1932 and No. 599-Est. A/30, dated 19th March 1932 and F. A., P. T.'s endt. No. M.-227/33/Coll. 45, dated 13th February 1935 and 30th May 1935.]

WIRELESS.

I.

Officers.

II.

Countersigning authorities.

Director of Wireless	Director-General.
All Divisional Engineers, Wireless and Assistant Divisional Engineers, Wire- less.	Director of Wireless.
All establishments under their control . .	Divisional Engineers, Wireless.
All establishments under their control . .	Officers in charge of Wireless Stations.

[D. G. Cir. (Wireless Branch), dated 13th June 1923.]

POST AND TELEGRAPH AUDIT OFFICES.

The Accountant-General, Posts and Telegraphs, as a Head of Department, has declared all Deputy Accountants-General (including Accounts Officer, Telegraph Check Office) to be the controlling officers, for travelling allowance purposes, of all members of the establishments subordinate to them, as well as the Gazetted Officers under their control.

[A. G. P. T. No. Mis. 687—F. 90 (a), dated 20th May 1922 and No. Mis. 471/
F. 90 (II), dated 16th September 1932.]

APPENDIX No. 25.

[Supplementary Rules 206 and 208.]

List of authorities in the Indian Posts and Telegraphs Department empowered to grant leave.

Authority empowered to grant leave.	Extent of power.	Remarks.
<i>I.—Authorities empowered to grant leave to gazetted officers.</i>		
1. Director General of Posts and Telegraphs.	(i) Full powers in respect of all Gazetted officers under his administrative control, below the rank of Postmaster General, Deputy Director General, Director of Telegraphs or Director of Wireless.	G. I., I. & L. D., letter No. S. 235-7/33, dated 25th May 1935.
	(ii) To military officers employed in the Department.—Leave in India.	G. I., P. W. D., letter No. 1286-P. W., dated 3rd July 1922.
2. Head of a Circle including the Electrical Engineer-in-Chief.	(i) May grant leave not exceeding 4 months to Deputy Superintendents, Traffic : Deputy Assistant Engineers (Telegraphs, Telephones or Wireless), and Deputy Assistant Electrical Engineers.	Do.
	(ii) May grant leave not exceeding 4 months to Superintendents of Post Offices and Railway Mail Service, 1st class Post masters in the grade of Rs. 350—650 and miscellaneous officials whose maximum pay or the maximum of whose grade exceeds Rs. 350.	G. I., P. W. D., letter No. 1589-P. W., dated 22nd August 1922.
	(iii) May grant leave on average pay up to 4 months to officers of the 2nd Division of the Superior Traffic Branch, Assistant Engineers (Telegraphs, Telephones and Wireless) and Assistant Electrical Engineers.	G. I., I. & L. D., letter No. Staff-A.0182/28, dated 13th December 1930.

Authority empowered to grant leave.	Extent of power.	Remarks.
<i>II—Authorities empowered to exercise special powers of granting leave in addition to those under Supplementary Rule 206.</i>		
1. Head of a Circle including the Electrical Engineer-in-Chief.	Full powers in respect of officials of a rank lower than those mentioned against item 2 of Section I above.	G. I., P. W. D. letter No. 1286-P. W., dated 3rd July 1922.
2. Presidency Postmasters, Calcutta, Bombay and Madras and Postmaster, Rangoon.	May grant leave to officials in the lowest selection grade under their control and make officiating appointments in their place from among eligible officials who have passed the Lowest Selection Grade Examination subject to the proviso that any case in which a supersession may be involved should be referred for the previous orders of the Head of the Circle.	D. G. P. T., No. S. A.-248 (3)-30, dated 23rd May 1931.
3. Divisional Engineer; Controller of Telegraph Stores; Officer of the old Superior Establishment of the rank of a Superintendent holding charge of a Telegraph Office; or Officer of the Superior Traffic Branch, 1st Division, holding charge of a Telegraph Office.	May grant leave not exceeding 4 months to non-gazetted officers provided that substitutes are not required.	G. I., P. W. D. letter No. 1286-P. W., dated 3rd July 1922.
4. Superintendent of Telegraph Workshops.	May dispose of leave applications from the supervisory staff employed in the Telegraph Workshops without reference to the Director General, provided that the leave sanctioned does not necessitate acting arrangements.	Do.
5. Officers in charge of Telegraph Engineering Sub-Divisions.	May grant leave not exceeding 4 months (provided no substitutes are required) to Sub-Inspectors, Linemen, battery-men and petty and menial establishments.	G. I., I. & L. D., letter No. 221/25-P. T., dated 26th April 1926.

Authority empowered to grant leave.	Extent of power.	Remarks.
6. An Officer of the Superior Traffic Branch, 2nd Division, holding charge of a Telegraph Office and a Deputy Superintendent in charge of an office.	May grant leave up to 4 months to all officials under his charge if no substitute is required.	Item 17 of Schedule E, appended to Booth Committee Report and G. I., P. W. D., letter No. 1460-P. W., dated 3rd Aug. 1922.
7. A Telegraph Master in charge	May grant leave up to 4 months to menials if no substitute is appointed. The Head of the Circle should satisfy himself that the Telegraph Master in charge is competent to exercise these powers.	Do.
8. Telegraphists in charge	May grant leave up to 4 months to menials if no substitute is appointed. The Head of the Circle should satisfy himself that the Telegraphist in charge is competent to exercise these powers.	Do.

FORMS.

FORMS.

F.R. FORM No 1.

Deleted.

F. R. FORM No. 2.

(See Paragraphs 14 and 23 of Appendix No. 3.)

NOTE.—Forms supplied in bound books with counterfoils bear the No. 2A.

Leave-Salary Certificate for leave-salary payable at the Home Treasury.

No. _____.

Leave-salary certificate of _____
of the _____ proceeding on _____
to _____.

- | | |
|---|----|
| 1. Government under which employed | 1. |
| 2. Substantive post | 2. |
| 3. Officiating post (if any) | 3. |
| 4. Statement of present leave | 4. |

Nature of leave (specifying periods on average pay, half average pay and quarter average pay separately).	Y.	M.	D.	From	To	Monthly rate of leave-salary (and allowances if any) subject to the deductions noted on the next page.	Article and clause of the Fundamental Rules or other Regulations.

- | | |
|--|-----|
| 5. Place of payment | 5. |
| 6. Date from which first payment is to be made | 6. |
| 7. Amount (if any) paid in advance | 7. |
| 8. Government and head of account to which the payment is debitable | 8. |
| 9. Date of leaving India | 9. |
| 10. Date on which the Government servant 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, as for instance 55 years of age. | 10. |

Y.	M.	D.

11. Period for and terms on which leave may be extended, or commuted otherwise than on extraordinary leave.

Y.	M.	D.

granted.
 may be extended $\frac{\text{on}}{\text{without}}$
 medical certificate $\frac{\text{on same}}{\text{leave-salary}}$
 medical certificate by

(Further particulars required in the case of Military officers in Civil Employ.)

12. Date of commencement of pension service. 12.
13. Date of entry under Civil Leave Rules. 13.
14. Amount of leave at credit at commencement of present leave. 14.
15. Date of being struck off duty. 15.

{ Earned in respect of service under Military rules.
 { Earned in respect of service while under Civil rules.

16. DEDUCTIONS TO BE MADE.

		Rates.	
Indian	$\frac{\text{Civil}}{\text{Military}}$ Service Family Pensions For $\frac{\text{wife}}{\text{self}}$	£ per mensem from	
	or Indian Military Widows' and Orphans' Fund or Superior Services (India) Family Pension Fund Subscription.		
	„ sons	£	„ „ „
	„ daughters	£	„ „ „
	Total	£	

A balance of donation $\frac{\text{on}}{\text{for}}$ £ and interest £ †

is recoverable at £ a month from—

General Provident Fund

Indian Civil Service Provident Fund deduction (if any).

(Signature)

Place

Date

† In cases of subscribers to Indian Civil Service Family Pensions and Superior Services (India) Family Pension Fund, interest accrued in India to be given here.

Abbreviations.

M. C.	Medical Certificate.
E. C. A.	Exchange Compensation Allowance.
Y. M. D.	Years, Months, Days.
Art.	Article.

NOTES.

1. Distinguish leave granted on medical certificate, from leave granted without medical certificate, and if the leave, though technically of the latter description, was granted in consequence of the production of a medical certificate or on medical grounds, mention the fact.

2. Except in the case of Chaplains, leave-salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year; and in entering "the rate of leave-salary" 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 leave-salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of, etc."

3. The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day, on which each monthly payment is made, subject to a minimum rate of 1s. 4d. per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1s. 6d. per rupee in other cases. The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90.

4. It must be shown whether a Government servant is entitled to the full amount of leave permitted by the rules.

5. In line 7 the Articles of the Fundamental or other Rules under which the advance is made should be mentioned.

6. The date on which any Government servant 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 in line 10.

7. These rules apply also to leave-salary certificates granted to non-gazetted Government servants when they proceed on leave out of India and draw their leave-salary out of India. In such cases the fact that the Government servant is a non-gazetted Government servant should be noted against entry 2.

8. In preparing the leave-salary certificates of the subscribers to the Indian Military Service Family Pension Regulations and to the Indian Military Widows and Orphans' Fund, who take leave under the Fundamental Rules, the instructions given in Government of India, Finance Department, No. 914-F. E., dated the 10th May 1922, should also be observed, viz., the leave-salary certificate should show clearly the rate of leave-salary, the monthly maximum of average pay, whether it is likely to become effective or not and the period for which the leave-salary is not subject to the monthly maximum.

9. The following particulars should be noted in line 8:—

- (1) the major, minor and detailed head of account;
- (2) whether debitable to Central or Provincial revenues; if the latter, the name of the Provincial Government;
- (3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject;
- (4) whether the expenditure is "voted" or "non-voted".

When the head of account to which the leave-salary is debitible during extensions of leave differs from the head to which it was debitible during the period of leave originally granted, this fact should be indicated.

10. In line 11, if the leave granted is less than 22 months, calculations up to 28 months' absence only may be given in the first instance, and as soon as the leave is extended so as to bring the total period of absence from duty to 22 months or more, an amendment to the original leave-salary certificate should be issued at once showing the amount of further leave due on medical certificate beyond 28 months.

11. In the case of Government servants to whom the rules regarding the grant of passages to civilian Personnel of British Domicile engaged for service in India, apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

12. In all English leave-salary certificates the particulars of all outstanding advances (including passage advances) should be noted under item 16, and in the case of motor car and similar advances, the date from which the recovery of monthly instalments should be effected, should be stated.

13. With the exception of privilege leave earned in a Civil Department, which should be taken first, a Military Officer in Civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. A definite election to the matter should be obtained from all such officers, and his election should be noted in the leave-salary certificate.

14. Where subscriptions or recoveries relate to Sterling branches of Provident Funds this should be indicated clearly under item 16.

F. R. FORM No. 2-B.

(See Paragraph 8 of Appendix No. 8.)

[NOTE.—Forms supplied in bound books with two foils and one counterfoil.]

No. _____ of 19 _____ .

Leave-Salary Certificate for leave-salary payable in India.

Mr. _____ of the _____, having been granted leave for a period of _____ years _____ months and _____ days under order No. _____, dated the _____ is hereby allowed to draw his leave salary from the _____ treasury from the _____ 19 _____ .

2. Monthly rate of leave-salary.

Nature of leave, specifying period on average pay, half average pay and quarter average pay, respectively.	From	To	Monthly rate of leave-salary,	Remarks.
			y. m. d.	

3. He may be paid (1) pay from _____ to _____ at Rupees _____ per mensem, and (2) allowances from _____ to _____ at Rupees _____ per mensem.

4. The payment should be charged to _____

5. The following deductions are to be made from the leave-salary:—

- General Provident Fund
- Postal Insurance Fund
- Income Tax
- Other deductions, e.g., advances, etc.

Forward to _____

Through the _____

Office of the _____

Dated at _____ the _____

*Accountant General.

Deputy Accountant General.
Assistant Accountant General.

*The word 'Deputy' or 'Assistant' may, when necessary, be written before 'Accountant General'.

F. R. FORM No. 3.

Deleted.

F. R. FORM No. 4.

(See paragraphs 15 to 17 of Appendix No. 8.)

Audit Officer's letter to the Government servant proceeding on leave out of India.

To

Sir,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary.

2. To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed F. R. Form No. 5 and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience.

3. If you are in, or intend to pass through (audit officer's station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 4 below, on your calling personally at my office, and presenting a last-pay certificate from the officer from whom you last drew your pay and allowances. Otherwise, I shall cause the leave-salary certificate to be sent to the address specified by you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India a separate leave-salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowances for the broken period of the month up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the month.

5. If you wish to draw your leave-salary in India under the provision of paragraph 4 above, you should either grant your Agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your Agents unless they have executed a general bond of indemnity.

NOTE.—(Paragraphs 4 and 5 do not apply to non-gazetted Government servants who have to draw their leave-salary through the Head of the office and should be omitted from the letters addressed to them.)

6. I send herewith a copy of a memo. of information for the guidance of Government Servants proceeding on leave out of India and a blank Form (F. R. Form No. 7) of the date of leaving India to be signed and sent to me from the first port at which your vessel touches.

7. If you wish to draw your leave-salary in a Colony, please send me three specimens of your signature.

Accountant-General.
Comptroller.

F. R. FORM No. 5.

(See paragraph 15 of Appendix No. 8.)

Information required by the Audit Officer before the leave-salary certificate can be drawn up.

(This form should be returned duly filled up to the Audit Officer one clear week before the date of making over charge.)

1. On what date do you intend to make over charge of your office? 1
 2. Before or after noon? 2
 3. At what port do you intend to embark? 3
 4. By what ship will you sail, and on what date? 4
 5. In what country do you wish to draw your leave-salary during leave on average pay for a period not exceeding four months, if any, at the commencement of your leave? 5
 - 5-A. In what country do you intend to spend vacation or/and holidays? If out of India, in what country do you intend to draw your pay (and allowances) during vacation or/and holidays? 5-A
- (N.B.—The words within brackets above should be scored out by the audit officer in all cases in which allowances are not payable out of India).
6. What is your address in England or in India or elsewhere to which your leave-salary certificate, to enable you to draw your leave-salary, may be sent, in case it is not handed over to you before you go on leave? 6
 7. What advance, if any, do you require now? 7
 8. Do you intend to pay your Civil Fund subscriptions in England or in India? 8
 9. Do you wish to subscribe to the General Provident Fund? If so, for what period of your leave and at what rate? 9

Nos. 3 and 4 are for Government servants to whom the leave rules in Sections I to V of Chapter X of the Fundamental Rules are not applicable.

No. 5.—Leave-salary due for the first four months of the period of leave on average pay, if any, at the commencement of any period of leave out of India can be drawn in or out of India at the Government servant's option. In India they can be drawn only on the first day of each month in arrears by an authorised agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn any time after the expiration of the leave.

No. 7 is for Military Officers subject to the Military Leave Rules and for Chaplains only.

No. 8 is for members of the Indian Civil Service only.

NOTE 1.—In the case of non-gazetted Government servants to whom Note 9 to F. R. Form 2 or Note 4 to Form No. 1 under the Supplementary Rules applies an additional question should be inserted to obtain the information required under that Note.

NOTE 2.—With the exception of privilege leave earned in a Civil Department which should be taken first, a Military officer in Civil employ may set off the leave he takes against the Civil leave or Military leave at his credit, as he likes. When Form 5 is sent to such an officer question 10 should be added in manuscript. "Is the leave to be set off against the military leave or against the civil leave at your credit?" The answer should be noted on his leave salary certificate.

NOTE 3.—Where subscriptions or recoveries relate to sterling branches, this should be indicated clearly against Question 9.

Dated at _____ (Signature)
 The _____ of _____ 19 _____ (Designation)
 o the Accountant-General—

F. R. FORM No. 6.

Deleted.

F. R. FORM No. 7.

(See paragraph 20 of Appendix No. 8.)

Report of actual sailing.

FROM

To

THE ACCOUNTANT-GENERAL.

Sir,

I have the honour to report that I sailed from India by the steamer
 " " class which left
 on day the of 19 .

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of
 Department.

The

19 . }

Accountant-General.
Comptroller.

F. R. FORM No. 8.

Deleted.

F. R. FORM No. 9-A.
(ORDINARY LEAVE RULES.)
 (See Paragraph 33 of Appendix No. 8.)

Leave account of _____

Date of commencement of service _____

Date of attaining the age of 55 years
60 years

Date of contract, if any _____

Date of coming under Civil Leave Rules _____

DUTY.		LEAVE EARNED.	LEAVE AT CREDIT.	LEAVE TAKEN.										BALANCE (ON RETURN FROM LEAVE).							
		1/11th of duty subsequent to coming under Fundamental Rules. [Rule 81(b)(6).]	Balance of 1/11th of duty subsequent to coming under Fundamental Rules.	1/11th of duty subsequent to coming under Fundamental Rules. Rule 81 (b)(6)(columns 10+5).	Balance of 1/11th of duty subsequent to coming under Fundamental Rules. (Columns 11+5).	Total. (Columns 6+7.)	On average pay.					On half or quarter average pay.					Total. (Columns 10+11+14).	Of leave equivalent to 1/11th of duty subsequent to coming under Fundamental Rules. [Rule 81(b)(4)] (columns 6-10).	Of leave equivalent to balance of 1/11th of duty subsequent to coming under Fundamental Rules. (Column 7)-(columns 11+14).	Total. (Columns 8-15).	Remarks.
1	2						9	10	11	12	13	14	15	16	17	18					
Government served under.	From To	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	From To	Y. M. D.	Y. M. D.	From To	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.	Y. M. D.			

Instructions for filling up F. R. Form No. 9-A.

1. The Account is to be maintained in terms of leave on average pay. For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by 2 and posted in column 14.

2. In the case of officers who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules, the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18. The words "Due on (date of coming under the Fundamental Rules)" should be written across columns 1, 2 and 3 and against these words credit under Rule 77 (b) (ii) (1) should be given in column 4 and column 6 and that under Rule 77 (b) (ii) (2) and Rule 77 (e) in column 5 and column 7 while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under Rule 78, Note (2) (i) (a), in column 13, one half of the latter being entered in column 14. The sum total of the entries in columns 6 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively. The difference between the entries in columns 8 and 15 should be entered in column 18 and the entry in column 4 or 6 should be repeated in column 16 while the entry in column 5 or 7 minus the sum total of the entries in columns 11 and 14 should be shown in column 17.

3. When a Government servant applies for leave, columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show $\frac{1}{11}$ th of this period (but see Note 2 below), the sum total of the two entries representing the period of leave (i.e., $\frac{2}{11}$ ths of duty) earned under Rule 77 (b) (ii) (3). To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6; similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

NOTE 1.—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in column 6 and 7 being shown in column 8.

NOTE 2.—The sum total of the entries in column 5, inclusive of the opening entry mentioned in instruction No. 2, should not exceed $2\frac{1}{2}$ years [Rule 81 (a) (ii)], and no entry should be made in this column when this limit of $2\frac{1}{2}$ years is reached.

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted in terms of leave on average pay, [but see Rule 81 (d)], to a Government servant on the date on which he intends to go on leave. The *maximum* amount of leave on average pay which may be granted on that date with medical certificate or out of India and Ceylon will be the sum total of the last entry in column 6, and the unspent balance of "one year" limited to 8 months at a time, provided this sum total is covered by the period entered in column 8; in the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (b).

4. When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India or Ceylon should be entered in column 11 till the limit of one year is reached and thereafter in column 10. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the Note to Fundamental Rule 88) and overstay of leave (*vide* Fundamental Rule 75) should be entered in column 13 and one half of it in column 14.

NOTE 1.—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of "plus one year" from Rule 81 (b) (ii) should be entered in column 11.

NOTE 2.—If the leave taken on half average pay exceeds the amount at credit on half average pay, the excess should be shown in red ink in column 17. If this debit, shown in column 17 exceeds the credit, if any, shown in column 16, the net debit in column 18 will be recorded in red ink. The entry in column 18 is the leave due under Fundamental Rule 80. The balance of leave due on average pay shown in column 16 remains unaffected by any debit entries in columns 17 and 18, but cannot be utilised until, under the operation of Fundamental Rules 77 and 81 (e), leave again becomes due under Fundamental Rule 80 and then only to the extent of the leave due.

5. The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules plus all periods of leave subsequently entered in that column plus $2\frac{1}{2}$ years.

6. When a Government servant is transferred to service under another Government, a separate account should be opened in F. R. Form 9 for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

F. R. FORM No. 9-B.

(See paragraph 33 of Appendix No. 8.)

[*Not Printed.*]

F. R. FORM No. 9-C.

(See paragraph 33 of Appendix No. 8.)

[*Not Printed.*]

F. R. FORM No. 10.

(See paragraph 34 of Appendix No. 8.)

Service Book.

Space should be provided on the reverse of the title-page of the service book to record thumb and finger impressions of (non-gazetted) Government servants under the following heading:—

"Thumb and finger impressions of (non-gazetted) Government servant."

The opening page of the service book should contain the following entries:—

- (1) Name.
- (2) Race.
- (3) Residence.
- (4) Father's name and residence.
- (5) Date of birth by the Christian Era as nearly as can be ascertained.
- (6) Exact height by measurement.
- (7) Personal marks for identification.
- (8) Signature of Government servant.
- (9) Signature and designation of the head of the office or other attesting officer.

NOTE.—[The entries in this page should be renewed or re-attested at least every five years and the signature in lines (8) and (9) should be dated. Finger prints need not be taken afresh every five years under this rule.]

The remaining folios of the service book should be divided into fifteen columns, viz. :—

- (1) Name of appointment.
- (2) Whether substantive or officiating, and whether permanent or temporary.
- (3) If officiating state—
 - (i) Substantive appointment, or
 - (ii) Whether service counts for pension under Article 371, Civil Service Regulations.
- (4) Pay in substantive appointment.
- (5) Additional pay for officiating.
- (6) Other emoluments falling under the term "Pay".
- (7) Date of appointment.
- (8) Signature of Government servant.
- (9) Signature and designation of the head of the office or other attesting officer in attestation of columns 1—8.
- (10) Date of termination of appointment.
- (11) Reason of termination (such as promotion, transfer, dismissal, etc.).
- (12) Signature of the head of office or other attesting officer.
- (13) Leave—
 - (i) Nature and duration of leave taken.
 - (ii) Allocation of periods of leave on average pay up to four months for which leave-salary is debitable to another Government:—
 - (a) Period.
 - (b) Government to which debitable.
- (14) Signature of the head of the office or other attesting officer.
- (15) Reference to any recorded punishment or censure, or reward or praise of the Government servant.

FORM No. I UNDER THE SUPPLEMENTARY RULES.

(See paragraphs 14 and 16 of Appendix No. 8.)

Colonial Leave-Salary Warrant.

Debitable to $\frac{\text{Civil}}{\text{Military}}$ estimates.

(For I.C.S. and Military Officers in Civil employ.)

(Obverse.)

Warrant No. _____ of 19 .

Mr. _____

having been granted leave for a period of _____ months and _____ days under the orders of the Government of _____ is hereby allowed the privilege of drawing his leave-salary at _____ from _____

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at 1s. 6d. a rupee, but will be subject to the following *maxima* and *minima* :—

Period.	Rate in rupees a month.	Minimum rate of exchange.	Minimum. Maximum.	
			£ month.	£ a month.
From.....to.....				
From.....to.....				
From.....to.....				

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading :—

4. The following deductions are to be made from the leave-salary of each month before payment :—

		Rates	
Indian $\frac{\text{Civil}}{\text{Military}}$ Service Family Pensions	For wife	£	per mensem from
	„ self	£	„
Or Indian Military Widows and Orphans	„ sons	£	„
Fund Subscription	„ daughters	£	„
	Total	£	

A balance of donation $\frac{\text{on}}{\text{for}}$ £ and interest £*

is recoverable at £ a month from

Indian Civil Service Provident Fund Deductions (if any).

*In cases of subscribers to the Indian Civil Service Family Pensions, interest accrued in India to be given here.

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Accountant General
Comptroller.

Dated at

The

19

(Reverse.)

Name, rank and description of payee.	Period for which payment is made.	Monthly rate.	Amount.	Signature of paying officer.	Receipt of payee.
		£ s. d.	£ s. d.		

One copy of this Warrant will be retained by and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies kept by the Colonial Disbursing Officer and by the Colonial and will be certified by the paying officer and received by

NOTE 1.—Leave-salary is payable in rupees to Government servants residing in Ceylon during their leave (Fundamental Rule 91).

NOTE 2.—The signature of the Government servant concerned should be obtained on the "original" copy of the warrant.

NOTE 3.—The rate of conversion will be 1s. 6d. a rupee. The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90.

NOTE 4.—In the case of Government servants to whom the rules regarding the grant of passages to civilian Personnel of British Domicile, engaged for service in India, apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

NOTE 5.—The paying officer, except in the case of a Dominion or Colony which accounts direct to India is requested to advise the High Commissioner for India, 42, Grosvenor Gardens, London, S. W. 1, promptly on the officer's departure from such Dominion or Colony, whether for India, England or any other Dominion or Colony, giving particulars of amounts of pay issued and of any deductions therefrom.

NOTE 6.—The particulars of all outstanding advances (including passage advances) should be noted under item 4. In the case of motor car and similar advances, the date from which the recovery of monthly instalments should be effected, should be stated.

FORM No. I-A UNDER THE SUPPLEMENTARY RULES.

Colonial Leave-Salary Warrant.

Debitable to $\frac{\text{Civil}}{\text{Military}}$ estimates.

(See paragraphs 14 and 16 of Appendix No. 8.)

(For uncovenanted services.)

Warrant No. _____ (Obverse.) of 19 .

Mr. _____
 having been granted leave for a period of _____ months and _____
 days under the orders of the Government of _____ is hereby allowed
 the privilege of drawing his leave-salary at _____ from _____.

2. His leave-salary will be as shown below and will be payable monthly in
 sterling converted from rupees at 1s. 6d. a rupee, but will be subject to the
 following *maxima* and *minima* :—

Period.	Rate in rupees a month.	Minimum rate of exchange.	Maximum.	Minimum.
			£ a month.	£ a month.
From.....to.....				
From.....to.....				
From.....to.....				

3. The payments should be charged to the High Commissioner for India
 for appropriation by him of the leave-salary under the following heading :—

4. The following deductions are to be made from the leave-salary of each
 month before payment :—

	Rates per mensem from
Superior Services (India)	Wife " "
Family Pension Fund.	Sons " "
Arrears if any	Daughters " "
Interest.	" " "

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Accountant-General.
 Comptroller

Dated at

The

FORM No. II UNDER THE SUPPLEMENTARY RULES.

(See paragraph 18 of Appendix No. 8.)

Certificate of Leave.

Granted to _____

proceeding out of India.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Government under which employed. 2. Post last held. 3. Nature of leave granted. 4. Date of commencement of leave. 5. Date of expiry of leave. 6. Whether a medical certificate of fitness must be produced before return to duty. 7. Amount of leave, expressed in terms of leave on average pay, at the Government servants' credit on the expiry of the present leave. 8. Period of leave on average pay which might under Fundamental Rule 81, be granted if the present leave were extended. (Further particulars required in the case of Military Officers in Civil employ.) 9. Date of entry under Civil leave rules. 10. Amount of leave at credit at commencement of present leave :— <ul style="list-style-type: none"> Earned in respect of service under Military rules. Earned in respect of service under Civil rules. | |
|--|--|

The _____ 19 . } (Signature)
 . } (Designation)

NOTE 1.—No leave-salary is payable on this certificate.

NOTE 2.—This certificate must be produced before the High Commissioner, with any application for an extension of leave or permission to return to duty or the grant of a last-pay certificate.

INDEX.

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. The following abbreviations have been used :—

F. R.	. . .	Fundamental Rules.
S. R.	. . .	Supplementary Rules.
App.	. . .	Appendix.

A

Rules.

Age—		
Appointment to the service of persons over 25 years of —, prohibited.		App. 3, Part I.
Heads of Departments may admit a person whose — exceeds 25 years.		App. 3, Part I.
Heads of Postal and Telegraph Circles may admit a person whose — does not exceed 25 years by more than 18 months.		Footnote under Part I, App. 3.
Apprentice(s)—		
Leave admissible to —		App. 3, Part V (1).
Auditor General—		
Instructions of the — to secure efficiency and uniformity of audit.		App. 8.
Average Pay—		
Calculation of — under Revised Leave Rules, 1933.		App. 7-A, Explanation.

C

Casual leave—		
Effect of — on service and pay		App. 3, Part V (2).
In cases of infectious disease		App. 3, Part V (2).
State should not be put to extra expense in consequence of grant of —.		App. 3, Part V (2). Footnote.
When it may not be granted		App. 3, Part V (2).
Certificate of leave—		
Form		S. R. Form II.
Necessary in the case of a Government servant (on leave out of India) to whom a Colonial leave-salary warrant is issued or no leave-salary certificate is issued.		App. 8, para. 18.
Charge of office—		
Relaxation in certain cases of the rule that both the relieved and relieving Government servants should be present during transfer of —.		App. 3, Part II (a), Rule 1, Note (3).
Transfer of — at headquarters		App. 3, Part II (a), Rule 1.
Transfer of — elsewhere than at headquarters		App. 3, Part II (a), Rule 1, Note (2).
Civil Services (Classification, Control and Appeal) Rules—		
Running Commentary on —		App. 3-A.

Rules.

- Colonial Leave Salary Warrant—**
 By whom issued App. 8, para. 5.
 Form S. R. Form I and I-A.
- Colony—**
 List of Colonies and Dominions prescribed by the Secretary of State. App. 9-A.
- Committals to prison—**
 Allowances how affected by — App. 3, Part IV and footnote.
- Competent authority—**
 List of authorities which exercise the powers of a — under the various Supplementary Rules. App. 13.
- Compulsory Retirement—**
 Leave under Revised Leave Rules, 1933, beyond date of —. App. 7-A, Rule 7.
- Conditions of Service—**
 Re-employed Personnel (—) Rules, 1932 App. 5-A.
- Contract(s)—**
 Model leave terms to Government officials engaged on —. App. 10 and 10-A.
 Passages admissible to officers appointed on —. App. 6-II.
- Contributions for leave and pension—**
 Audit office to which — should be accounted for. App. 3, Part VI (1), Rule 2.
 How to be calculated App. 11-A.
 Rates of — App. 11-A.
- Controlling officer(s)—**
 List of Government servants of the Posts and Telegraphs Department declared as —. App. 24.
- Criminal charge—**
 Allowances how affected by committal to prison on account of —. App. 3, Part IV and footnote.
- D**
- Daily allowance(s)—**
 List of localities where — at increased rates are admissible. App. 18-A.
 List of special rates of — App. 18.
- Debt—**
 Position and allowances how affected by committal to prison on account of —. App. 3, Part IV.
- Delegation(s)—**
 Schedule of powers delegated by the Governor General in Council under Fundamental Rules. App. 4.
 Schedule of powers delegated by the Governor General in Council under Supplementary Rules. App. 13.
- Deputation out of India—**
 Travelling, etc., allowances of officers on —. App. 7.

Rules.

- Director General of Posts and Telegraphs—**
 Declared to be the head of a department App. 14, Item 30.
 Powers of — to grant leave App. 25.

- Domicile—**
 Grant of overseas pay to Government servants having Non-Asiatic — at the time of appointment. App. 5.
 Questionnaire App. 5-B.

E

- Earned Leave—**
 Calculation of — under Revised Leave Rules App. 7-A, Rule 9.

- Extension of leave—**
 Application to High Commissioner for — out of India. App. 8, Form 5-A, para. 17.
 Grant of — out of India by competent authority in India will be communicated to High Commissioner. App. 8, para. 24.

- Extraordinary leave—**
 Certificate of leave to officers on — out of India. App. 8, para. 18.

F

- First appointment—**
 Age on — App. 3, Part I.

- Foreign Service—**
 Audit Office to be furnished with order of transfer to —. App. 3, Part VI (1), Rule 1.
 Audit Office to which contribution should be accounted for. App. 3, Part VI (1), Rule 2.
 How contribution is calculated App. 11-A.
 Leave to Government servants in — in India . App. 3, Part VI (2).
 Procedure for payment of — contribution . . App. 3, Part VI (1).
 Rates of contribution App. 11-A.
 Rules regulating emoluments while on — in an Indian State. App. 11.
 Service books of non-gazetted Government servants in —. App. 8, para. 35.

- Free passage(s)—**
 Rules regarding the grant of — App. 6.

G

- Governor General in Council—**
 Orders of — regulating remuneration of Government servants on foreign service in an Indian State. App. 11.
 Rates of contribution payable on account of pension and leave-salary prescribed by the —. App. 11-A.

H

- List of increased rates of daily allowance for — at expensive localities** App. 18-A.

- Head of a Department—**
List of authorities declared to be — . . . App. 14.
- Heads of Postal and Telegraph Circles—**
May admit into service persons whose age does not exceed 25 years by more than 18 months. App. 3, Part I (foot-note).
Power to grant leave App. 25.
- Headquarters—**
Charge of office to be taken at — . . . App. 3, Part II (a), Rule 1.
Definition of — App. 3, Part II (a), Rules 2 and 3.
List of Scales of travelling allowances of Posts and Telegraphs officials moving between hills and plains. App. 21-A.
Power to fix or change the — of a Government servant. App. 3, Part II (a), Rule 3 and Note there-under.
Transfer of charge of office elsewhere than at — . App. 3, Part II (a), Rule 1, Note (2).
- High Commissioner—**
Application for extension of leave by a Government servant on leave in Europe, North Africa, America or West Indies must be made to —. App. 8, Form F. R. 5-A, para. 17.
Audit Officer to send a copy of leave salary certificate or certificate of leave or colonial warrant of a Government servant on leave out of India to —. App. 8, para. 21.
Last pay certificate to be obtained from — on return from leave out of India. App. 8, Form F. R. 5-A, para. 30.
Permission of — required to return from leave in Europe, North Africa, America or West Indies. App. 8, Form F. R. 5-A, para. 27.
Report of arrival in United Kingdom to — by a Government servant on leave. App. 8, Form F. R. 5-A, para. 12.
‘Study Leave Programmes’ to be submitted to — before Government servants embark on their course of study. App. 9.
Travelling, etc., allowances of Civil Officers serving under — when on duty in Europe, including the Near East or America. App. 7.
- Hill Station—**
List of scales of travelling allowances of Posts and Telegraphs officials moving between hills and plains. App. 21-A.
- I
- Indian Civil Service—**
Rates of contribution for leave-salary and pension leviable in the case of members of the — transferred to foreign service. App. 11-A.
- Infectious disease—**
Grant of quarantine leave in cases of — in the family or household. App. 3, Part V (3).

Rules.

J

Judicial officers—

Age of — on first appointment App. 3, Part I.

Jurisdiction—

Accountant General may pass pay and allowances to the Head of an Administration absent from — App. 3, Part II (b), para. 4.

Effect on pay and allowances of leaving — App. 3, Part II (b), para. 1.

Sanction required for leaving — App. 3, Part II (b), paras. 2-3.

L

Last Pay Certificate—

Government servant on leave in Europe must obtain — from High Commissioner. App. 8, Form F. R. 5-A, para. 30.

Must be delivered to the Audit Officer on return from leave out of India. App. 8, para. 27.

Separate — not necessary when leave-salary is drawn on a Colonial Warrant. App. 8, Form F. R. 5-A, para. 30.

Leave—

Auditor General's — procedure rules App. 8.

Authority by whom — can be granted App. 25.

Date of departure on — out of India must be reported to Audit Office. App. 8, para. 20.

Evasion of — rules is not permitted App. 3, Part V (2).

Form of certificate of — S. R. Form II.

Government servants engaged on contract: Model leave terms. App. 10 and 10-A.

Recall from — App. 3, Part V (4).

Report of return from — App. 8, Form F. R. 5-A, paras. 31-32.

Return from — before due date App. 8, Form F. R. 5-A, para. 25.

Revised — Rules, 1933 App. 7-A.

Study — App. 9.

Leave Account(s)—

By whom maintained App. 8, para. 33.

Form for the maintenance of — of Government servants under ordinary leave rules. F. R. Form 9-A.

Form for the maintenance of — of Government servants under special leave rules. F. R. Form 9.

Instructions for filling up — form of Government servants under ordinary leave rules. Form 9-A.

Need not be maintained for Government servants under the Revised Leave Rules, 1933 App. 7-A, Rule 8. [Ar. G.'s decision.] and App. 8, para. 33-A.

Study leave not debited against — App. 9, para. 11.

Leave out of India—

Action to be taken by Audit Officer on notification of — App. 8, para. 15.

Certificate of leave in what case to be obtained. App. 8, para. 18.

Leave-salary certificate to a Government servant proceeding on — App. 8, paras. 16 and 17.

Memorandum of information for the guidance of Government servants proceeding on — App. 8, para. 13 and F. R. Form 5-A.

Report of departure from India App. 8, para. 20.

Warrant to Government servant taking — to a Colony. App. 8, para. 14.

	Rules.
Leave salary—	
British Dominions and Colonies in which — may be drawn in sterling.	App. 9-A.
Payment of — at the Home Treasury	App. 8, para. 14.
Payment of — in a colony	App. 8, para. 14.
Payment of — in India	App. 8, paras. 6-12.
Payment of — through an agent	App. 8, para. 9.
Study Leave. — equal to half average pay	App. 9, para. 12.
Transfer of payment of — in India	App. 8, para. 8.
Leave Salary Certificate—	
Amended —. Issue of —	App. 8, para. 23.
Certificate of service and residence of Chaplains to be attached to —.	App. 8, para. 19.
Duplicate —. Transmission of — to High Commissioner.	App. 8, para. 21.
Form of —	Form F. R. 2 and 2-A.
Form of — for leave-salary payable in India	Form F. R. 2-B.
Government servant who spends his leave out of India but resides in Asia.	App. 8, para. 10.
Government servant who wishes to draw in India his leave-salary for a portion of the leave.	App. 8, para. 14 (b).
Leave in India	App. 8, para. 8.
Leave out of India	App. 8, para. 16.
Leave-salary of gazetted Government servants cannot be paid without a —.	App. 8, para. 7.
When a new — must be obtained	App. 8, para. 8.
Leave Rules—	
Evasion of — is not permitted	App. 3, Part V (2).
Revised —, 1933	App. 7-A.
Leaving Jurisdiction—	
Audit Officer may pass pay and allowances to the Head of an Administration or his staff.	App. 3, Part II (b), para. 4.
Effect on pay and allowances of —	App. 3, Part II (b), para. 1.
Sanction required for —	App. 3, Part II (b), paras. 2-3.
Life Certificate—	
Gazetted Government servant who does not appear in person to draw leave-salary.	App. 8, para. 8.
M	
Memorandum of information for the guidance of Government servants proceeding on leave out of India.	App. 8, para. 13 and F. R. Form 5-A.
Mileage Allowance—	
List of localities where — at increased rates are admissible.	App. 18-A.
Special rates of —	App. 18-A.
Motor Car (or Cycle)—	
List of officers by whom possession of — may be in the interest of the public service.	App. 21.

Rules.

N

Non-Gazetted Government servants—

- Certificate of admissibility of leave of — . . . App. 8, para. 2.
 Payment of leave-salary in India of — . . . App. 8, para. 6 and footnote.

O

Officiate(s)—

- Authority competent to make substantive appointment can allow a Government servant to — in a vacant post in which no other Government servant holds a lien. App. 4, item 3.

Overseas Pay—

- Rules regulating the grant of — . . . App. 5.

P

Passage(s)—

- Admissible to officers appointed on contract . . . App. 6-II.
 Government servants appointed in Europe . . . App. 6.
 Power of Local Governments to grant free — to or from any place outside India. App. 6.
 Rules regarding grant of free — . . . App. 6.

Payment of Leave Salary—

- In India to a Government servant on leave out of India. App. 8, paras. 10 and 14 (b).
 Leave-salary certificate . . . App. 8, paras. 7 and 14.
 To gazetted Government servants in India . . . App. 8, paras. 7-12.
 To non-gazetted Government servants in India . . . App. 8, para. 6.
 To non-gazetted officers of the Posts and Telegraphs Department. App. 8, para. 6, footnote.

Pensioners of the Indian Army—

- Employment of — after the age of 25 years . . . App. 3, Part I, Note.

Permanent Travelling Allowance—

- List of — . . . App. 16.

Posts and Telegraphs Department—

- Age on first appointment should not be less than 18 years in the case of persons appointed to posts for which security is required. App. 3, Part I, footnote.
 Authorities empowered to grant leave . . . App. 25.
 Controlling officers for travelling allowance purposes. App. 24.
 Heads of Post and Telegraph Circles may admit into superior pensionable service persons whose age does not exceed 25 years by more than 18 months. App. 3, Part I, footnote.
 Officers by whom the possession of private conveyances may be considered to be in the interests of the public service and who are entitled to recover the actual cost of transporting their conveyances on transfer. App. 21.
 Travelling allowance of officers deputed to undergo a course of training. App. 22.

Rules.

- Power(s)**—
 Schedule of ——— delegated by Government of India under Fundamental Rules 4 and 6. App. 4.
 Schedule of ——— delegated by Government of India under Supplementary Rules. App. 13.
- Private Conveyance(s)**—
 List of officers by whom possession of ——— may be in the interest of public service. App. 21.
- R**
- Recall from Leave**—
 Orders to be communicated through High Commissioner. App. 3, Part V(4).
- Records of Service**—
 Government servants App. 8, para. 34.
 Government servants in foreign service App. 8, para. 35.
- Re-employment**—
 Conditions of Service on ——— App. 5-A.
- Retirement**—
 Leave under Revised Leave Rules, 1933, beyond the date of compulsory ———. App. 7-A, Rule 7.
- Return to Duty**—
 Permission required to ——— more than 14 days before the expiry of the period of leave. App. 8, Form F. R. 5-A, para. 25.
 Permission required to ——— in the case of Government servants who have been granted leave on medical certificate out of India. App. 8, Form F. R. 5-A, para. 27.
 Permission to ——— cannot be granted to a Government servant to whom no leave-salary certificate has been issued until he produces a certificate of leave. App. 8, Form F. R. 5-A, para. 29.
- S**
- Seamen**—
 Sick leave to ——— under Revised Leave Rules, 1933. App. 7-A, Annexure.
- Secretary of State**—
 Passage Rules, 1925, framed by ——— App. 6-I.
 Study Leave Rules prescribed by ——— App. 9.
 Terms of leave for contract officers approved by ——— App. 10.
- Service Book(s)**—
 Form of ——— App. 8, para. 34.
- Service Registers**—
 By whom kept App. 8, para. 34.
- Settlement**—
 Rules governing the appointment and pay of ——— and Assistant ——— officers. App. 3, Part VIII.
- Special Disability Leave**—
 Conditions of grant of ——— under Revised Leave Rules, 1933. App. 7-A, Annexure.

	Rules.
Special Leave Rules—	
Leave accounts of Government servants subject to —.	App. 8, para. 33.
Study Leave—	
Rules prescribed by the Secretary of State regulating the grant of —.	App. 9.
Superior Service—	
Age on appointment to — (pensionable) . . .	App. 3, Part I.
T	
Tour(s)—	
Journeys to and from a place of training treated as journeys on —.	App. 22.
List of rates of travelling allowance of Telegraph Engineering line-staff for journeys on —.	App. 15-A.
Transfer—	
Reason of — to be communicated to Audit Officer	App. 3, Part VII.
Travelling Allowance(s)—	
Classification of Government servants for — .	App. 15.
Controlling officers of the Posts and Telegraphs Department for — purposes.	App. 24.
Distribution into grades for calculating — . . .	App. 15.
Higher rates for journeys in special localities . . .	App. 18-A.
Journey on a course of training	App. 22.
List of rates of — of Telegraph Engineering line-staff for journeys on tour.	App. 15-A.
List of scales of — of Posts and Telegraphs officials moving between hills and plains	App. 21-A.
Of Civil Officers serving under the Secretary of State, Government of India, etc., when on duty in Europe, including the Near East, or America.	App. 7.
Permanent — List	App. 16.
Special rates for special localities	App. 18-A.

V

Vacation—	
Combination of — with leave under Revised Leave Rules, 1933.	App. 7-A, Rule 12(c)
Period of earned leave how reduced under Revised Leave Rules, 1933, for each year of duty in which a Government servant avails himself of—.	App. 7-A, Rule 12 (a) and (b).

W

Warrant—	
To be furnished to Government servants proceeding on leave to a Colony for payment of leave-salary.	App. 8, para. 14.

NOTE OF POSTING OF CORRECTIONS.

Serial No. of correction.	Rule affected.	Date of posting.	Serial No. of correction.	Rule affected.	Date of posting.	Serial No. of correction.	Rule affected.	Date of posting.
12								

NOTE OF POSTING OF CORRECTIONS.

Serial No. of correction.	Rule affected.	Date of posting.	Serial No. of correction.	Rule affected.	Date of posting.	Serial No of correction.	Rule affected.	Date of posting.

