

HANDBOOK FOR CHAPLAINS, INDIA

A GUIDE TO THE
MILITARY, CIVIL AND ECCLESIASTICAL
RULES IN FORCE IN INDIA.

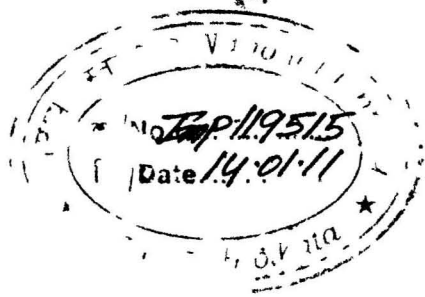
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PREFACE.

This is a scrap book for the most part, gleams of originality only appearing occasionally, more particularly in footnotes. Matter for which the Editor alone is responsible is acknowledged thus, " Ed "

It is a scrap book, so that those who use it may quote from original documents, rather than from this book, which of itself has no authority from the Government of India, and will scarcely be in the hands of any Government servants other than Chaplains.

Frankly, the best part of the book is the Index, as indeed it should be, and the Index is the work of Canon B H P. Fisher, Head of the Cawnpore Mission, to whom my special thanks and yours are due.

CHARLES J G SAUNDERS.

Calcutta, 11th February, 1926.

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LIST OF ABBREVIATIONS.

A.G. ..	Accountant-General.
A.G. †.	Adjutant-General.
A.A.G.	Assistant Adjutant-General.
A.A. & Q.M.G.	Assistant Adjutant and Quartermaster General.
A.C.R.E.	Assistant Commanding Royal Engineer.
A.D.C.	Aide-de-Camp.
A.D.M.S.	Assistant Director of Medical Services.
A.D.M.W.	Assistant Director of Military Works.
A.I.I. ..	Army Instructions, India.
A.K.C.	Theological Associate of King's College, London.
A.M.I.C.E.	Associate Member of the Institution of Civil Engineers.
A.M.I.M.E.	Associate Member of the Institution of Mechanical Engineers.
A.M.S.	Assistant Military Secretary.
A.O. ..	Army Orders.
A.R.C.O	Associate of the Royal College of Organists.
A.R.I.	Army Regulations India.
A.R.I.B.A.	Associate of the Royal Institute of British Architects.
A.Q.M.G.	Assistant Quartermaster General
B.F.B.S.	British and Foreign Bible Society.
B.O.R.	British Other Ranks.
C.B. ..	Companion of the Order of the Bath.
C.B.E.	Commander of the Order of the British Empire.
C.B.S.	Confraternity of the Blessed Sacrament
C.E. ..	Chief Engineer.
C.E.M.S.	Church of England Men's Society.
C.E.Z.M.S.	Church of England Zenana Missionary Society.
C.F. ..	Chaplain to the Forces.
C.G.S. . .	Chief of the General Staff.
C-in-C.	Commander-in-Chief.
C.I.E.	Companion of the Most Eminent Order of the Indian Empire.
C.M.G.	Companion of the Order of St. Michael and St. George.
C.M.S.	Church Missionary Society.
C.R.E.	Commanding Royal Engineer.
C.S.I.	Companion of the Most Exalted Order of the Star of India.
C.S.B.	Civil Service Regulations.
C.U.M.	Cambridge University Mission.
C.V.O.	Commander of the Royal Victorian Order.
D.A.A.G.	Deputy Assistant Adjutant-General.
D.B.E.	Diocesan Board of Education.
D.B.M.	Diocesan Board of Missions.
D.C. ..	Deputy Commissioner.
D.P.I. . .	Director of Public Instruction.
D.S.O.	Companion of the Distinguished Service Order.

Dt.J.	District Judge.
D.U.M.	..	Dublin University Mission.
F.R.	Fundamental Rules.
G.E.	Garrison Engineer.
G.F.S.	..	Girls' Friendly Society.
G. of I.	..	Government of India.
G.O.C.	.	General Officer Commanding.
G.S.O.	.	General Staff Officer.
H.C.F.	.	Honorary Chaplain to the Forces.
H.E.	.	His Excellency.
I.A.	.	Indian Army.
I.A.O.	.	Indian Army Orders.
I.C.D.	.	Indian Church Directory.
I.C.S.	.	Indian Civil Service.
I.E.S.	.	Indian Educational Service.
I.F.S.	.	Indian Forest Service.
I.G.	.	Inspector-General.
I.M.S. . .	.	Indian Medical Service.
I.M.D.	.	Indian Medical Department.
I.O.M.	.	Member of the Indian Order of Merit.
K.R. . .	.	King's Regulations.
L.P.C.	.	Last Pay Certificate.
M.C. . .	.	Military Cross or Medical Certificate
M.E.S.	.	Military Engineering Services.
M.O. . .	.	Medical Officer.
N.C.O.	.	Non-Commissioned Officer.
O.M.C.	.	Oxford Mission, Calcutta.
P. & A.O.	..	Pay and Accounts Officer
P.W.D.	..	Public Works Department.
Q.M.G.	..	Quartermaster General.
R.A.	Royal Artillery.
R.A.M.C.	.	Royal Army Medical Corps.
R.E.	Royal Engineer.
R.I.M.	.	Royal Indian Marine.
R.M.S.	..	<i>Railway Mail Service.</i>
R.R.C.	.	Royal Red Cross.
S.D.O.	..	Sub-divisional Officer.
S.M.O.	..	Senior Medical Officer.
S. of S.	.	Secretary of State.
S.P.	Superintendent of Police.
S.P.C.K.	..	Society for promoting Christian Knowledge
S.P.G.	..	Society for the Propagation of the Gospel.
S.S.J.E.	.	Society of St. John the Evangelist.
S.S.O.	.	Station Staff Officer.
T.A.	..	Travelling Allowance.
T.C.D.	..	Trinity College, Dublin.
V.D.	Volunteer Officer's Decoration.

CHAPTER I.

THE KING'S REGULATIONS.

Section II. DUTIES OF COMMANDERS.

97. Inspection.—The visiting or inspection of barracks, stables, etc., will not, except in cases of necessity, be performed on Sunday. The holding of parades will, as far as possible, be avoided on Sundays.

Section VI, 5. MARRIED SOLDIERS.

294. Instructions.—Instructions with regard to the married quarters roll and the marriage allowance roll are contained in Allowance Regulations.

The advantage of living in public quarters, obtained by the family of a soldier who is placed on the married quarters roll, is a privilege which can only be enjoyed so long as the regulations are fully complied with.

295. Eligibility.—A soldier will not be eligible to be placed on the married quarters roll or the marriage allowance roll until he attains the age of 26 years.

297. Order on roll.—The order in which soldiers will be placed on the married quarters roll will be that in which soldiers of the age of 26 years and over registered their names to be placed on that roll, provided that the following conditions are fulfilled :—

- (i) A vacancy exists on the married quarters roll.
- (ii) The C.O. has satisfied himself as to the woman's character.
- (iii) The C.O. has satisfied himself as to the man's good conduct.

299. Sleeping out of barracks.—A married soldier or a widower with children will not be allowed a permanent pass to sleep out of barracks except with the approval of his C.O. Such a man must be regular in his duties, orderly in his lodgings or quarters, exact in his dress, and never leave his lodgings or quarters after tattoo except on duty or with leave. Any man not obeying these orders will be brought into barracks.

300. Special cases.—In special cases a married soldier although not on the married quarters roll may be granted permission by his C.O. to be out of barracks.

301. Removal from Roll.—If the wife of a soldier on the married quarters roll is guilty of misconduct the C.O. may deprive her of the privilege of occupying married quarters.

All cases of such misconduct will be reported immediately to the War Office, through the usual channels, so that a decision may be given as to whether the wife will forfeit the benefits to be derived from the marriage allowance roll.

If the decision is that marriage allowance to the wife shall cease, the family will, if there are no children, or if there are children and they do not continue to live with the soldier, be struck off the married quarters roll.

Any family deprived of marriage allowance may be restored to the marriage allowance roll by the Army Council on the recommendation of the C.O.

302. In the case of separation either by a decree of court or by mutual agreement, the C.O. will decide according to the circumstances whether the soldier is to remain on the married quarters roll. Ordinarily if there

are any children of the marriage and their custody is vested in the husband, he should be retained on the roll; on the other hand, if the custody is vested in the wife, or if there are no children, the soldier should be struck off the roll.

Section VII. DISCIPLINE.

517. Gambling forbidden.—All gambling in garrisons, camps, or cantonments is forbidden. This includes book-making, or acting as an agent for a book-maker.

518. Wines and Spirits.—The introduction of wines and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner.

520. Concealment of venereal disease.—In every unit there is to be an order directing that a soldier who is suffering from venereal disease is to report himself sick without delay. This order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining.

Section IX. CEREMONIAL.

STANDARDS AND COLOURS.

563. Consecration of colours.—The consecration of colours will be performed by chaplains to the forces, or officiating chaplains in accordance with an authorized Form of Prayer, copies of which may be obtained from the Secretary, War Office. Form A is for general use. When the majority of the men of the unit are Roman Catholics, the consecration of its new colours will be performed by a Roman Catholic priest, and the order of service in Form B will be used. In the case of Scottish battalions Form C will be used if the ceremony takes place in Scotland, and also elsewhere if the majority of the men are Presbyterians. A G.O.C.-in-C. may, however, authorize ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A, B, and C may be used, but nothing is to be added to the Form of Prayer.

567. Saluting Colours.—Officers or soldiers passing troops with uncased colours will salute the colours and the C.O. (if senior).

569. Saluting Funerals.—Officers, soldiers and colours, passing a military funeral, will salute the body.

592. Officers and cadets saluting.—All officers will salute their seniors before addressing them on duty or on parade; when in uniform they will salute with the right hand, in the manner prescribed for soldiers. Officers except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officers will salute all officers of field rank and upwards. Field Officers and General officers will salute their seniors in rank.

Section XI. MOVEMENTS TO AND FROM STATIONS ABROAD.

1110. Allotment of cabins.—The representative of the Board of Trade selects the cabins for government passengers and prescribes the number who may be accommodated in each cabin except in cases where this has been decided previously by the Preliminary Inspection Board. The following rules for the appropriation of berths to individuals will be observed:—

(i) The following are alone entitled to separate cabin accommodation:—

- (a) General officers (unless returning home on promotion to that rank) and officers of corresponding rank.
- (b) The G.O.C. troops and senior medical officer in charge on all hired transports or freight ships, if the latter are carrying 50 troops or over.

- (c) The ship's adjutant and each chaplain appointed for the voyage on Indian transports in fully occupied freight ships only.
- (ii) In transports or freight ships solely employed on Government service, an additional cabin will be allotted to the O.C. troops for use as a day cabin and office.
- (iii) The officers detailed above will not exchange their cabins for any others, and will not give up their accommodation except to members of their families. When the wife of any officer entitled to separate cabin accommodation is given passage in the same ship, she must share the accommodation allotted to her husband. No member of the family of the O.C. troop will, however, be accommodated in the cabin allotted to him for the performance of his office duties.
- (iv) The appropriation of all other cabins will be made according to the seniority of army rank, or of rank corresponding thereto.
- (v) At an intermediate port the appropriation may be altered so as to give proper accommodation, with reference to army rank, to officers embarking there; but officers already on board will be put to as little inconvenience as possible.
- (vi) The allocation of passengers to berths will be carried out by the embarkation staff officer, except in the United Kingdom, where it is customary for the representative of the Board of Trade to undertake this duty.

1123. Custody of ammunition.—Ammunition, public or private, will be delivered to an officer of the ship on the deck where it is first placed, none being allowed in the cabins or amongst the baggage. For the shipment of private ammunition special permission will be obtained from the War Office.

EMBARKATION OF FAMILIES.

1147. Officers' families. Certificates of fitness to embark.—A lady proceeding in any vessel conveying troops, will be required to produce a certificate A.F. B 155, which should be dated within seven days of embarkation, showing that she (and her children and servants, if any) is free from infectious disease, and in all respects medically fit to embark. A lady within three months of confinement will not embark; a written statement on this point from the lady, or her husband, may be accepted by the medical officer. The medical certificate will be handed to the staff officer in charge before the lady passes to her cabin.

1148. Soldiers' families.—When troops embark for ordinary service abroad, the wife of a soldier not on the married quarters roll will not be allowed to proceed.

1150. Medical inspection.—Soldiers' families will not be permitted to embark at home or abroad unless furnished with a health certificate on A.F. B 155 signed by a medical officer within three days of the date of embarkation. Women or children arriving at the port of embarkation without such a certificate will be examined and receive one before they go aboard.

In the case of embarkation of a complete unit, one certificate for the whole of the families will be prepared in the form of a nominal roll of the women and children.

1151. Families precluded from embarking.—A soldier's wife within three months of her confinement will not be embarked. All such cases, as well as those in which a soldier's family is prevented by sickness from embarking, will be dealt with as follows:—

From Home Stations.

- (i) A warrant officer or N.C.O. will embark without his wife unless a medical officer certifies that separation is likely to endanger her life, in which case he will rejoin his unit as soon as possible after his wife is reported medically fit and passage can be provided.
- (ii) A private will embark without his wife if willing to do so.

From Foreign Stations.

The soldier will remain with his family, and will proceed to his new station when the family is reported medically fit to accompany him. War Office authority will be obtained before packet passages are provided for details proceeding to India.

1152. Families to embark before troops.—Women and children will, whenever practicable, be sent on board and berthed before the arrival of the troops.

1153. Return of soldiers' families sent home.—When troops proceed from one station abroad to another, and their families are ordered home, a list will be sent to the War Office, stating the rank and name of each soldier and the address in the United Kingdom to which the wife has been, or will be, sent. Each woman will be provided with A.F. O 1777.

1154. Soldiers' families sent home III.—When the wife or children of a soldier on the married quarters roll are sent home in consequence of ill-health, the report of the medical board, on whose recommendation the family is returning home, will state whether it is really necessary that the husband should accompany his wife, such necessity being limited to cases of very serious illness or mental disease. Invalided families will, as a rule, be sent home in public vessels, but when a case is so urgent as to render a passage by private steamer necessary, a statement to that effect will appear in the medical report.

SHIPMENT OF BAGGAGE.

1155. Measurement and stowage.—A C.O. will cause baggage to be collected and measured before shipment. Baggage will not exceed 5 cubic feet for each cwt. Any article measuring more than 30 cubic feet or weighing more than 6 cwt. will not be accepted for shipment.

Carriages, carts, perambulators, motor cars, motor cycles and side cars, hampers and similar packages are prohibited as part of the regulated amount of baggage or stores in respect of which the individual or unit is entitled to conveyance at public expense, as also are padlocks, cording, cleats for rope handles and other projections which cause loss of stowage. Crates can be accepted only at owner's risk. Bicycles are authorized as entitled baggage (on transports only) provided that the regulated amount of baggage of the individual or unit is not exceeded thereby, and that the bicycle is packed in a light framework crate of the smallest dimensions.

Each article will have distinctly painted upon it, in front, the name, rank and corps of the owner, and should bear at least two labels, one on each end, showing the port of destination of owner.

1156. Dangerous articles.—Explosive or combustible articles will be excluded from any package. Methylated spirit, matches, and fuzes are strictly prohibited.

1157. Shipment of heavy baggage.—Heavy baggage (including that of individuals) will, when practicable, be shipped the day before the troops, or individuals, embark. In the case of a unit, the C.O. will notify to the staff officer in charge the day and hour at which the baggage may be expected to arrive. A detachment, with a proportion of officers, and including as many officers' servants as can be spared, will be sent to the port to place the baggage on board.

Heavy baggage will be labelled "Baggage Room." This baggage cannot be obtained during the voyage. Changes of clothing for officers and ladies required in addition to the baggage for cabin use will be packed in separate boxes, labelled "Change of Clothing," and stowed in the "Present Use Baggage Room" when there is one, or in the main baggage room near the door. Any package labelled "Change of Clothing" will not exceed 2 cwt. in weight, and the number allowed is limited to two for each individual.

1158. Cabin baggage.—Each first and second-class passenger will be allowed a few articles of baggage in the cabin. No article may be more

than 3 feet long, 2 feet wide and 14 inches deep, and each must be labelled "Cabin."

1150. Baggage of soldiers' families.—A soldier's wife may have in the women's quarters one box not higher than 14 inches. It will be marked with the husband's name, rank, and regiment and labelled "Women's Quarters."

1151. Labels.—In addition to the labels mentioned above, an officer (not on duty with troops) and his family, a woman unaccompanied by her husband, and the orphan children of soldiers, will be provided with labels for attachment to each package. These labels, and others showing the destination, will be affixed to both ends of each package before it is sent to the ship. They may be obtained from the headquarters of each area. Command, etc., headquarters will apply for labels to the War Office.

1152. Unaccompanied baggage.—All applications for unaccompanied baggage will be forwarded to the War Office, who will decide whether or not the baggage is entitled to be conveyed at the public expense. If the baggage is so entitled, and space is available in a transport sailing within a reasonable time, applicants or their agents in the United Kingdom will be directed to send their baggage to Southampton, consigned to the Embarkation Commandant at that port, in sufficient time for shipment in the transport to which it has been allotted. Shipment (or non-receipt) of the baggage will then be reported by the embarkation staff.

1153. Officers not to converse with sailors on duty.—An officer will not hold any conversation with the ship's officer of the watch, the quartermaster, or the man at the wheel, and he will not go on the bridge without permission.

1154. Ship's compasses.—Rifles or other articles of steel or iron are not to be brought within 20 feet in any direction from the ship's compasses.

1155. Inspection of cabins.—Orders will be given for cabins to be vacated for cleaning and daily inspection at a fixed hour, and for servants to be in attendance to answer for the same.

1156. Saloon hours.—The saloon will be cleared and all lights extinguished by 11 p.m. or such time as may be required by the master of the vessel.

1157. Smoking.—Smoking is allowed in smoke rooms and on the upper deck only. Awnings will be spread as and when required to shelter officers and men. Matches, other than safety ones, will not be used on board. When the wind is too high to allow of cigarettes being smoked with safety (and of this the master will be judge), the C.O. will ensure that pipes only are smoked.

1158. Fire precautions.—Lights are not allowed on the troop-decks, except regulation, police and safety lamps. Lamps are never to be opened except by ship's officers or the appointed lamp trimmers.

1159. Decks for troops.—Decks are specially appropriated to the troops, who will never go into the part of the ship allotted to the crew, nor will the crew be allowed to go on the troop-decks except in the performance of their duties.

1160. Physical exercises.—In order that troops may disembark in a fit condition to take the field, arrangements will be made to carry out the physical training exercises laid down in Infantry Training. If possible rope-climbing will also be practised.

The following arrangement is suggested:—The troops to be told off by companies, drafts, etc., into an equal number of divisions; half of these divisions will be exercised for not less than one hour every alternate day, the duties being detailed from the other half. An officer of each company, draft, etc., will be present during the whole exercise, and will keep a diary of the attendances of his men, and will, before the troops disembark, report on any man considered physically unfit to take the field. Each

division will be subdivided into squads of not more than 25 men each. A thoroughly qualified N.C.O. will be placed in charge of each squad, and instruct it under the direct supervision of the officer or officers in charge.

Voluntary work will be encouraged, and an hour will be named and a place appointed for it. When possible, assaults at arms will be arranged.

1192. Sleeping on deck.—When sleeping on deck is permitted, bedding will not be allowed there except at hours to be fixed by the C.O. and master of the ship.

1193. Parades.—Troops will parade in marching order once a week when practicable. In the event of such a parade not being possible, the Q.C. troops will arrange for frequent kit and rifle inspections, in order to ensure that the men's arms are at all times in a serviceable condition. Officers will see that necessities are complete, and that arms and appointments are in serviceable order.

The regular morning parade will take place during the daily inspection of the ship, when every man will be present. Cooks will appear on parade once a day.

Recruits or awkward men will be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.

1194. Divine service.—By 10.15 a.m. on Sundays the troops will be ready for divine service, when weather permits. If there is no clergyman on board and the master does not undertake the duty, the C.O. will arrange for the conduct of the service.

1195. Bugle-calls and routine.—Bugle-calls and routine for troops are detailed below:—

Bells.	Time.	Bugle-calls.	Meaning.
	a.m.		
4	6.0	Reveille ..	Turn out and stow hammocks.
5	6.30	Ration ..	Orderlies draw bread and butter.
	7.15	Breakfast ..	Draw and sit down to breakfast.
..	7.45	Fatigue ..	All cleaning fatigues parade. Troop decks cleared by police.
8	8.0	Guard fall in ..	Mount guard.
3	9.30	Four Gs. ..	Sweepers parade and sweep upper decks.
4	10.0	Assembly ..	General parade and inspection of troop decks.
5	10.30	Orderly room ..	Orderly room. Bedding for airing to be brought on deck.
6	11.0	Issue of beer. Troops allowed below.
8	Noon	Dinner ..	Draw and sit down to dinner.
	p.m.		
2	1.0	Four Gs. ..	Sweepers parade and sweep upper decks. Troop decks cleared by police and swept.
4	2.0	Troops allowed below.
2	5.0	Tea ..	Draw and sit down to tea.
3	5.30	Four Gs. ..	Sweepers parade and sweep upper decks. Troop decks cleared by police and swept.
4	6.0	Warning for parade. ..	Draw hammocks.
1	6.30	Troops allowed below.
..	8.0	Draw and sit down to supper.
2	9.0	Four Gs. ..	Sweepers parade and sweep upper decks.
..	9.30	Lights out. Retire ..	Stop smoking. Everyone, except guard and police, to go below.
..	9.45	Rounds. Every man to be in bed.

General calls.

Stand fast	Man overboard	{ Everyone to remain still.
		Silence	{ Those below will remain there.
Continue .		Carry on—that is, continue your business.	
Retire .		Everyone off upper deck but the guard.	
4 Gs .	*	Sweepers.	
4 Gs and double .	.	Swabbers.	
Charge .		Permission to smoke.	
Lights out .		Leave off smoking.	
Fire alarm .	.	Fire	{ Troops and families fall in at their respective stations
Alarm .		Collision	

Signals.—The following ship's signals are in general use .—

For fire.—The bell is rung violently, strokes in quick succession. At this signal, buglers sound the fire alarm.

For collision.—The bell is rung quickly, followed by several short blasts on siren or whistle At this signal, buglers sound the alarm.

For man overboard.—The bugle on duty near the bridge will, if ordered by the ship's officer, at once sound the "stand fast."

This order is to be explained to all buglers and troops as early as possible

Routine for women.—The routine for women is as follows —

Bell.	Time.	
	a.m.	
6	7.0	Roll up bedding
	7.45	Breakfast
	8.45	Women's quarters cleared until after rounds for cleaning.
8	Noon	Dinner
	p.m.	
2	1.0	Women's quarters cleared until 2 p.m.
2	5.0	Tea
	8.0	Supper
2	9.30	All women go below No man allowed in quarters until 8 a.m.
	9.45	Rounds All women and children to be in bed

1196. Routine on day of disembarkation.—The routine for troops or for women will not be accelerated by more than half-an-hour on the day of disembarkation at home. In the event of the ship being delayed on the day of disembarkation or during bad weather, women and children are not to be kept out of their quarters longer than is absolutely necessary. If the weather is inclement on the day of disembarkation a special fatigue party will be detailed to clean up the women's quarters after the families have disembarked

Once a week all bedding and boxes will be taken on deck to be aired (if weather permits), and the berths and quarters will be scrubbed with hot water and soap.

1197. Women's quarters.—The quartermaster^a will inspect the women's quarters daily at a fixed hour. Blankets and sheets will be folded singly, and placed at the foot of each occupied bed, so that deficiencies in bedding can be detected. Inspection of mess utensils and reports of deficiencies therein, will be made at the same time. A man will not go into the women's quarters unless he is detailed to keep them clean, or is passed by the N.C.O. on duty on that deck.

1198. Expenditure of funds by G.O.—Any sum placed in the hands of the C.O. for the benefit of the troops will be expended on the following items only:—Sports, theatrical or musical entertainments, extra messing (if at sea on Christmas Day), aid to families of soldiers who may die during the voyage, and in exceptional cases to other families for warm clothing. No part of the money is to be expended in providing prizes for clean messes or decks, etc., or for any purpose not mentioned above. Prizes in cash should not be awarded; requisition on the canteen for goods to the value of the prize should be given. Any unexpended balance will on arrival be handed over to the staff officer in charge, together with a statement of expenditure for transmission to the War Office.

Section XII. GENERAL DUTIES.

1293. Religious denominations.—A soldier's religious denomination will be classified, for all purposes, in accordance with his own declaration on the subject, under one of the following denominations:—

Church of England; Presbyterian (including Church of Scotland, United Free Church of Scotland, Free Church of Scotland, Presbyterian Church of England, Presbyterian Church in Ireland, and Welsh Calvinistic Methodist Church); Roman Catholic; Wesleyan; Baptist*; Congregationalist*; Primitive Methodist*; United Methodist*; Jewish; or other denomination as stated by the soldier.

DIVINE SERVICE, CHAPLAINS, RELIGIOUS INSTRUCTION.

General Instructions.

1599. Divine service.—All officers and other ranks, when not prevented by military duty, will attend Divine service, but no officer or soldier will be obliged to attend the service of any religious body other than his own. Soldiers will be marched to and from their places of worship. The officer or N.C.O. in charge should, if possible, be of the same denomination as the soldiers concerned.

1600. Bandsmen.—The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper, at the regular service of his own denomination.

1601. Families of soldiers at public worship.—C.Os. will afford facilities for the attendance of officers and soldiers and their families at public worship, including celebrations of Holy Communion.

1602. Seditious language preached.—Whenever seditious or inflammatory language is made use of during the service in any place of worship not under military control, the senior officer present will use his discretion in withdrawing the troops with as little interruption as possible, and marching them back to their quarters. He should report the circumstances through the G.O.C.-in-C. to the War Office.

Chaplains.

1603. Conduct of chaplains.—All officers in command will see that the conduct of the chaplains is such as becomes their office, and, in the case of Church of England chaplains, will bring to notice any deviations from the mode of conducting public worship as laid down in the "Instructions for the guidance of chaplains of the Church of England in their ministrations to the troops."

1604. Chaplains to be treated with respect.—Chaplains will be treated with the respect due to their rank and profession, and C.Os. will render them every assistance in carrying out their duties.

1605. Senior and junior chaplains.—The senior chaplain of each denomination will arrange the work of the chaplains and officiating chaplains of his denomination in his district or station. He will report any neglect

* Comprising the United Navy, Army and Air Force Board.

or disobedience of orders to the War Office through the G.O.C.-in-C. The term "senior chaplain" (or its abbreviation "S.C.F.") is not to be used without the addition of a suffix indicating the nature of the position in respect of which it is employed. Every chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination.

• *Religious Books*

1609. Bibles and Prayer Books.—A Bible and a Prayer Book will be supplied at the public expense to every soldier on joining, unless he declines them, and may be retained by him on discharge.

Bibles and Prayer Books (and hymn books when the Bibles or Prayer Books issued do not contain hymns) will be allotted for use in military churches, and also for the use of patients in hospitals, and of young soldiers and children attending regimental schools. These books will be expected to last for ten years

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v **Section XIII. RECORDS.**

1720. Certificate of marriage.—The soldier is to ask, at the time of marriage, for a certificate of the official marriage entry. This will be furnished by the registrar of marriages, if present, and if not by the clergyman or other person who makes the official record of the marriage. This certificate the soldier will hand to his company, etc., commander, who will take the necessary steps to have the particulars entered in A F A. 22 for transmission to the officer, i/c, records, for insertion in A B 358, and on the soldier's attestation.

1722. Certificate of baptism.—When the child of a soldier is baptized, the father will obtain from the officiating clergyman a copy of the baptismal certificate which he will take to his company, etc., commander for procedure as laid down in para. 1721. A baptismal record may be of great importance as legal evidence in the absence of a birth certificate and may further afford the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public instructions formed for the relief of the wives and children of soldiers. For this reason A.B. 236 will be permanently preserved with the records of the Church at which the baptism took place

CHAPTER II.

ARMY REGULATIONS, INDIA.

Vol. I.—PAY AND ALLOWANCE REGULATIONS, PART I.

195. Chaplains of the Church of England are paid by the Military Department when employed on field service, and when their services are placed temporarily at the disposal of the C.-in-C. for duty on a vessel conveying troops on Imperial or Indian Service.

196. Until he has completed his 28th year of age a Chaplain of the Church of England will be restricted to Rs. 600 per mensem. On completing 28 years of age he will be entitled to draw an increment of Rs. 25 if he has already put in 12 month's service and from that point will advance by the ordinary annual increments. If he is over 30 years of age on appointment etc., etc.

Vol. I.—PAY AND ALLOWANCE REGULATIONS, PART II.

155. The rewards admissible to officers for qualifying in Indian Vernaculars, etc.

156 to 162. Rules governing the admission of rewards for qualifying in Indian Vernaculars, etc.

259. Field allowances are granted to the individuals and under the circumstances mentioned below :—

Chaplains, Church of England.

(1) To Chaplains of the Church of England while employed on field service—to cover the provision, maintenance and carriage of tents and camp equipment and other charges due to field service :— Per mensem.

				Rs. A. P.
Senior Chaplains	120 0 0
Junior Chaplains	75 0 0

482. The widow and family of a Chaplain may be granted pensions and gratuities by the Government of India in accordance with the rules for the British Service contained in the Royal Warrant in force at the time being.

Appendix II.

Indian Military Service Family Pension Regulations.

Regulations for the Provision of Pensions for the Widows and Orphans of Military, Medical, and Ecclesiastical Officers in the Service of the Government of India.

1873–1914.

1. Pensions will be provided under these Regulations for the widows and orphans of the following Officers on the Indian Establishment, not being entitled to the benefits of any of the late Military and Medical Funds :—(c) Chaplains.

3. Every Officer who enters the service on and after the 1st January, 1873, and up to and including the 31st December, 1914, must, as a condition of his appointment, provide pensions for his family under these

I.M.S. FAMILY PENSIONS REGULATIONS.

5. For the purposes of these Regulations, Officers are classed as follows:—

Class I.

„ II.—Among others, Archdeacons.

„ III.—Among others, Senior Chaplains.

„ IV.—Among others, Junior and probationary Chaplains.

„ V.

NOTE.—An officer cannot enter a higher class unless he has previously subscribed in the class immediately below it.

The Archdeacons of Rangoon, Lucknow and Nagpur, who receive no archidiaconal allowance, have the option of subscribing either in Class II or Class III: but the option must be exercised within three months of the date of appointment.

6. **Pensions.**—The pensions provided under these Regulations are payable in arrear. Payments are made in India monthly, and in England quarterly on or after 1st January, 1st April, 1st July and 1st October. Pensioners residing outside India receive payment from the Accountant-General, India Office, or at their option, if resident in any of the British Colonies or Dominions, through such other channel as may from time to time be authorised by the Secretary of State in Council for the payment of pensions therein. A pensioner drawing pension locally will receive payment at the current rate of exchange, and will in no case be entitled to the benefit of the privileged rates referred to in the note below.* Pensioners residing in India receive payment at their option either from the Accountant-General, India Office, or in India at the rate of exchange applicable to the case as given in the note below.* A pensioner who has exercised the option and receives payment in India is only permitted to change at the commencement of an official year.

7. The amounts of the pensions provided are as follows, in addition to any pensions or compassionate allowances granted under Royal Warrant:—

TABLE I.—Pension to a widow during widowhood according to the Class in which her husband was subscribing at the time of his death:—

Class	I	£160 per annum.
„	II	£130 „
„	III	£100 „
„	IV	£70 „

TABLE II.—Pensions to the Orphan Children of all classes alike:—

From birth till age of 6 years	£10 each per annum.
„ age of 6 till age of 12 years	£20 „ „
„ „ 12 „ 21 „	£30 „ „
„ „ 21 for life or till marriage, females only	£45 „ „

7a. All pensions under Tables I, and II, payable in respect of the period 1st January, 1920 to 30th June, 1925 are subject to a temporary increase of 25 per cent., this increase having been granted on the distinct understanding that it will not necessarily be continued beyond the latter date.

* A pensioner who was receiving pension in India prior to the 1st February 1921 at 1s. 4d. the rupee may continue to receive it at that rate or at the current rate of exchange whichever is more advantageous to the recipient; a pensioner who has been admitted to pension prior to the above date, or who is a dependant of a subscriber in the service on the above date, and who commences to receive payment in India after that date may receive payment at the current rate of exchange, subject to the proviso that the conversion will not be at a less favourable rate than 1s. 8d. the rupee; a pensioner who is a dependant of a subscriber entering the service after the above date shall, if the pension is drawn in India, receive payment there at the current rate of exchange.

8. The pension of a minor orphan will be paid to his or her mother or other duly appointed or recognized guardian.

9. *Contributions.*—The contributions for pensions under these Regulations, and the pensions of widows, will be regulated by the Class of the contributing Officer. An Officer cannot secure a higher pension for his widow by contributing as if he belonged to a higher class.*

10. Contributions will be deducted from pay at the time of issue.

10a. The fact that an Officer is not in receipt of pay does not relieve him from the necessity of paying his contributions, which in that case should be remitted by the Officer direct to the proper Officers in England or in India.

11. Donations may be paid in one sum or in twelve equal monthly instalments as per Tables III, IIIa, and V. The balance of any contribution due at an Officer's death will be recovered rateably, without interest, from the pensions of his widow and orphans, in twelve monthly instalments.

12. The following are the rates of donations and monthly contributions prescribed for the present:—

TABLE III.—*Donations of Married Officers*

Class of Contribution.	ON ENTERING GOVERNMENT SERVICE MARRIED OR ON MARRIAGE OR RE-MARRIAGE.		ON PROMOTION TO THE CLASS SPECIFIED.	
	Donation.		Donation.	
	Twelve instalments.		Twelve instalments.	
	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Class I	307 4 0	26 6 1	57 12 0†	4 18 8‡
" II	153 12 0	13 3 1	28 16 0	2 9 4
" III	76 16 0	6 11 7	19 4 0	1 2 11
" IV	38 8 0	3 5 10	9 12 10	0 16 6

Disparity of Age.—If the age of the husband exceed that of the wife by 12 years or more, then the marriage donation shall be regulated by a disparity Table (IV), a copy of which can be obtained on application to the Controller of Pension Funds, India Office, or to the C.M.A., Presidency and Assam District, Calcutta.

TABLE V.—Donation payable by all classes alike, on the birth of a child, and, on entering the service of the Government of India, for each child then living.

For a son, £12 or 12 instalments of £1-0-7; for a daughter, £19-4 or 12 instalments of £1-12-11.

* An Archdeacon, who has completed five years' service as such (excluding any officiating period) and has attained the age of 49 years, has the option of subscribing in Class I. If this option is exercised within three months of completing the qualifying service, no Medical Certificate is required. In the event of an Archdeacon of five years' standing, who has been subscribing in Class III, wishing to enter Class I, under the provisions of this rule, it will be necessary for him to pay the donations prescribed for entry into Class II and Class I.

† Up to the age of 56, increasing by £ 2-8-0 for every year or fraction of year beyond that age.

‡ Up to the age of 56, increasing by £ 0-4-2 for every year or fraction of year beyond that age.

All Officers who, on admission as subscribers, bring on liabilities for daughters exceeding the age of one year, are required to pay the extra donation specified in the margin for daughters according to their age at the date of their admission.

Extra Donation between the ages of—		or in 12 instalments—	
		£ s. d.	£ s. d.
1 and 2	..	3 12 0	0 6 2
2 " 3	..	5 8 0	0 9 3
3 " 4	..	6 12 0	0 11 4
4 " 5	..	7 8 0	0 12 9
5 " 6	..	8 0 0	0 13 9
6 " 7	..	8 4 0	0 14 1
7 " 8	..	8 8 0	0 14 5
8 " 12	..	8 12 0	0 14 9

TABLE VI.—Monthly Contribution by every Officer according to his class.—

Class of Contributor.		BY EACH MARRIED OFFICER.		BY EACH OFFICER WHO IS UNMARRIED OR A WIDOWER.	
		Full.	Half.	Full.	Half.
		£ s. d.	£ s. d.	£ s. d.	£ s. d.
Class I	..	3 16 8	1 18 4	1 18 4	0 19 2
" II	..	3 1 4	1 10 8	1 4 6	0 12 3
" III	..	2 6 0	1 3 0	0 18 4	0 9 2
" IV	..	1 10 8	0 15 4	0 10 8	0 5 4

NOTE.—Half rates are payable by officers on leave, excepting privilege leave or any leave under the Fundamental Rules which counts as privilege leave; and by officers remaining in the Service unemployed whether residing in or out of India who have attained the age of 51 years. For retired officers, see Regulation 28.

TABLE VII.—Additional Monthly contribution payable by all classes alike for each child living on the first day of the month.

For a son, until age of 21*	1s. 6d.
For a daughter, until marriage	3s. 10d.

(There are no half rates for children.)

13. Arrears.—Interest at the rate of 5½ per cent. per annum will be charged on arrears. Donations will become due from the date on which the liability is incurred, viz., on entering the Service, on marriage, on promotion, or on enrolment in a higher class, or on the birth of a child; but interest will not be charged on sums paid within one month from the date on which they become due.

14. Reports of Marriages, Births and Deaths.—An Officer who is married at the date of his admission into the Service must report the fact of his marriage at the time, and the names and dates of birth of his children, if any have been born to him. A member in the Service must report his marriage, or the birth of a child born in wedlock, or the death of a wife or child, within one month of the occurrence. These reports must be made in accordance with the instruction given in the Appendix.

15. The birth of every child born alive must be reported; but, if

* See Regulations 20 and 20a.

a child die before it is thirty days old, no payment in respect to it will be required.

16. If the report of a marriage, or of the birth of a child, be not made within one month of the occurrence, the donation payable in each case will be increased 2½ per cent., and interest thereon charged from the date of the occurrence. After six months' delay, donations will be increased 5 per cent. and interest charged as above. After 12 months' delay, medical evidence as to the state of the subscriber's health must be furnished, in order that it may be determined whether, and, if so, on what terms the contingent liability should be accepted.

17. In the event of the report of a marriage, or the birth of a child, not being made by a subscriber during his lifetime, in accordance with the Rules, the widow or child will not be entitled to any benefits.

NOTE.—The provisions of Articles 16 and 17 are not to be read as implying an option of omitting or postponing any report that a subscriber is required to make under these Regulations. Intentional neglect to report is a breach of discipline.

18. **Posthumous Child.**—A pension will be granted to a posthumous child on payment of the donation prescribed in TABLE V. Payment may be made in twelve monthly instalments without interest. The report of the birth of a posthumous child should be made within 30 days of the occurrence, and a certificate of the child's birth should be furnished.

19. **Duration of Pensions.**—If a widow re-marry, her pension will cease during coverture; but, if she again become a widow, she will be entitled to revert to her pension as widow of her first husband. In the event of her second husband being also a subscriber both pensions may be drawn after his death.

20. The pension of a orphan son is payable until he attains the age of 21 years.

20a. A subscriber may provide a special pension for a son, who, while under the age of 21 years, is pronounced to be permanently incapacitated from earning a livelihood. The subscription to be paid and the amount of pension which it will provide will be decided on the merits of each particular case. Payment of any pension so provided will be made from the date on which the son attains the age of 21 years or becomes fatherless, whichever is later.

21. The mother or guardian of an orphan son, who has completed the age of 16, may, with the sanction of the Secretary of State for India in Council, at any time thereafter have the residue of his pension commuted into a single payment, for the due application of which the mother or guardian will be held responsible. When the pension is being drawn in India from a Government Treasury there, it will rest with the Government of India to give the required sanction. The following Table gives the commuted value of such pension:—

TABLE VIII.—Showing the present value of the Pension of an orphan son according to his age:—

MONTHS.	YEARS.				
	16	17	18	19	20
	£. s.	£. s.	£. s.	£. s.	£. s.
0	120 18	106 16	82 5	56 8	29 0
3	124 4	100 16	75 18	49 14	21 18
6	118 10	94 14	69 10	42 18	14 14
9	111 14	88 10	63 0	36 0	7 8

The amounts in this table are subject to a temporary increase of 25 per cent., until 30th June, 1925.

22. The pension of an orphan daughter continues until her marriage and then ceases absolutely. It does not revive on widowhood.

23. Good Conduct.—The pensions provided under these Regulations shall, in all cases, be held during good behaviour only, and will be withheld if any pensioner is found to be leading an immoral life or on proof of any gross misconduct. The order of the Secretary of State for India in Council or, when the pension is being drawn in India from a Government Treasury there, the order of the Government of India in any such case shall be final and conclusive.

24. Alienation of Pension.—A pension paid under these Regulations may not be transferred or assigned, or in any way alienated from the pensioner to whom or for whose benefit it is payable.

25. Passage-money.—An Officer may, by special contribution, provide passage-money from India for his widow and orphans. The amount so secured will be paid to the widow, or to any children of the deceased officer, for the provision of their passage-money and contingent expenses. If, however, the surviving members of the deceased officer's family are not in India, or do not wish to leave India for any other country, the money will be credited to the deceased officer's estate, and payment can be made in India in rupees, or in England at the market rate of exchange, according to the election of the person or persons entitled to receive the money. The amount secured must not exceed Rs. 3,000 and a health certificate must in every case be furnished by the subscriber.

25a. This insurance may be effected by an immediate payment in one sum, or, if the subscriber so desires it, by instalments extending over four years, subject to interest on arrears at the rate of 5½ per cent. per annum, and in the event of the subscriber dying before completion of the payment, the balance due at the date of his death will be deducted from the sum assured.

25b. On the permanent departure of a subscriber from India with his family, or at any time thereafter, he may take the surrender value of his insurance.

25c. The following are the Tables of Premium and of Surrender Values—

Premium required at the undermentioned ages to secure Rs. 1,000 at death.

Age (nearest).	Single Premium.	Age (nearest).	Single Premium	Age (nearest)	Single Premium
	Rs.		Rs.		Rs.
27	375	39	455	51	564
28	381	40	463	52	575
29	387	41	471	53	585
30	393	42	480	54	595
31	399	43	488	55	606
32	406	44	497	56	617
33	412	45	507	57	627
34	419	46	516	58	638
35	426	47	525	59	650
36	433	48	535	60	661
37	440	49	545	.	.
38	448	50	555	.	.

The following sums per Rs. 1,000 assured may be paid to Officers at the ages specified, subject to the deduction of any portion of premium and interest remaining unpaid on account of sum assured.

Age (nearest).	Rs.	Age (nearest).	Rs.	Age (nearest).	Rs.
27	366	42	466	57	612
28	372	43	477	58	623
29	377	44	485	59	634
30	384	45	494	60	645
31	390	46	503	61	656
32	396	47	512	62	668
33	402	48	522	63	679
34	409	49	531	64	690
35	415	50	541	65	701
36	422	51	551	66	712
37	429	52	561	67	723
38	437	53	571	68	734
39	444	54	581	69	744
40	452	55	591	70	755
41	460	56	602

25. Officers who resign the Service are not permitted to remain subscribers. Married officers and widowers with children are entitled to the refunds as prescribed in Article 28 for retired officers. No refund will be made in respect of unmarried subscriptions, nor for risks that have terminated by death or otherwise. As an exception to this rule, an officer who is granted a compassionate allowance on resigning the service may continue to subscribe at the half rate of subscription.

26. Retired Officers.—Married officers and widowers with children who retire from the service on a pension may continue to subscribe at the half rate of subscription, according to their class at the date of retirement (subscriptions for children and any donations falling due after retirement being payable at full rates) or they may withdraw, receiving back the portion, if any, of the contributions paid in respect of their living dependants entitled to contingent pensions which is in excess of the risk borne in respect of those dependants. No refund will be made in respect of unmarried subscriptions, or of risks which have terminated by death or otherwise. Unmarried officers may continue to subscribe at half rates, but will not be entitled to any refund in the event of withdrawal.

The usual subscription will be deducted from the pensions of retired officers until they shall have intimated in writing their intention of withdrawing.

After an officer has withdrawn, he will in no circumstances be re-admitted as a subscriber.

29. Dismissed Officers.—An officer who is dismissed from the service by sentence of a court-martial, or by other competent authority, will cease, *ipso facto*, to be a subscriber under these Regulations, and will have no claim to any refund. His family will not be entitled to any pension under these Regulations.

30. Certificates.—Declaration as to continued widowhood and the survival of children must be furnished to the Accountant-General, India Office, or to the proper officer in India.

APPENDIX.—Reports and applications under these Regulations should be made:—

1. To the C.M.A., Presidency and Assam District, Calcutta, when the subscriber is drawing pay or pension in India or at a colonial station (including China) where a unit of the Indian Army is stationed.

2. To the Controller of Pension Funds, India Office, Whitehall, London, S.W. 1, if the subscriber is drawing his pay or pension elsewhere than above, or if the subscriber, after receiving in India or at a colonial

station in advance the pay for the privilege leave portion of combined leave, proposes to draw his furlough pay elsewhere.

FORM (B) of a letter from an officer, reporting his having joined the service of the Government of India, married. (See Regulation 14.)

Sir,—With reference to the Family Pension Regulations published with the Notification by the Government of India, in the Military Department, No. 1315, dated 28th December, 1872, I have the honour to report that I was admitted to the service of the Government of India, married, on the I was born on the My wife was born on the We were married on the A certified copy of the Register of our marriage is herewith submitted. The names and birthdays of my children are as follows:—

FORM (C) of a letter reporting marriage. (See Regulation 14.)

Sir,—I have the honour to report my marriage on the to A certified copy of the Register of our marriage is herewith transmitted.

I was born on My wife was born on

I wish to pay the donation for which I have become liable in

One sum

2 monthly instalments including interest.

FORM (D) of letter reporting the birth of child. (See Regulations 14, 15 and 18.)

Sir,—I have to report the birth to me of a son (daughter) on the and I request that the name may be entered in the Pension Register kept under the Indian Military Service Family Pension Regulations. I wish to pay the donation for which I have become liable in

One sum

12 monthly instalments including interest.

FORM (E)—Report of death. (See Regulation 14.)

Sir,—I have to report the decease on the of my son (daughter) born on the (or of my wife).

FORM (F) of Application for the Commuted Value of the Pension of an Orphan son over 16 years of age. (See Regulation 21.)

FORM (G) Medical certificate to be furnished by Mother or Guardian applying for commutation of an Orphan Son's Pension. (See Regulation 21.)

FORM (H) Mother's or Guardian's receipt for commuted value of an Orphan Son's Pension. (See Regulation 21.)

FORM (J) Certificate of Health. (See Regulations, 9, 16.)

PAY AND ALLOWANCE REGULATIONS, PART II.

Appendix III.

Regulations of the Indian Military Widows' and Orphans' Fund. 1915.

1. Pensions will be provided under these regulations for the widows and orphans of the following officers, (among others), Chaplains, including probationary Chaplains.*

2. Every officer who enters the service on or after the 1st January, 1915 must, as a condition of his appointment, provide pensions for his family under these regulations.

4. For the purposes of these regulations subscribers are classed as follows:—

* Chaplains become subscribers from the date of their arrival in India, or in the case of a Chaplain resident in India, from the date of appointment. A probationary Chaplain is required to subscribe; but in the event of his not being appointed a junior Chaplain on completion of probation, or of his resigning while on probation, he will be granted a refund, if married, under the conditions applying to officers mentioned in Regulation 30, and if unmarried, of the amount of his contributions, without interest.

Class I.—Major-Generals of the I.M.S., and those who avail themselves of subscribing in this class under the terms of Article 5.

Class II.—(Among others), Archdeacons.

Class III.—(Among others), Senior Chaplains.

Class IV.—(Among others), Junior and probationary Chaplains.

Class V.

An officer cannot enter a higher class unless he has previously subscribed in the class immediately below it, nor can an officer who has elected to subscribe in a higher class, be allowed subsequently to revert to a lower one.

5. The contributions for pensions under these regulations, and the pensions of widows, will be regulated by the class of the contributing officer. An officer cannot secure a higher pension for his widow by contributing as if he belonged to a higher class.

As an exception to this rule, the option of subscribing in Class I is allowed as follows:—

(iv) To an Archdeacon at the time of completing 5 years' service as such (excluding any officiating period), provided he has attained the age of 49 years.

To secure these benefits without medical examination the decision of the officer must be notified within three months of the date of completing the qualifying service, but the option can be exercised at any subsequent period during active service on the production of a certificate of health signed by two qualified medical practitioners. (See Form J. in Appendix.)

6. The pensions provided under these regulations are payable in arrear. Payments are made in India monthly and in England quarterly on or after 1st January, 1st April, 1st July, and 1st October.

Pensioners residing outside India receive payment either from the Accountant-General, India Office, or at their option, if resident in any of the British Colonies or Dominions, through such other channel as may from time to time be authorised by the Secretary of State for India in Council for the payment of pensions therein. A pensioner drawing pension locally will receive payment at the current rate of exchange, and will in no case be entitled to the benefit of the privileged rates referred to in the note below.* Pensioners residing in India receive payment at their option either from the Accountant-General, India Office, or in India at the rate of exchange applicable to the case as given in the note below* A pensioner who has exercised the option and receives payment in India is only permitted to change at the commencement of an official year.

7. The amounts of the pensions provided are as follows, in addition to any pensions or compassionate allowances granted under Royal Warrant:—

TABLE I. Pension to a widow during widowhood according to the class in which her husband was subscribing at the time of his death.

Class	I	£160
"	II	£130
"	III	£100
"	IV	£ 70

* A pensioner who was receiving pension in India prior to the 1st February, 1921 at 1s. 4d. the rupee may continue to receive it at that rate or at the current rate of exchange whichever is more advantageous to the recipient; a pensioner who has been admitted to pension prior to the above date, or who is a dependant of a subscriber in the service on the above date, and who commences to receive payment in India after that date, may receive payment at the current rate of exchange, subject to the proviso that the conversion will not be at a less favourable rate than 1s. 8d. the rupee; a pensioner who is a dependant of a subscriber entering the service after the above date shall, if the pension is drawn in India, receive payment there at the current rate of exchange.

TABLE II. Pensions to the orphan children of all classes alike.

From birth till age of 6 years	..	£10 each per annum.
" age of 6 till age of 12 years	..	£20 " " "
" " " 12 " " " 21 "	..	£30 " " "
" " " 21 years for life, or till marriage, to females only.	..	£45 " " "

7a. All pensions under Tables I and II payable in respect of the period 1st January, 1920 to 31st December, 1924 are subject to a temporary increase of 25 per cent., this increase having been granted on the distinct understanding that it will not necessarily be continued beyond the latter date.

8. The pension of a minor orphan will be paid to his or her mother, or other duly appointed or recognised guardian.

9. Contributions will be deducted from pay at the time of issue.

10. The fact that an officer is not in receipt of pay does not relieve him from the necessity of paying his contributions.

11. The following are the rates of monthly subscriptions and the rates of donations prescribed for the present :—

TABLE III. Subscriptions of Unmarried Officers and Widowers.

Class	I	£.	s.	d.
"	II	2	1	8
"	III	1	6	8
"	IV	0	13	4

TABLE IV. Subscriptions of Married Officers.

Rate of subscription payable according to the class in which contributor enters the service of the Government of India married, or married, or re-married.				RATE OF SUBSCRIPTION PAYABLE ON PROMOTION TO												
				Class IV.		Class III.		Class II.		Class I.						
				£.	s.	d.	£.	s.	d.	£.	s.	d.				
Class V	..	0	18	9	1	12	1	2	9	7	3	12	11	5	6	3
" IV	..	1	16	8	2	14	2	3	17	6	15	10	10	
" III	..	3	6	8	4	10	0	7	6	3	4
" II	..	5	10	0	7	3	4	
" I	..	8	6	8	

NOTE.—Half the rates of subscription in Tables III and IV are payable by officers on leave, excepting privilege leave, or any leave under the Fundamental rules which count as privilege leave, in or out of India; by officers remaining in the service unemployed, whether residing in or out of India, who have attained the age of 51 years; and by retired officers. For half-pay officers, see Article 31

TABLE V. Excess Age Donations.—In addition to the subscriptions payable under Table IV, the following "Excess Age" donations will be chargeable according to the officer's age at the date of marriage in each class :—

Class of Contributor.	Donation.	Or in Twelve Monthly Instalments (including interest) of
Class V	30	£. s. d. 0 7 3
" IV	For each year { 35	0 15 10
" III	of age ex- { 42	1 10 2
" II	ceeding. { 48	2 5 7
" I	53	2 15 8

Disparity of Age. If the age of the husband exceed that of the wife by twelve or more years, a disparity donation in addition will be required as shown in Table VI, a copy of which can be obtained on application to the Controller of Pension Funds, India Office, or to the Controller of Military Accounts, Presidency and Assam District, Calcutta.

TABLE VII.—Additional monthly subscription payable by all classes alike, for each living child from the date of the child's birth.

Age of father at date of child's birth.	Subscription for a son until age of 21.*	Subscription for a daughter until marriage.
25 years and under ..	£. s. d. 0 2 4	£. s. d. 0 5 8
26 years	0 2 4	0 5 10
27 "	0 2 4	0 6 0
28 "	0 2 5	0 6 2
29 "	0 2 6	0 6 4
30 "	0 2 7	0 6 7
31 "	0 2 8	0 6 10
32 "	0 2 9	0 7 1
33 "	0 2 10	0 7 4
34 "	0 3 0	0 7 8
35 "	0 3 2	0 8 0
36 "	0 3 4	0 8 5
37 "	0 3 6	0 8 10
38 "	0 3 8	0 9 3
39 "	0 3 11	0 9 9
40 "	0 4 2	0 10 3
41 "	0 4 5	0 10 10
42 "	0 4 9	0 11 5
43 "	0 5 1	0 12 1
44 "	0 5 5	0 12 10
45 "	0 5 10	0 13 8
46 "	0 6 3	0 14 7
47 "	0 6 9	0 15 7
48 "	0 7 4	0 16 8
49 "	0 8 0	0 17 10
50 "	0 8 8	0 19 0
51 "	0 9 5	1 0 4
52 "	0 10 3	1 1 9

* See Articles 20 and 21.



Age of father at date of child's birth.				Subscription for a son until age of 21.*	Subscription for a daughter until marriage.
				£. s. d.	£. s. d.
53 years	0 11 2	1 3 4
54	0 12 3	1 5 0
55	0 13 5	1 6 9
56	0 14 9	1 8 7
57	0 16 2	1 10 6
58	0 17 8	1 12 6
59	0 19 4	1 14 7
60	1 1 1	1 16 10

All officers who, on admission as subscribers, bring on liabilities for daughters exceeding the age of one year are required to pay a donation as specified below :—

TABLE VIII.

Between the ages of				Donation.	Or in Twelve Monthly Instalments (including interest) of
				£. s. d.	£. s. d.
1 and 2	3 15 0	0 6 6
2	..	3	..	5 15 0	0 9 11
3	..	4	..	7 0 0	0 12 0
4	..	5	..	7 15 0	0 13 4
5	..	6	..	8 10 0	0 14 7
6	..	7	..	8 15 0	0 15 0
7	..	8	..	9 0 0	0 15 6
8	..	9	..	9 5 0	0 15 11
9	..	10	..	9 5 0	0 15 11
10	..	11	..	9 5 0	0 15 11
11	..	12	..	9 5 0	0 15 11

12. Donations payable under Tables V, VI, and VIII become due from the date on which the liability is incurred, namely, in the case of those under Tables V and VI when a subscriber enters the service of the Government of India married or when he marries, or remarries, and in the case of those under Table VIII, when the subscriber is admitted to the Fund. These donations may be paid without interest in one sum within one month from the date of becoming due; or they may be paid in twelve equal monthly instalments, interest on the unpaid portion being levied at the rate of $5\frac{1}{2}$ per cent. per annum. The balance of any donation outstanding at the date of a subscriber's death will be recovered in accordance with Article 13.

13. Interest at the rate of $5\frac{1}{2}$ per cent. per annum will be levied on arrears. The balance of any contribution outstanding at the date of a subscriber's death will be recovered rateably without further interest from the pensions of his widow and orphans in twelve monthly instalments.

14. An officer who is married at the date of his admission into the service must report the fact of his marriage at the time, and the names and

* See Articles 20 and 21.

dates of birth of his children, if any have been born to him. A member in the service must report his marriage, or the birth of a child born in wedlock, or the death of a wife or child within one month of the occurrence. These reports must be made in accordance with the instructions given in the Appendix.

15. The birth of every child born alive must be reported; but if a child dies before it is 30 days' old, no payment in respect of it will be required. If the report of birth be not made within one month a fine of 10s. will be imposed, and an additional 2s. will be charged for each succeeding months' delay. After 12 months' delay medical evidence as to the state of the member's health must be furnished in order that it may be determined whether and, if so, on what terms, liability for orphan's pensions should be accepted.

16. If the report of a marriage be not made within one month any donation which may be payable under Tables V and VI will be increased 2½ per cent. and interest thereon charged from the date of marriage. After six months' delay donations will be increased to 5 per cent. and interest charged as above. Should no donation be payable under Tables V and VI, a fine of 10s. will be imposed if the report is not made within one month of the marriage, and an additional 2s. will be charged for each succeeding months' delay. In either case, after 12 months' delay, medical evidence as to the state of the subscriber's health must be furnished in order that it may be determined whether and, if so, on what terms, liability for widow's pension shall be accepted.

17. In the event of the report of a marriage or the birth of a child not being made by a subscriber during his life time, in accordance with the rules, the widow or child will not be entitled to any benefits.

NOTE.—The provisions of Articles 16 and 17 are not to be read as implying an option of omitting or postponing any report that a subscriber is required to make under these regulations. Intentional neglect to report is a breach of discipline.

18. *Posthumous Child.*—Provided the birth of a posthumous child is reported within one month and the contribution required by the regulations has been or was being paid for the father's youngest child, if any, living at the time of his death, a pension will be granted to the child without any payment if the child is born of a marriage in respect of which the prescribed payments have been made. The report must be made in Form D and a certificate of the child's birth furnished.

DURATION OF PENSIONS.

19. If a widow re-marry, her pension will cease during coverture; but if she again become a widow she will be entitled to revert to her pension as widow of her first husband. In the event of her second husband being also a subscriber both pensions may be drawn after his death.

20. The pension of a male orphan is payable until he attains the age of 21 years.

21. Subscribers can make special provision for pension to sons under the age of 21 years who may become permanently incapacitated from earning a livelihood.

The pensions so provided for will commence at the age of 21, if the son be then fatherless, or after that age on his becoming fatherless, and as regards the amount of such pensions and the subscriptions to be paid to secure them, each case will be considered and determined on its merits.

22. The mother or guardian of a male orphan who has attained the age of 16 may, with the sanction of the Secretary of State for India in Council, at any time thereafter (on application in Forms F to H annexed to these regulations), have the residue of his pension commuted into a single payment, for the due application of which the mother or guardian will be held responsible. When the pension is being drawn in India from a

Government Treasury there, it will rest with the Government of India to give the required sanction. The following table gives the commuted value of such pensions --

TABLE IX.—Showing the present value of the pension of a male orphan according to his age

MONTHS	YEARS				
	16	17	18	19	20
0	£ 134	£ 110	£ 84	£ 56	£ 28
3	128	103	77	49	21
6	122	97	70	42	14
9	116	90	63	35	7

The amounts in this Table are subject to a temporary increase of 25 per cent. until 31st December, 1924.

23. The pension of a female orphan continues until her marriage and then ceases absolutely. It does not revive on widowhood.

GOOD CONDUCT

24. The pensions provided under these regulations shall, in all cases, be held during good behaviour only, and will be withheld if any pensioner is found to be leading an immoral life, or on proof of any gross misconduct. In any such case the order of the Secretary of State for India in Council or when the pension is being drawn in India from a Government Treasury there the order of the Government of India shall be final and conclusive.

ALIENATION OF PENSION

25. A pension paid under these regulations may not be transferred or assigned or in any way alienated from the pensioner to whom or for whose benefit it is payable.

PASSAGE MONEY

26. An officer may, by a special contribution, provide passage money from India for his widow and orphans. The amount so secured will be paid to the widow, or to any children of the deceased officer, for the provision of their passage money and contingent expenses. If, however, the surviving members of the deceased officer's family are not in India, or do not wish to leave India for any other country, the money will be credited to the deceased officer's estate, and payment can be made in India in rupees, or in England at the official rate of exchange, according to the election of the person or persons entitled to receive the money. The amount secured must not exceed Rs. 3,000 and a health certificate must in every case be furnished by the subscriber.

27. This insurance may be effected by an immediate payment in one sum or, if the subscriber so desires it, by instalments extending over four years subject to interest on arrears at the rate of 5½ per cent. per annum, and in the event of a subscriber dying before completion of the payment, the balance due at the date of his death will be deducted from the sum assured.

28. On the permanent departure of a subscriber from India with his family, or at any time thereafter, he may take the surrender value of the insurance effected under Article 26.

29. The following are the tables of profits and of surrender values referred to in Articles 26, 27 and 28.—

Interest $5\frac{1}{2}$ per cent.

Premia required at the undermentioned ages to secure Rs. 1,000 at death.

Age (nearest).	Single Premium.	Age (nearest.)	Single Premium.	Age (nearest.)	Single Premium.
	Rs.		Rs.		Rs.
20	395	34	419	48	535
21	360	35	426	49	545
22	360	36	433	50	555
23	361	37	440	51	564
24	363	38	448	52	575
25	366	39	455	53	585
26	370	40	463	54	595
27	375	41	471	55	606
28	381	42	480	56	617
29	387	43	488	57	627
30	393	44	497	58	638
31	399	45	507	59	650
32	406	46	516	60	661
33	412	47	525

The following sums per Rs. 1,000 assured may be paid to Officers at the ages specified, subject to deduction of any portion of premium and interest remaining unpaid on account of sum assured :—

Age (nearest).	Rs.	Age (nearest.)	Rs.	Age (nearest.)	Rs.
21	351	38	437	55	591
22	351	39	444	56	602
23	352	40	452	57	612
24	354	41	460	58	623
25	357	42	468	59	634
26	362	43	477	60	645
27	366	44	485	61	656
28	372	45	494	62	668
29	377	46	503	63	679
30	384	47	512	64	690
31	390	48	522	65	701
32	396	49	531	66	712
33	402	50	541	67	723
34	409	51	551	68	734
35	415	52	561	69	744
36	422	53	571	70	755
37	429	54	581

30. Officers who resign the Service will be entitled, if married and with or without children, or on account of their children, if widowers, to receive back such portion of their contributions as may be in excess of the risk borne during their membership, but no refund will be made in respect of unmarried subscriptions, nor for risks that have terminated by death or otherwise. None of the above officers can continue subscribers.

As an exception to this rule, an officer who is granted a compassionate allowance on resigning the service may continue to subscribe at the half-rate of subscription.

RETIRED OFFICERS.

32. All officers, whether married or unmarried, who retire from the service must continue to subscribe, paying the half rate of subscription according to their class at the date of retirement. For children the full rate of subscription will be payable.

Any donation for which a retired officer may become liable will be payable at the full rates laid down in Article 11 for all subscribers.

REFUNDS ON ACCOUNT OF DECEASED UNMARRIED SUBSCRIBERS.

33. The whole of the subscription which has been paid by an officer, who has remained unmarried up to the date of his death will be refunded, without interest, to his estate.

In the case of an officer who at his death was subscribing as a widower without surviving children eligible for pension, the subscriptions paid by him for the period during which he so subscribed, excluding any such period prior to a re-marriage, will be refunded, without interest, to his estate.

DISMISSED OFFICERS.

34. An officer who is dismissed from the service by sentence of a court martial, or by other competent authority, will cease, *ipso facto*, to be a contributor to this Fund, and will have no claim to any refund. His family will not be entitled to any pensions from this Fund.

DECLARATIONS.

35. Declarations as to continued widowhood and the survival of children must be furnished to the Accountant-General, India Office, or to the proper officer in India.

APPENDIX.

Reports and applications under these Regulations should be made :—

1. To the Controller of Military Accounts, Presidency and Assam District, Calcutta, when the subscriber is drawing pay or pension in India or at a colonial station (including China) where a unit of the Indian Army is stationed.

2. To the Controller of Pension Funds, India Office, Whitehall, London, S.W.1, if the subscriber is drawing his pay or pension elsewhere than above, or if the subscriber, after receiving in India, or at a colonial station in advance, the pay for the privilege leave portion of combined leave, proposes to draw his furlough pay elsewhere.

FORM (B) of a letter from an Officer, reporting his having joined the service of the Government of India, married. (See Article 14.)

Sir,—I have the honour to report that I was admitted to the service of the Government of India, married, on the 19 . . . I was born on the My wife was born on the We were married on the A certified copy of the register of our marriage is herewith transmitted. The names and birthdays of my children are as follows :—

FORM (C) of a letter reporting marriage. (See Article 14.)

Sir,—I have the honour to report my marriage on the 19 . . . to A certified copy of the register of our marriage is herewith transmitted. I was born on the My wife was born on the

FORM (D) of a letter reporting the birth of a child. (See Articles 14, 15 and 18.)

Sir,—I have the honour to report the birth to me of a son (daughter) on the and I request that the name may be entered in the pension register kept under the Regulations of the Indian Military Widows' and Orphans' Fund.

FORM (E) Report of death. (See Article 14.)

Sir,—I have the honour to report the decease on the of my son (daughter) born on the (or of my wife.)

Form (F) of Application for the Commuted Value of the Pension of a Male orphan over 16 years of age. (*See Article 22.*)

Form (G). Medical Certificate to be furnished by Mother or Guardian applying for commutation of a Male Orphan's Pension. (*See Article 22.*)

Form (H) Mother's or Guardian's Receipt for Commuted Value of a Male Orphan's Pension. (*See Article 22.*)

Form (J) Certificate of Health. (*See Articles 5, 15, 16 and Appendix.*)

ARMY REGULATIONS, INDIA.

VOL. II.—REGULATIONS AND ORDERS FOR THE ARMY.

209. Political matters.—Officers and soldiers of the regular army in India are forbidden to take part in, (or institute any meetings,) demonstrations, or processions for party or political purposes. They are also forbidden to belong to or subscribe in aid of any political association or movement.

222. Observance of religious customs.—The religious customs and prejudices of Indians will be respected. Officers will take special care that no act of theirs, or their subordinates, violates the sanctity of any place held sacred by Indians.

423. Where hot weather appliances are authorized for the following buildings (see A.R.I., Vol. XII), establishments for working them are provided at the public expense for such periods as may be considered necessary by the medical authorities and these are notified in station orders —

14. Prayer rooms

(b) Other Buildings.

427. Serious illness to be reported.—When a patient becomes seriously ill the O.C. hospital will at once inform the unit commander (giving such particulars as it may be necessary to send to relatives) and the chaplain, (in the case of Christian patients) by letter

16. ECCLESIASTICAL.

526. General.—Chaplains of the Indian establishment are not subject to direct military authority; the wishes of the station commander will be conveyed to them personally or by letter, and not as an order.

527. Ranks.—Chaplains accompanying a force on field service, or at manœuvres, or attached to troops at large concentrations, shall rank as follows:—

Chaplains with 7 years' service or less	.. As Captains.
Chaplains with over 7 and up to 12 years' service	As Majors.
Chaplains with over 12 and up to 16 years' service	As Lieut.-Colonels.
Chaplains with over 16 years' service	.. As Colonels.

The word 'Service' in this paragraph means the Service which regulates a Chaplain's standing in his own Department.

528. Religious books.—Indents for bibles, prayer and hymn books will be submitted in accordance with I A F. Z.-2000.

529. Duties.—The chaplain of a station will regularly visit the military prison or detention barrack and hold one or more weekly services for the religious instruction of the soldiers under sentence and will send to the station commander an annual report thereon. Soldiers of any denomination under sentence may be ministered to by chaplains of their own faith.

530. Capitation returns.—When capitation allowance is admissible the station staff officer will, on application, furnish any chaplain ministering to the troops, with a monthly certificate showing the number of officers and men of his denomination present in garrison.

531. Parade services.—The orders regarding divine service and chaplains contained in the K.R. are applicable to British troops and Indian

Christians. The hours for parade services will be fixed by the station commander in communication with the several chaplains or ministers.

British troops will be marched to church with arms. Every encouragement and facility will be given to soldiers who wish to attend the Holy Communion and the station commander may excuse men certified by the chaplain as present at early celebration of Holy Communion from the parade service. Men wishing to attend the Holy Communion after the parade service will be allowed to remain in their seats in church. They will return to barracks independently, report themselves and hand in their ammunition. No band shall play during service within 300 yards of any place of worship.

532. Stations without chaplains.—At stations where there is no church or chaplain, divine service will be held under the orders of the station commander in any suitable government building.

532a. Cemeteries and churches.—Rules for the care of government cemeteries; the levy of grave and ecclesiastical fees, the building of churches, and the supply of church furniture, are contained in Ecclesiastical Rules published by the Education Department of the Government of India.

533. Scripture reading rooms.—The Harrington prayer rooms are available to soldiers of all Christian denominations, and may be used for the delivery of addresses, for meetings and occasionally for purposes of a semi-religious character, but not for purely social purposes.

The prayer rooms at the various stations will be under the general supervision of the Soldiers' Christian Association in India, through its travelling secretary. They will, however, be controlled locally by the station commander who will arrange to have them administered by a committee of management which will consist of:—

(i) the chaplains of the various denominations, who will be *ex-officio* members, and

(ii) not less than 3, or more than 5 officers or soldiers, of the various denominations, who may be willing to serve on the committee.

These will be elected by those using the prayer rooms.

In no case will the chaplains form a majority on the committee.

The president and the secretary will be elected by the committee, subject to the approval of the station commander, and on condition that the president is either an officer or a chaplain.

The committee will be responsible to the station commander for the proper administration of the prayer rooms, and will maintain a record of the minutes of their meetings which shall be submitted quarterly to the station commander for his inspection. They will see that the rooms are not used for purposes for which they are not intended, and that the buildings, furniture and appurtenances are kept in order. They will also arrange, with the approval of the station commander, a time-table showing the days on which, and the hours at which, meetings will be held in the rooms, and the character of the meetings. The respective denominations may, if required, have the exclusive use of the rooms on the occasions set apart for their own meetings.

The station commander will be responsible for the provision and maintenance of furniture, equipment and supplies as are authorised by Government.

A copy of this regulation will be hung up in every prayer room.

4. MILITARY FUNERALS AND CEMETERIES.

660. British personnel of the R.I. Marine.—Military funerals will be accorded in India to British officers and other ranks of the Royal Indian Marine who at the time of death were on the active list, and were not serving with the Royal Navy.

661. Officers of an allied power.—A naval or military officer of an allied power will be accorded a military funeral, if so desired.

902. Funerals of civilians.—When the funeral of an important civil person takes place, the troops in the station will line the road to the cemetery, and officers on duty will attend. Minute guns will be fired as laid down in the K.R.

903. Gun-carriages.—A gun carriage may, at the discretion of the station commander, be supplied when no suitable conveyance for the coffin of a deceased officer is procurable.

904. Burial of Roman Catholics.—At stations where a R C Priest draws an allowance from the State he will read the burial service over every deceased R C soldier, unless excused from doing so by the canons of the R C church. Where there is no R C priest paid by the State, the protestant chaplain will, if requested, bury the deceased with the rites of the Church of England, unless he died unbaptized (even by lay baptism), ex-communicated by the major ex communication, or is declared to be *felo de se*, but no protestant chaplain can be called upon to bury a R C to whom his own church has refused burial.

When a R C priest, or a government chaplain refuses to bury a deceased R C soldier, the burial service of the Church of England will be read over the body by an officer of the unit to which the deceased belonged, and the circumstances will be fully reported to the Government of India.

Vol. VI.—MEDICAL

67. Gratuitous medical attendance includes —

- (a) the professional advice and care during sickness or injury afforded by the appointed medical attendant who may call in for consultation (which shall be free of all charge) any medical officer paid by Government who may happen to be in the same station at the time,
- (b) the free supply of such authorised medicines and appliances as may be considered necessary and are available from —
 - (i) a military hospital or dispensary, if ordered by an authorised medical attendant in military employ or his *locum tenens*
 - (ii) a State-aided civil dispensary, or ordered by an authorised medical attendant in civil employ or his *locum tenens*
- (c) the free supply of such medical comforts as are considered necessary by the medical attendant,
- (d) ordinary nursing provided in a military hospital by the hospital staff, or special nursing provided in or out of hospital by the engagement of a private nurse or nurses

NOTE II —Persons who are authorised to receive gratuitous medical attendance are entitled to it whether at their own or at another station, and whether on duty or on leave, by any medical officer paid by Government who may be stationed at the place.

NOTE III —The appointed medical attendant will at all times, if desired, afford medical aid in cases of child birth to the wives of persons whose families are not entitled to admission into a military hospital, but are entitled to medical attendance.

NOTE IV —If a person authorised to receive gratuitous medical attendance calls in any medical officer except the one provided by Government, the usual fees may be claimed by the medical officer so called in.

67a. The following classes are entitled to gratuitous medical attendance to the extent noted —

VI. At their quarters only

- (i) Cantonment Magistrates and Chaplains and their families * Items (a) and (b).

* To the enquiry whether the attendance of Government Medical officers could be claimed for the family of a Chaplain while separated from him in the Hills, the Government referred to the Order of 18th January, 1855 republished in para. 8 of Resolution of 25th September, 1857, "under

Vol. VII.—DRESS.

CHAPLAINS.

228.* The uniform particularised below is that authorised to be worn by chaplains of all denominations when on field service. The wearing of this uniform by chaplains other than chaplains of the Churches of England and Scotland and of the Wesleyan Church will be optional.

Scarf.—Black silk, $7\frac{1}{2}$ inches in width. The monogram "C.F.," with the Crown above, in gold embroidery at the ends.

Helmet.—Wolsley pattern, khaki, with khaki pagri and brown leather chinstrap.

Forage Cap.—Universal officers' drab service dress pattern, with black leather chinstrap and black buttons. Chaplains with relative rank as Colonels wear a black cloth forage cap (with drab or khaki cover) with band and welts of purple cloth, and with one row of black oakleaf embroidery on the lower edge of the peak.*

Badge (for wear on both caps) in black metal, a cross patée on a plain metal tablet surmounted by a crown.

Jacket.—Serge or drill; universal officers' pattern, worn with a white collar and black clerical stock or khaki shirt with soft collar and black tie. Shoulder straps of same material as the jacket, with badges of rank and shoulder title "Chaplains" in black metal. Badges of rank in black metal on the shoulder straps. Shoulder title "Chaplain" in black metal.

Gorget Patches.—Worn with serge or drill jacket by chaplains with relative rank as Colonels only.

Purple cloth with a line of purple silk gimp down the centre and a small gorget button $\frac{3}{4}$ -inch from the point

Buttons.—Black metal, with device as for cap badge.

Belt.—"Sam Browne," brown leather, without sword frog or sword.

Trousers

or

Breeches,

Puttees

or

Leggings.

Boots.—Brown. Ankle or brown field boots may be worn.

Great coat

or (at option),

Coat warm.

} Service dress pattern.

} Universal officers' pattern, buttons as for serge jacket.

Vol. X.—PASSAGES.

2. (a) Warrants will be issued for all movements to and from field service.

4. The following individuals are authorized to issue passage warrants and credit notes. They will be responsible for the safe custody, of the forms issued to them, and liable to pay any charge arising from their theft and fraudulent use. Each warrant or credit note must be stamped before issue with the office seal, and if issued on account of any special service or expedition, this must be endorsed thereon in red ink :—

which the families of Chaplains and Assistant Chaplains wherever they may be in India, are clearly entitled to be attended gratuitously by the Medical Officers of Government." [Government of India, Home Department, No. 1070, dated 30th June, 1864.]

* As amended by A. I.s (1), Nos. 399 and 994 of 1923. The device of the Cap badge and of the buttons have been approved by H.M. The King, vide *Gazette of India*, Army Department, Notification No. 534, dated the 24th April, 1925. Ed.

† The wearing of the Scarf by chaplains will be subject to the permission of their own ecclesiastical authority. •

Persons authorized to issue.	To what extent.
<i>By sea.</i>	
Q.M.G., India, D.A.G., G.Os.C. Divisions and independent bdes., and officers commanding at ports of embarkation.	For individuals and animals.
<i>By rail, river and road.</i>	
All officers of Army, and Command Hdqrs. District, Brigade and Station Staffs.	For themselves and all ranks serving under them, animals and stores. Also for all individuals, animals and stores, not specified in this para. but authorized to travel on warrant or credit note.

15. Transport expenses.—Officers will defray their embarking and disembarking expenses, but may be allowed the benefit of any arrangements made for the troops they may accompany.

29. TRAVELLING ALLOWANCES.

NOT-ENTITLED PASSAGES.

44. (a) When accommodation is available on Indian Service transports or R.I.M. vessels, not-entitled passages as indicated below may be granted by the D.R.I.M., the Q.M.G. in India, and such authorities as may be laid down from time to time by Army Headquarters.* They will be restricted to one passage in three years unless spare berths are available. If spare berths are available, individuals who have received passages within three years may be considered in the same order of precedence, but after all others. Passages for officers of the R.I.M. will be similarly allotted according to their relative rank. Families of officers who die in the service will be granted not-entitled passages on their first voyage, irrespective of the period that may have elapsed since the death of the officer.

(b) Officers and other ranks may be granted not-entitled passages in R.I.M. vessels for round trips, when their circumstances render the concession desirable, and when a medical board has recommended such passage to be necessary for their health; also passage may be granted to a member of their family or an attendant recommended by the medical board to accompany. But families, when not accompanied by the head of the family, will only be granted not-entitled passages when proceeding to join the latter, or when proceeding to a port within Indian limits to embark for the U.K. in a government ship or hired transport.

(c) All applications for not-entitled passages authorised in Appx. X., should be on I.A.F., T-1727.

Appendix X enumerates the categories of those eligible for such passage, the order of precedence in that appendix gives the normal priority of each category. The authorities entitled to allot passages will do so in accordance with their view of the urgency of the case, such urgency depending as a rule on the financial condition and juniority of the applicant within each category; at the same time the authority is permitted to depart from the order of priority in special cases.

CHAPLAINS.

45. Chaplains on the Home-Indian service transports are appointed by the home authorities. A Presbyterian chaplain specially appointed by the

* Not-entitled passages are granted by Commands. Ed.

S. of S. for duty with troops on the outward voyage may be granted a free return passage to the U.K. on condition that his services are available for duty if required. He should ordinarily return by the same transport in which he came to India. In the case of R.I.M. vessels or hired transports engaged in India and conveying British troops to the U.K. or the colonies, the O.C. at the port of sailing will grant a free passage to a Church of England chaplain, and also to a Presbyterian or Wesleyan chaplain and a Roman Catholic priest when not less than 300 individuals (including women and children) of their respective denominations are embarked, in return for their services during the voyage. Chaplains so embarked will have no claim to return passage, but if the vessel is returning at once to India with troops, they may return thereby under the same conditions.

49. Chaplains of all denominations proceeding on or returning from field service receive passage under para. 103, on other occasions they draw travelling allowances under the C.S. Regulations.

4
AUTHORIZED SCALES OF SERVANTS AND ATTENDANTS, CHARGERS,
BAGGAGE, TENTAGE AND STORES

103. All units and individuals proceeding on or returning from field service will be allowed carriage by river, road and rail for the scales of servants, horses, tents, and baggage, laid down in the F.S. Manuals. When proceeding by sea all ranks may be allowed half the permanent duty sea scale. All ranks will be booked by warrant.

If, however, it is probable they will be detained at an intermediate station, despatching officers can at their discretion grant the temporary duty scale thereto, the field service scales only applying from the station from which they actually proceed on service.

If detained for permanent duty after the termination of field operations, or transferred to another station on or before the termination of such operations, free conveyance for the difference between the field service and ordinary scales of baggage and servants may then be given from the station from which the individual started on field service, or any other station not involving additional expense.

104. All ranks will be allowed free passage for servants, baggage and tentage, on the undermentioned scale, when travelling on warrant —

MOVING BY SEA, RAIL, AND
RIVER, WITHIN INDIAN LIMITS
OR TO OR FROM STATIONS
"BEYOND SEA."

CLASS	PERMANENT DUTY.		TEMPORARY AND INSPECTION DUTY.	
	Servants.	Baggage and tentage.	Servants.	Baggage.
1	2	3	4	5
British.	No.	Mds.	No.	Mds.
Colonel	4	15	2	7
Lieutenant-Colonel	4	15	2	7
Major	4	15	2	7
Captain	3	10	2	5

112(c). A chaplain will be given a separate cabin of the smallest size available.

CHAPTER II.

MESSING RATES.

113. The following messing charges, for each day on which dinner is served on board, will be paid by those travelling as entitled or not-entitled passengers on Indian service. Those travelling on Imperial service come under the rules contained in the W.O.A. Regs. :—

CLASSES.	SCALE I.	SCALE II.	SCALE III.	SCALE IV.	SCALE V.	SCALE VI.
	APPLICABLE TO ALL IMPERIAL VESSELS AND HIRED TRANSPORT MOVING BETWEEN INDIA AND EUROPE		APPLICABLE TO ALL VOYAGES IN R.I.M. VESSELS BETWEEN INDIA AND EUROPE		APPLICABLE TO ALL OTHER VOYAGES ON SEA- GOING VESSELS • AND RIVER STEAMERS	
	Entitled	Not entitled.	Entitled	Not entitled	Entitled	Not entitled.
	s d	s d	Rs A P	Rs A P	Rs A P	Rs. A P.
All other officers ..	Free	7 6	Free	4 12 0	1 12 6	4 12 0
Wives and daughters over 16 years	7 6	7 6	3 9 0	3 9 0	3 9 0	3 9 0
Sons over 16 years	7 6	7 6	4 12 0	4 12 0	4 12 0	4 12 0
Children over 7, and under 16 years	5 0	5 0	2 6 0	2 6 0	2 6 0	2 6 0
Children over one and under 7 years	3 6	3 6	1 12 6	1 12 6	1 12 6	1 12 6
Children under one year	Free	Free	Free	Free	Free	Free

114. Messing charges will be paid in the following manner —

When proceeding by any Government vessel or hired transport

Messing charges for the actual period during which messing has been provided will be recovered by the ship's authorities at the end of the voyage for all classes of passengers not entitled to free messing. Messing charges recovered from 3rd class passengers will be credited to Government by the ship's authorities.

When proceeding by private steamer or freight ship

Messing contributions, where recoverable, will be paid before embarkation. As regards passages between the U.K. and India (including Aden and Burma), such charges will be made for the periods specified in para 10. As regards all other passages the period for which charges at the appropriate rates will be made will be that of the schedule time advertised by the steamship company for the particular voyage in question.

In the case of passages from the U.K., the necessary recovery will be made by the War Office. In the case of all other passages the embarkation authorities at the port will, as soon as the passage is allotted, obtain payment of the amount due, credit the same to Government and complete the certificate on the passage requisition (I.A.F., T.-1724).

120. **Baggage, General rules.**—The rules contained in the K.R. in respect of the shipment of baggage will apply, with the following modifications, to all voyages from India or within Indian limits in Government vessels or hired transports.

124. **Baggage of individuals.**—In the case of individuals proceeding by

Government or hired transport from Bombay or Karachi, their heavy baggage must be delivered at the Ballard Pier or Keamari as the case may be, two days before the sailing of the vessel, to admit of its being measured, weighed, and registered by the embarking officer before shipment.

125. Rejection of baggage, etc.—The embarking officer may reject any baggage which exceeds the regulation weight or measurement, or which is not delivered within the prescribed time, and no baggage will be shipped without his permission in writing.

126. Damage or loss of baggage.—Government accepts no responsibility for damage or loss of private baggage nor of the military baggage of not-entitled passengers. The insurance of such baggage therefore rests solely with the passenger. Compensation for loss of military baggage is dealt with in A.R.I., Vol. I.

127. Baggage unaccompanied by owners, and parcels.—The O.C. at the port of embarkation may sanction the despatch by a Government or hired transport of any regulation baggage unavoidably left in India on the departure of the officers or of baggage specially allowed to be embarked in other cases. Edibles may not be shipped without the consent of the ship's commander.

The baggage so shipped must comply with existing regulations as regards size of packages, etc., and the amount shipped by any individual will not ordinarily exceed two-thirds of the scale laid down in para. 104.

This baggage will be entered on I.A.F. T-1729 in triplicate which will be forwarded to the O.C. at the port of embarkation.

EMBARKATION.

128. General rules.—The orders contained in the K.R. relating to the duties of embarking officers, and the embarkation of troops and their families at other than home ports, will apply, with the following additions, to all embarkations of British troops leaving India for the U.K. or the colonies. They will also apply, except in respect of reports and other matters hereinafter dealt with, to other voyages within or beyond Indian limits.

132. Medical examination and certificates.—All officers whether travelling with troops or singly, troops, families, civilians, and any individuals travelling independently of a unit or draft, will be medically examined before leaving their stations. All individuals and small parties of less than 10 will furnish a medical certificate on I.A.F. M-1240 to the embarking medical officer on duty at the port. In cases where more than three days have elapsed from the date of signature of I.A.F. M-1240, it will be incumbent on the individual to have it endorsed by a Government medical officer not more than three days before embarkation. If this cannot be done, the individual will be re-examined at the port before embarkation. Failure to produce I.A.F. M-1240 at the port of embarkation may lead to loss of passage. Troops and their families accompanying them will be examined before leaving their original station and re-examined the day before embarkation, in order that any individuals showing symptoms of infectious or contagious disease may be left behind.

No officer's or soldier's wife within three months for her confinement is to be returned as medically fit for embarkation. In the case of an officer's wife, a written statement on this point from the lady or her husband may be accepted by the medical officer.

Any individual who does not show satisfactory marks of successful vaccination or re-vaccination, or bear marks of small-pox, or who cannot produce satisfactory evidence of unsuccessful vaccination may be refused passage by a Government ship or hired transport.

140. Dogs and Birds.—Not more than eight dogs should be embarked in any vessel conveying troops. Those who wish to embark dogs for the U.K. will be responsible for obtaining the required license from the Board of Agriculture before the dogs can be allowed to land. Birds may be embarked at the discretion of the O.C. at the port of embarkation.

GENERAL RAILWAY RULES.

186. Through bookings.—All military passengers should be booked through to destination, and given warrants for the entire journey, as well as for the return journey if required, before leaving their original stations. Proposed breaks of journey can also be entered on the warrant, but journeys on one warrant must be completed within the railway time allowance of 24 hours per 100 miles or part of 100 miles travelled, added to the ordinary through timing.

189. Alteration of warrants.—Warrants should ordinarily only be altered under the signature of the issuing officers, but where this is impossible, the O.C. the troops should make the required alteration, and report their nature, and the reasons for the same, to the issuing officer for correction of the counterfoil warrant, and communication to the C.M.S. Accts.

Appendix X.—Non-entitled Passages.—The order of precedence for first class not-entitled passengers is rearranged as follows:—

(i) to (xiv)

(xiii) Families of chaplains doing duty on board ship, when they can be accommodated in the same cabin as the chaplain

(xiv) Chaplains below the rank of senior chaplain, who minister to the troops in India, and their families: in the case of those not actually ministering to the troops at the time of application, they must have done at least three years with troops since last receiving a not-entitled passage

(xv) Families of chaplains doing duty on board ship who cannot be accommodated in the same cabin as the Chaplain

(xvi) to (xxii)

Vol. XII. Appendix V.—ACCOMMODATION—GENERAL.

Item No.	Buildings.	Length. Ft.	Breadth. Ft.	Height. Ft.	Plinth area approximate. Sq. ft.	Remarks.	Type plan and series
32	PRAYER ROOM.						
	(1) For a battalion of infantry or its equivalent in the plains.						
	Main room ..	40	18	20	2,050	For a British Cavalry Regiment drawing of a battalion, the length of the main room will be 24'. For a battery or company R.A. extra, it will be increased 10' in length, and for each additional battery or company it will be increased 5' in length. For 2 battalions the main room will be 60' long. Punkhas and peg racks are authorized.	
	2 side rooms ..	14	8	12			
	Porch ..	10	10	12			

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Item No.	Buildings.	Length.	Breadth.	Height.	Plinth area approximate.	Remarks.	Type plan and series.
	(ii) For a battalion of infantry or its equivalent in the hills.	Ft.	Ft.	Ft.	Sq. ft.		
	Main room ..	30	14	12	1,580	For a wing the main room will only be 18' long. For a battery the main room will be increased $\frac{1}{2}$, and for each additional battery $\frac{1}{4}$ the length allowed for a battalion.	42 B.I. modified.
	2 side rooms ..	14	10	12			
	Porch ..	10	10	9			

NOTE

ON THE RELATION OF THE FUNDAMENTAL RULES TO THE CIVIL SERVICE REGULATIONS.

1. From the 1st January 1922, when they came into force, the Fundamental Rules replaced the substantive rules in the Civil Service Regulations, *except in respect of pensions only*. Rules framed under the Fundamental Rules replace most of the adjective rules relating to leave contained in the Civil Service Regulations. In the extracts from the Civil Service Regulations given in Chapter 4 below the cross references to the Fundamental Rules are given as footnotes.

2. Each local Government is empowered by the Fundamental Rules to make and issue Subsidiary Rules, which are applicable to Government servants under the local Government's administrative control, while the Government of India has similarly made Supplementary Rules, applicable to Government servants employed under their own administrative control and under minor local Governments. As it is not possible to give the Supplementary Rules and the Subsidiary Rules of each local Government in this Hand-book, Chaplains will realise the necessity of being possessed of the Subsidiary Rules of their local Government or of the Supplementary Rules, as the case may be. See F.R. 2, 5 and 6. *Ed.*

CHAPTER III.

FUNDAMENTAL RULES

Made by the Secretary of State in Council under section 96 B of the Government of India Act.

PART I.

CHAPTER I.—EXTENT OF APPLICATION.

1. These rules may be called the Fundamental rules. They shall come into force with effect from the 1st January, 1922.

2. The Fundamental rules apply, subject to the provisions of Rule 3, to all Government servants whose pay is debitable to civil estimates in India, and to any other class of Government servants in India to which the Secretary of State in Council may by general or special order declare them to be applicable. In relation to services under its administrative control, other than all-India services, a local Government may make rules modifying or replacing any of the Fundamental rules; provided that:—

(a) No such rule shall adversely affect any person who is in Government service at the time when the Fundamental rules come into force, and

(b) any such rule which grants any privilege or concession not admissible under the terms of the Fundamental rules, or of the Civil Service Regulations as they stand at the time when the Fundamental rules are introduced, shall require the sanction of the Secretary of State in Council.

3. Unless in any case it be otherwise distinctly provided by or under these rules, these rules do not apply to Government servants whose conditions of service are governed by Army or Marine Regulations.

4. The powers specifically granted by these rules to local Governments may be exercised by them in relation to those Government servants only who are under their administrative control. These powers may be exercised by the Governor-General in Council in respect of all other Government servants, and may be delegated by him, without regard to the limitations of Rule 6 and subject to any conditions which he may think fit to impose, to a Chief Commissioner.

5. The power to make rules or general orders conferred upon local Governments by any of these rules shall be exercised after consideration by the Governor with his executive council and ministers sitting together, but the rules and orders so made shall be made by the Governor in Council or by the Governor and Ministers, according as the service affected is attached to a department dealing with reserved or a department dealing with transferred subjects. In the case of services performing duties both in a department dealing with reserved and in a department dealing with transferred subjects, the Governor shall decide by which authority the rules shall be made.

6. A local Government may delegate to any of its officers, subject to any conditions which it may think fit to impose, any power conferred upon it by these rules with the following exceptions:—

(a) All powers to make rules;

(b) the other powers conferred by Rules 6, 9 (6) (b), 44, 45, 83, 119, 121 and 127 (c), and by the exception under Rule 30.

7. No powers may be exercised or delegated under these rules except after consultation with the 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, and to require that its

opinion on any matter on which it has been consulted shall be submitted to the Governor by the consulting department.

3. The power of interpreting these rules is reserved to the Governor-General in Council.

CHAPTER II.—DEFINITIONS.

9. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense here explained :—

- (1) *The Act* means the Government of India Act.
- (2) *Average pay* means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
- (4) *Cadre* means the sanctioned strength of a service or of an establishment.
- (5) *Compensatory allowance* means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.
- (6) *Duty*.—(a) Duty includes :—
 - (i) Service as a probationer or apprentice, provided that such service is followed by confirmation.
 - (ii) Joining time.
- (b) A local Government may issue orders declaring that, in circumstances similar to those mentioned below, a Government servant may be treated as on duty. :—
 - (i) During a course of instruction or training.
 - (ii) In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a university, college or school, during the interval between the satisfactory completion of the course and his assumption of duties.
 - (iii) During preparation for an examination in any oriental language.
 - (iv) On the first arrival in India of Government servants appointed in England who do not, before they report themselves at the seat of the local Government concerned, receive orders to take charge of a specified post, during the interval between the date of such report and the date on which they take charge of their duties.
- (9) *Honorarium* means a non-recurring payment made to a Government servant in return for specified service rendered.
- (10) *Joining time* means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted.
- (11) *Leave on average (or half or quarter average) pay* means leave on leave salary equal to average (or half or quarter average) pay, as regulated by Rules 89 and 90.
- (12) *Leave-salary* means the monthly amount paid by Government to a Government servant on leave.
- (13) *Lien* means the title of a Government servant to return in a substantive capacity to a permanent post to which he has been appointed substantively.
- (14) *Local fund* means—
 - (a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and
 - (b) the revenues of any body which may be specially notified by the Governor-General in Council as such.
- (15) *Local Government*, for the purposes of these rules, does not include a Chief Commissioner.

- (18) *Month* means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- (19) *Officiate*.—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A local Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.
- (20) *Overseas pay* means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile.
- (21) *Pay* means the amount drawn monthly by a Government servant as—
- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and
 - (ii) overseas pay, technical pay, special pay and personal pay, and
 - (iii) any other emoluments which may be specially classed as pay by the Governor-General in Council.
- (22) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time
- (25) *Special pay* means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of—
- (a) the specially arduous nature of the duties; or
 - (b) a specific addition to the work or responsibility; or
 - (c) the unhealthiness of the locality in which the work is performed.
- (27) *Subsistence grant* means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary
- (28) *Substantive pay* means the pay, other than special pay or pay granted in view of personal qualifications, which a Government servant draws on account of a post which he holds substantively or by reason of his substantive position in a cadre.
- (31) *Time-scale pay* means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive
- (32) *Travelling allowance* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service. It includes allowances granted for the maintenance of conveyances, horses and tents.

PART II.

CHAPTER III.—GENERAL CONDITIONS OF SERVICE.

10. Except as provided by this rule, no person may be substantively appointed in India to a permanent post in Government service without a medical certificate of health, which must be affixed to his first pay bill. A local Government may make rules prescribing the form in which medical certificates should be prepared, and the particular medical or other officers by whom they should be signed. It may, in individual cases, dispense with the production of a certificate, and may by general order exempt any specified class of Government servants from the operation of this rule.

11. Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from general revenues, from a local fund or from the revenues of an Indian State.

12. (a) Two or more Government servants cannot be appointed substantively to the same permanent post at the same time.

(b) A Government servant cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

(c) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

14. Unless his lien is formally transferred or suspended by the local Government, a Government servant holding substantively a permanent post retains a lien on that post or on a post of the same character in the same cadre,—

(a) subject to the exception in Rule 97, while on leave;

(b) while on foreign service or holding a temporary post or officiating in another post;

(c) during joining-time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post; and

(d) while under suspension.

NOTE.—In the case of a chaplain, the acceptance during leave of a benefice in the United Kingdom is not acceptance of foreign service for the purpose of sub-clause (b) above.

15. A Government servant shall not, save in cases 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.

16. A Government servant may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as the Secretary of State in Council may by order prescribe.

17. Subject to any exceptions specifically made in these rules, an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties.

18. After five years' continuous absence from duty, elsewhere than on foreign service in India, whether with or without leave, a Government servant ceases to be in Government employ.

PART III.

CHAPTER IV.—PAY.

20. When a Government servant is treated as on duty under Rule 9 (6) (b) above, the local Government may, if it thinks fit, by general or special order reduce the amount of his pay and allowances.

21. **Time-scale Pay.**—Rules 22 to 29 inclusive and Rule 32 apply to time-scales of pay generally. They do not, however, apply to any time-scale sanctioned by the Secretary of State in Council in so far as they are inconsistent with terms specially so sanctioned for such time-scale.

22. When a Government servant is appointed substantively to a post on a time-scale of pay;—

(a) (i) if he has not previously officiated in the post, or

(ii) if he has officiated in it but his present substantive pay exceeds the pay which he last drew in it, he will draw as initial pay the pay of the stage in the time-scale next above his present substantive pay, if any, and will draw increments after the periods usually required; and

(b) if he has previously officiated in the post, but his present substantive pay does not exceed the pay which he drew when last officiating, he will draw initial pay equal to that pay, and will count for increment in that stage the period during which he was drawing the said pay.

23. The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay; provided that he

may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final.

24. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by a local Government, or by any authority to whom the local Government may delegate this power under Rule, 6, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

25. The following provisions prescribe the conditions on which service counts for increments in a time scale —

- (a) All duty in a post to which a time-scale applies counts for increments in that time-scale.
- (b) Officiating service in another post, service in a temporary post and leave other than extraordinary leave count for increments in the time-scale applicable to the post on which the Government servant concerned holds a lien.

27. An authority may grant a premature increment to a Government servant on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay.

28. The authority which orders the transfer of a Government servant as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.

29. If a Government servant, who has been reduced to a lower grade or post on account of misconduct or inefficiency, is subsequently promoted or reinstated, his previous service in the grade or post from which he was reduced counts for increments unless the authority promoting or reinstating him declares that it shall not so count either in whole or in part.

42. **Subsistence Grants.**—A local Government may make a subsistence grant to a Government servant in the following circumstances

- (a) To any Government servant other than a military officer, while under suspension.
- (b) To any Government servant appointed in the United Kingdom, up to a maximum of two months, if, on first arrival in India, he is prevented by illness from proceeding to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct.

43. The amount of subsistence grant shall be regulated as follows —

- (a) In the case of—
 - (i) a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules; or
 - (ii) any other Government servant receiving subsistence grant under Rule 42 (b),
 - it shall be such as the Secretary of State in Council may by general order prescribe.
- (b) In the case of any Government servant under suspension, other than a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, it shall be such as the suspending authority may direct, but shall in no case exceed one-fourth of the pay of the suspended Government servant.

CHAPTER V — ADDITIONS TO PAY.

44. **Compensatory allowances.**—Subject to any restrictions which the Secretary of State in Council may by order impose upon the powers of the Governor-General in Council or the Governor in Council, as the case may

be, and to the general rule that the amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, a local Government may grant such allowances to any Government servant under its control, and may make rules prescribing their amounts and the conditions under which they may be drawn.

NOTE.—Compensatory allowance does not include the grant of a free passage to or from the United Kingdom, which requires the general or special sanction of the Secretary of State in Council; nor, for the purpose of this rule, does it include a sumptuary allowance.

***45. Provision of Residences.**—When Government supplies a Government servant with a residence leased, acquired or constructed at Government expense, the following conditions shall be observed:—

- (a) The scale of accommodation supplied shall not exceed that which is appropriate to the status of the occupant.
- (b) Save in the circumstances mentioned in clause (e) below, the occupant shall pay rent for the residence, and such rent shall not exceed the standard rent which the local Government may fix for the residence, or 10 per cent. of the occupant's emoluments, whichever is less. Emoluments, for the purpose of this rule, include compensatory allowance other than travelling allowance, whether drawn from general revenues or from a local fund, and pension, if the occupant is in receipt of pension.

NOTE.—The standard rent shall be calculated as follows:—

- (i) In the case of leased residences, it shall be the sum paid to the lessor, plus such allowance for maintenance and repairs, if these are a charge on the local Government, as the latter may fix.
- (ii) In the case of residences acquired or constructed by Government, it shall be calculated on the cost of acquiring or constructing the residence, including any capital expenditure incurred after acquisition or construction, together with the cost or assessed value of the site, and shall be a percentage of its cost equal to the rate of interest at which Government is borrowing money in the open market at the time of acquisition or construction, plus such allowance for maintenance and repairs as the local Government may fix.
- (c) Nothing contained in clause (b) above shall operate to prevent a local Government from—
 - (i) taking in any particular area a uniform percentage of emoluments, not exceeding 10 per cent., as rent from each Government servant supplied with a residence; provided that, if the uniform percentage taken is less than 10 per cent., the total amount of the standard rent fixed for all residences supplied in that area is thereby recovered; or
 - (ii) taking from any Government servant, who is in receipt of a compensatory allowance granted on account of deafness of living, a rent in excess of 10 per cent. of his emoluments.
- (e) A local Government may, in very special circumstances for reasons which should be recorded, waive or reduce the amount of rent to be recovered, or grant rent-free accommodation to Government servants who are required to occupy particular houses in order to ensure the proper performance of their duties.
- (f) The limit of 10 per cent. prescribed under clause (b) and the uniform percentage of emoluments mentioned in clause (c) above have reference to the rent of the building only. Adequate additional rent should be charged for furniture, water-supply and sanitary, heating and electric installations, if these

* The Governor General in Council has decided under F.R. 8 that F.R. 45 applies to Government servants on leave, and that in such cases the officers on leave are liable for the full assessed rent subject to the 10 per cent. limit. Government of India, Finance Department, No. F-259-C.S.R.-24, dated Delhi, the 3rd January, 1925. En.

are supplied. Such charges should not be forgone, except in very special circumstances, for reasons which should be recorded.

46. Honoraria.—A Government servant may be granted an honorarium from general revenues, or permitted to receive an honorarium or a recurring or non-recurring fee from a private person or body, or from a public body, including a body administering a local fund, or from an Indian State, in return for work performed either within or outside the course of his ordinary duties, when the work is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward. The reasons for the grant of the honorarium or fee shall be recorded in writing by the sanctioning authority.

47. A local Government may make rules fixing the amounts which may be sanctioned as honoraria or fees by the authorities subordinate to it, and specifying the conditions under which they may be granted or accepted.

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

CHAPTER VI.—COMBINATION OF APPOINTMENTS.

49. A local Government may appoint one Government servant to hold substantively, as a temporary measure, or to officiate in, two or more independent posts at one time. In such cases his pay is regulated as follows;—

- (a) The highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post;
- (b) for each other post he draws such reasonable pay, in no case exceeding half the presumptive pay of the post, as the local Government may fix; and
- (c) if a compensatory allowance is attached to one or more of the posts, he draws such compensatory allowance as the local Government may fix, provided that such allowance shall not exceed the total of the compensatory allowances attached to all the posts.

CHAPTER VIII.—DISMISSAL AND SUSPENSION.

52. The pay and allowances of a Government servant who is dismissed from service cease from the date of such dismissal.

53. A Government servant under suspension is entitled to the following payments:—

- (a) If a military officer in civil employ, to the pay and allowances of his military rank.
- (b) In any other case, to subsistence grant.

54. When the suspension of a Government servant as a penalty for misconduct is, upon re-consideration or appeal, held to have been unjustifiable or not wholly justifiable; or

when a Government servant dismissed or suspended pending enquiry into alleged misconduct is, upon re-consideration or appeal, reinstated;—the revising or appellate authority may grant to him for the period of his absence from duty—

- (a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or suspension; or
- (b) if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe.

In a case falling under clause (a), the period of suspension or dismissal will be treated as a period spent on duty. In a case falling under clause (b), it will not be treated as a period spent on duty unless the revising or appellate authority so direct.

55. Leave may not be granted to a Government servant under suspension.

CHAPTER IX.—COMPULSORY RETIREMENT AND RESIGNATION OF OFFICE.

56. (a) Except as otherwise provided in this rule, a Government servant, other than a ministerial servant, is required to retire on attaining the age of 55 years. He may be retained in service after that age with the sanction of the local Government on public grounds, which must be recorded in writing; but he must not be retained after the age of 60 years except in very special circumstances.

PART IV.

CHAPTER X.—LEAVE.*

Section I.—*Extent of Application*

57. Unless in any case it be otherwise distinctly provided in section VI of this chapter, the rules in sections I to V of this chapter apply to all Government servants to whom the Fundamental rules as a whole apply; provided that it shall be open to any person who is in Government service at the time when the Fundamental rules come into force to exercise the option of remaining under the leave rules to which he has hitherto been subject. The intention of exercising this option must be specifically declared to the local Government or the Governor-General in Council, as the case may be, within six months of the date on which the Fundamental rules come into force or, if the Government servant be on leave on that date, within six months of his return from leave. Every Government servant who does not make such a declaration will become subject to the rules in sections I to V of this chapter. The option once exercised is final.

58. Leave is earned under sections I to V of this chapter by a Government servant holding substantively a permanent post in civil employ, or holding a lien on such a post.

59. Leave is earned by duty only. For the purpose of this rule a period spent in foreign service counts as duty if contribution towards leave-salary is paid on account of such period.

60. (a) A Government servant who resigns the public service or is discharged from it on reduction of establishment cannot, if re-employed after an interval, count his former service towards leave within the permission of the authority sanctioning the re-employment.

(b) A Government servant who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave, unless the appellate or reviewing authority declares that he shall not so count it in whole or in part.

Section II. *General Conditions.*

61. A local Government may make rules specifying the authorities by whom leave, other than special disability leave under Rule 83, may be granted.

62. Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

63. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When joining time is allowed to a Government servant returning from leave out of India, the last day of his leave is the day before the arrival of the vessel in which he returns at her moorings or anchorage in the

* See Leave Rules for Chaplains, p. 50. *En.*

port of debarkation. A local Government may, however, make rules defining the circumstances in, and the conditions on, which Sundays or other recognized holidays be prefixed to leave or affixed to leave or joining time.

69. A Government servant on leave may not 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; and
- (b) the Governor-General in Council, or any lower authority empowered to appoint him, if he is residing elsewhere.

NOTE.—This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service, which is governed by rule 110

70. All orders recalling a Government servant to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the Government servant is entitled to no concession. If it is compulsory, he is entitled:—

- (a) If the leave from which he is recalled is out of India,—
 - (i) to receive a free passage to India,
 - (ii) to count the time spent on the voyage to India as duty for purposes of calculating leave; and
 - (iii) to receive leave-salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post to be paid leave-salary at the same rate at which he would have drawn it had he not been recalled but returned in the ordinary course on the termination of his leave.
- (b) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance for the journey, but to draw until he joins his post leave-salary only.

71. No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in such form as the Governor-General in Council, in the case of a Government servant on leave in Asia, or the Secretary of State in Council, in the case of a Government servant on leave elsewhere, may by order prescribe. A local Government may require a similar certificate in the case of any Government servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

72. Unless he is permitted to do so by the authority which granted his leave, a Government servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

73. A Government servant who remains absent after the end of his leave is entitled to no leave-salary for the period of such absence, and that period will be debited against his leave account as though it were leave on half average pay, 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 purpose of Rule 15.

74. (a) Subject to any instructions which may be given by the Governor-General in Council in connection with the control of the issue of money from treasuries or by the Auditor General in India in order to secure efficiency and uniformity of audit, a local Government may make rules prescribing the procedure to be followed in India—

- (i) in making application for leave and for permission to return from leave,
- (ii) in granting leave,
- (iii) in the payment of leave-salary, and
- (iv) in the maintenance of records of service.

(b) The procedure to be followed elsewhere than in India will be prescribed by the Governor-General in Council.

Section III.—*Special and Ordinary Leave Rules.*

75. The conditions governing admission to the benefits of the special leave rules shall be such as the Secretary of State in Council may by general order prescribe. All Government servants not so admitted shall be subject to the ordinary leave rules.

Section IV.—*Grant of Leave.*

76. A leave account shall be maintained for each Government servant in terms of leave on average pay.

77. (a) In the leave account of a Government servant, who on his entry into Government service becomes subject to the these rules, shall be credited:—

- (i) If he be under the special leave rules, five-twenty-seconds of the period spent on duty; and
- (ii) if he be under the ordinary leave rules, two-elevenths of the period spent on duty.

(b) In the leave account of a Government servant who is already in Government service when he becomes subject to these rules shall be credited:—

- (i) If he be under the special leave rules—

- (1) the privilege leave which it would, on the date on which he becomes subject to these rules, be permissible to grant to him under the rules in force prior to that date: *plus*
- (2) one-twelfth of the period prior to that date spent on duty or on privilege leave while subject to the Indian Service leave rules of the Civil Service Regulations: *plus*
- (3) one-eighth of the period prior to that date spent on duty or on privilege leave while subject to the European Service leave rules: *plus*
- (4) five-twenty-seconds of the period spent on duty subsequent to that date

78. The amount of leave debited against a Government servant's leave account is—

- (a) the actual period of leave on average pay, and
- (b) half the period of leave on half or quarter average pay or on leave-salary equal to subsistence grant under the note* to Rule 88.

NOTE (1).—No privilege leave taken under the former Civil Leave Rules is to be debited under (a) above

80. The amount of leave due to a Government servant is the balance of leave at his credit in the leave account.

81. Leave may be granted to a Government servant at the discretion of the authority entitled to grant the leave, subject to the following restrictions:—

- (a) The maximum amount of leave which may be granted, expressed in terms of leave on average pay, is the privilege leave which it would be permissible to grant to the Government servant in question, on the date on which he becomes subject to these rules, under the rules applicable to him prior to that date: *plus* one-eleventh of the period spent on duty subsequent to that date *plus*—
- (i) in the case of Government servants under the special leave rules, three years.
- (b) The maximum amount of leave on average pay which may be granted is:—
- (c) To a Government servant under the special leave rules, eight months at any one time, and, in all,—

* The Note to Rule 88 applies only to I.C.S. and Military Officers. **ED.**

the privilege leave which it would, on the date on which he comes under these rules, be permissible to grant to him under the rules applicable to him prior to that date: *plus* one-eleventh of the period spent on duty subsequent to that date: *plus* one year.

NOTE.—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clauses (i) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.

(c) Leave not due may be granted subject to the following conditions:—

- (i) on medical certificate, without limit of amount; and
- (ii) otherwise than on medical certificate, for not more than three months at any one time and six months in all, reckoned in terms of leave on average pay.
- (d) The maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is twenty-eight months.
- (e) When a Government servant returns from leave which was not due and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

83. (a) On the conditions specified in clauses (b), (c) and (d) of this rule, a local Government may grant special disability leave to a Government servant who is disabled by injury or illness—

- (i) in the performance of any particular duty which has the effect of increasing his liability to injury or illness beyond the ordinary risk attaching to the civil post which he holds; or
- (ii) in, or in consequence of, the due performance of his official duties or in consequence of his official position

(b) The grant of special disability leave is subject to the following conditions:—

- (i) The disability must be certified by a medical board to be directly due to the performance of the particular duties or to the holding of an official position.
- (ii) The disability must ordinarily have manifested itself within three months of the performance of the duties or of the occurrence to which it is attributed, and the person disabled must have acted with due promptitude in bringing it to notice. The period of three months may be extended by the Governor-General in Council if he is completely satisfied as to the cause of the disability.
- (iii) The period of leave granted shall be such as is certified by a medical board to be necessary and shall in no case exceed two years. If leave for less than two years is granted in the first instance, it shall not be extended except on the certificate of a medical board.
- (iv) Special disability leave may be combined with leave on average pay, if due, up to a maximum of four months of such leave, and with leave on half average pay if due and certified by a medical board to be necessary.

(c) If a Government servant has contracted such disability while serving with a military force, he shall, in the event of his discharge as unfit for further military service, be eligible for special disability leave on the conditions specified in clause (b) of this rule; provided that—

- (i) he is not reported to be completely and permanently incapacitated for further civil service, and
- (ii) any period of leave on medical certificate granted to him under military rules on account of the disability is reckoned as part

of the period of two years up to which special disability leave may be granted.

(d) If a Government servant has contracted such disability during service otherwise than with a military force, special disability leave may not be given unless the injury or illness is, in the opinion of the local Government, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

(e) Special disability leave may be granted if a disability contracted as a clause (a) of this rule is aggravated or reproduced in similar circumstances at a later date, but not more than two years of such leave shall be granted in consequence of any one disability.

(f) The period of leave will not be debited against the leave account and will count as duty in calculating service for pension.

(g) Leave-salary on such leave will be equal to half average pay, subject to the maxima and minima prescribed in Rules 89 and 90.

85. (a) In special circumstances and when no other leave is by rule admissible, extraordinary leave may be granted. Such leave is not debited against the leave account. No leave-salary is admissible during such leave.

(b) The authority which has the power to sanction leave may grant extraordinary leave as in clause (a) in combination with, or in continuation of, any leave that is admissible, and may commute retrospectively periods of absence without leave into extraordinary leave.

86. Leave granted to a Government servant should in no case extend more than six months beyond the date on which the Government servant must compulsorily retire, or, if a Government servant is retained in service after that date, more than six months beyond the date on which he ceases to discharge his duties.

Section V.—Leave-salary.

87. Subject to the conditions in Rules 81, 88, 89 and 90, a Government servant on leave shall, during leave, draw leave-salary as follows:—

(a) If the leave is due, leave-salary equal to average pay, or to half average pay, or to average pay during a portion of the leave and half average pay during the remainder, as he may elect; and

(b) if the leave is not due, leave salary equal to half average pay.

88. After continuous absence from duty on leave for a period of 28 months, a Government servant will draw leave-salary equal to quarter average pay, subject to the maxima and minima prescribed in Rules 89 and 90.

89. Except during the first four months of any period of leave on average pay, leave-salary is subject to the monthly maxima shown in the following table:—

	AVERAGE.		HALF AVERAGE.		QUARTER AVERAGE.	
	Outside Asia.	In Asia.	Outside Asia.	In Asia.	Outside Asia.	In Asia.
	£.	Rs.	£.	Rs.	£.	Rs.
Other Government servants subject to the special leave rules ..	200	2,000	100	1,000	50	600

NOTE 1.—The maximum of average pay does not apply in the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, during a period equal to that for which he is entitled to privilege leave.

90. Subject to the condition that the leave-salary of a Government servant shall in no case exceed his average pay, leave-salary is subject to the monthly minima shown in the following table :—

	HALF AVERAGE.		HALF AVERAGE.	
	Outside Asia	In Asia.	Outside Asia.	In Asia.
	£.	Rs.	£.	Rs.
Other Government servants subject to the special leave rules ..	33	333	16½	166

NOTE.—The minima specified above for Government servants other than members of the Indian Civil Service and military commissioned officers apply only when leave is taken or extended out of India.

91. (1) That portion of leave-salary which represents overseas pay drawn in sterling shall be paid in all cases in sterling.

(2) Subject to the provisions of sub-rule (1) leave-salary shall be drawn in rupees if due in respect of leave spent in Asia, and in sterling if due in respect of leave spent out of Asia :

Provided that—

- (a) in the case of leave on average pay not exceeding four months, or of the first four months of such leave if it exceeds four months, leave-salary due in respect of any portion of such leave which is spent in Asia may, if the officer proceeds out of Asia during the currency of such leave, or within one month of its termination, be drawn in sterling and leave-salary due in respect of any portion of such leave spent out of Asia may be drawn in rupees ;
- (b) in the case of leave of any other description, or of periods of leave on average pay after the first four months of such leave, if the amount of such leave spent in Asia prior to embarkation does not in all exceed one month, leave-salary in respect of the whole of such leave may be drawn in sterling.
- (3) Leave-salary drawn in rupees shall be drawn in India, or, in the case of a Government servant who spends his leave in Ceylon, in Ceylon.
- (4) Leave-salary drawn in sterling shall be drawn in London or, at the Government servant's option, in any British Dominion or Colony which the Secretary of State in Council may by order prescribe for the purpose, provided that the officer spends his leave in the Dominion or Colony in which he has elected to draw his leave-salary.
- (5) Leave salary shall be converted into sterling at such rate of exchange as the Secretary of State may by order prescribe.

92. The rupee and sterling maxima and minima prescribed in Rules 89 and 90 shall be applied to leave salaries paid respectively in rupees and in sterling.

Section VI.—*Exceptions and Special Concessions.*

94. The rules in sections I to V are not applicable to the following Government servants whose leave is governed by the Act or by rules made under other sections of the Act :—

- (c) The Bishops of Calcutta, Madras and Bombay.

CHAPTER XI.—JOINING TIME.

105. Joining time may be granted to a Government servant to enable him—

- (a) to join a new post to which he is appointed while on duty in his old post ; or

- (b) to join a new post,—
 - (i) on return from leave of less than four months' duration, or
 - (ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i); or
- (c) to travel from the port of debarkation and organize his domestic establishment when he returns from leave out of India of more than four months' duration; or
- (d) on departure on or return from leave, to proceed from or to the place at which he is posted to or from specified stations, where the place concerned is in a remote locality which is not easy of access.

106. A local Government may make rules regulating the joining time admissible in each of the cases mentioned in Rule 105 and specifying the places and stations to which clause (d) of that rule shall apply. Such rules should be framed with due regard to the time required for actual transit and for the organization of domestic establishment.

107. A Government servant on joining time shall be regarded as on duty and shall be entitled to be paid as follows:—

- (a) If on joining time under clause (a) of Rule 105, he is entitled to the pay which he drew prior to relinquishing charge of his old post, or the pay which he will draw on taking charge of his new post, whichever is less.
- (b) If on joining time under clause (b) or (c) of Rule 105 he is entitled—
 - (i) when returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave; if a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, to subsistence grant; otherwise, to no payments at all;
 - (ii) when returning from leave of any other kind; to the leave-salary which he last drew on leave at the rate prescribed for the payment of leave-salary in India:

Provided that the amount of half average pay to be drawn during joining time by a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules returning from leave on half average pay shall be calculated without regard to the limits prescribed in Rule 89.

- (c) If on joining time under clause (d) of Rule 105, he is entitled to pay as though he were on duty in his post.

108. A Government servant who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of Rule 15.

Leave Rules for Chaplains on the Indian Ecclesiastical Establishments.

Rules made by the Secretary of State for India in Council on 7th June, 1923 governing the leave and leave-salary of Chaplains of the Church of England and Church of Scotland on the Bengal, Madras and Bombay Ecclesiastical Establishments, including the Bishops of Lahore, Rangoon, Lucknow and Nagpur.

RULES.

1. The Special Leave Rules in sections I to V of Part IV of the Fundamental rules made by the Secretary of State for India in Council under section 96-B of the Government of India Act are, subject to the exceptions and modifications contained in these rules, hereby made applicable to Chaplains of the Church of England and Church of Scotland on the Bengal, Madras and Bombay Ecclesiastical Establishments, including the Bishops of Lahore, Rangoon, Lucknow and Nagpur.

2. A Chaplain on probation is entitled to the same leave and leave-salary as if he held a substantive appointment as Junior Chaplain.

2. In the case of a Chaplain who was appointed before the 29th July, 1906 leave shall be credited to his account in accordance with these rules, 14 months being added in respect of the additional 3 months' leave admissible under Article 581, Civil Service Regulations, but privilege leave may continue to be granted under Article 592 (b) of the Chaplains' Leave Rules in the Civil Service Regulations, subject to the condition of Article 595, Civil Service Regulations, every month so taken being debited to his leave account as 14 days' leave on average pay.

NOTE TO RULE 3.—Privilege leave under Article 592 (b), Civil Service Regulations, cannot be taken in combination with any other leave.

4. Leave-salary in the case of Chaplains appointed before the 7th June, 1923 is subject to the following yearly minima :—

	Leave on Half Average Pay. £	Leave on Quarter Average Pay. £
Senior Chaplains holding the offices of Archdeacon of Calcutta, Mad- ras or Bombay; Presidency Senior Chaplains at the same places ..	600	480
Other Senior Chaplains ..	500	384
Junior Chaplains	300

When leave is taken in Asia leave-salary is converted into rupees at the current rate of exchange subject to a minimum of Rs. 10 to the pound sterling.

NOTE TO RULE 4.—No special minimum is necessary for Junior Chaplains on half average pay, since Fundamental Rule 90 prescribes a minimum of 396½, which is higher than the rate of allowances laid down for Junior Chaplains on ordinary furlough under the Civil Service Regulations.

5. A Junior Chaplain appointed a Senior Chaplain while on leave is, from the date of such appointment, entitled to the leave pay admissible to a Senior Chaplain.

NOTE.—A Junior Chaplain becomes a Senior Chaplain after 10 years' service, excluding the period of probation.

6. 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. An advance made under this rule is not recoverable in the event of the Chaplain's death.

7. (a) A Chaplain in receipt of leave-salary who desires to accept a benefice in the United Kingdom or to take up other employment must obtain the previous permission of the Secretary of State in Council or of the Government of India according as his leave is taken out of or in India.

(b) Should he, after duly obtaining such permission, accept a benefice, his Indian appointment will be deemed vacant on the expiry of any leave which may have been granted to him, unless before the expiry of his leave he shall have resigned the benefice after having first obtained the consent of the Secretary of State and of the Bishop of the diocese or the presbytery in which the benefice is situated to his doing so. No extensions of leave will, in any circumstances, be granted to a Chaplain drawing leave-salary who has accepted a benefice in the United Kingdom, unless he has resigned the same before the expiry of such leave with the consent before mentioned.

8. These rules, so far as they relate to leave-salary, shall apply retrospectively to all leave taken by the Bishops of Lahore, Rangoon, Lucknow and Nagpur or by Chaplains after 30th November, 1919, provided that as regards leave taken between 1st December, 1919 and 31st January, 1922, the leave-salary shall be that admissible under the European Services Leave Rules subject to the minima set out in the Chaplains Leave Rules in the Civil Service Regulations.

A Chaplain on leave which was granted before 7th June, 1923, shall receive leave-salary at the rate admissible at the time his leave was granted if such rate is higher than that admissible under the Fundamental rules.

CHAPTER IV.

CIVIL SERVICE REGULATIONS.

DEFINITIONS.

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

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

A period of six Calendar months—

Beginning on the 28th February, ends on the 27th August.

“ 31st March or 1st April “ “ “ 30th September.

“ 29th August “ “ “ 28th February.

“ 30th Aug. or 1st Sept. “ “ “ last day of February.

A period of three Calendar months—

Beginning on the 29th November, ends on the 28th February.

“ 30th November or 1st December, ends on the last day of February.

20. Chaplain.—When used in the Regulations relating to Travelling Allowance, the term “Chaplain” includes any Minister of Religion, whether in Government service or not, performing under proper authority the duties of a Chaplain.

22. Continuous Service and Continuous Active Service.—Mean the *Service and Active Service* of an officer since his last return from furlough or extraordinary leave lasting in either case more than three months; or, if he have not had such leave, since the beginning of his Active Service. No leave may be included in continuous service except privilege leave and special leave.

23. Day.—When used in the Regulations relating to Travelling Allowances, the term “Day” means a Calendar day, beginning and ending at midnight. But an absence from headquarters, which does not exceed twenty-four hours, is reckoned as one day, at whatever hours the period begins and ends.

25. Family.—When used in the Regulations relating to Travelling Allowances, “Family” includes the officer's wife, his legitimate children and step-children residing with and wholly dependent on him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

22. Local Allowance is an allowance given to an officer in addition to pay or salary in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty.

House rent allowances, Presidency allowances, Sind allowances, Burma, Assam and Baluchistan allowances are local allowances. Travelling allowances, conveyance allowances, horse allowances and tentage allowances are not local allowances.

44. Public Conveyance.—“Public Conveyance” means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers; the term includes such conveyances as the “express” tongas plying between Abu Road and Mount Abu, and palanquins plying in connection with the Pathankot-Dalhousie dhuli dak.

ALLOWANCES.

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

55. Change of Office.—The headquarters of any other officer (than of an officer on the staff of a Government, Art. 54), 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.

56. Leaving jurisdiction.—No officer is entitled to pay and allowances for any time he may spend beyond the limits of his charge without proper authority.

52. (b) Local Allowances.—An officer in receipt of house rent at a Presidency town† may, during absence from the Presidency town, whether on other duty or on duty connected with his office, continue to draw his house rent, provided the term of his absence does not exceed two months, exclusive of the months of departure and return; if the absence exceeds this term the house rent is not admissible for any part of the absence. A claim to house rent under this Article must be supported by a certificate by the officer that his previous rate of expenditure for a house at the Presidency town continued during his absence.

NOTE 1.—[This rule applies also to officers in receipt of house-rent allowances at Shillong.]

(c) (i) Subject to the provisions of Art. 268 (a)‡ as regards house-rent allowances, an officer discharging the duties of an appointment is entitled to the local allowances attached to it.

(ii) So much of a local allowance as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month, but if the absence exceeds this period he is not entitled to draw the allowance for any part of the absence.

NOTE 1.—[This rule applies also to an officer in receipt of Presidency allowance at a Presidency town, who is absent therefrom on duty connected with his office.]

64. Advances and their Recovery.—(a) An advance may be made to any public officer in the Civil Department:

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

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

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

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

* F.R. 17.

† The Chaplains at the Presidency towns, except those for whom houses are provided, draw allowance for house rent. In Calcutta this is fixed at Rs. 170 a month, and in Madras and Bombay at Rs. 130 a month. The Chaplain of St. Thomas Mount, and the Bishop's Chaplain, Madras, draw Rs. 75 a month. *Ed.*

‡ Art. 268 (a) is not printed below. It says that the officer who is absent may draw the allowance if he places his house at the disposal of the officiating officer: otherwise the latter draws the allowance. *Ed.*