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MANUAL

OF

Orders of the Governments of India and Bombay,

AND OF THE

ACCOUNT DEPARTMENT,

WITH

REVISED RULES APPLICABLE TO MILITARY OFFICERS IN CIVIL EMPLOY,
THE NEW PENSION AND ABSENTEE RULES FOR COVENANTED AND
UNCOVENANTED CIVIL SERVANTS; CHAPLAINS; CHIEF
JUSTICES AND JUDGES.

FROM 1858 TO 1867,

FOR ALL PRESIDENCIES.

COMPILED BY

W. PATTON,

of the Uncovenanted Service.

1868.

Printed at the "Commissioner's Press,"

KURRACHEE.

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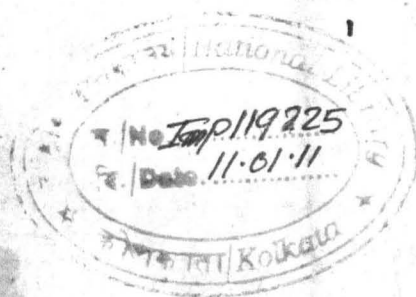
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EXPLANATION OF ABBREVIATIONS.

A. D.	}	Audit Department Circular.
A. D. C.		
A. G.	}	Accountant General's Circular.
A. G. C.		
A. R.		Absentee Rules.
A. G. of I.		Auditor General of India.
B. A. G.		Bombay Accountant General.
B. G. G.		Bombay Government Gazette.
B. S. G.		Bombay Secretary to Government.
B. G. R.		Bombay Government Resolution.
B. G. M. D.		Bombay Government, Military Department.
B. G. F. D.	}	Bombay Government, Financial Department
B. G. N.		
B. G. L.		Notification, and Letter.
B. of A.		Board of Audit.
B. of R. O.		Board of Revenue Order.
B. A. D.		Bombay Audit Department.
C. A. R.		Civil Absentee Rules.
C. A. C.	}	Civil Auditor's Circular.
C. A.		
C. G. A.		Controller General of Accounts.
D. A. A. G.		Deputy Auditor and Accountant General.
D. G. of T. I.		Director General of Telegraphs in India.
F. D. R.		Financial Department and Resolution.
G. I. F. D.		Government of India Financial Department.
G. I. E. D.	Do.	Do. Ecclesiastical Department.
G. I. H. D.	Do.	Do. Home Department.
G. B. R.	}	Government of Bombay Resolution, Letter, and
G. B. L.		
G. B. F. D.		Financial Department.
G. I. R.		Government of India Resolution.
G. B. R. D.		Government of Bombay, Revenue Department.
G. O.	}	General Order Government of India.
G. O. G. I.		
G. of I.		Gazette of India.
G. B. J. D.		Government of Bombay, Judicial Department.
H. M. S. of S.		Her Majesty's Secretary of State.
P. W. D.		Public Works Department.
J. C. J. P. J.		Rules for Chief Justice and Puisne Judge.
U. S. R.		Uncovenanted Service Rules.

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planations

Furlough.

- 3 Instalments of, when taken

Medical Certificate.

- 4 Extension granted without pay

Private Affairs.

- 5 Extension of, under special circumstances, how reckoned.

MANUAL

OF ORDERS OF THE

Governments of India and Bombay,

AND OF THE

Accountant General,

WITH

REVISED RULES APPLICABLE TO MILITARY OFFICERS IN CIVIL EMPLOY, THE NEW PENSION AND ABSENTEE RULES FOR COVENANTED CIVIL SERVANTS, CHAPLAINS, AND UNCOVENANTED SERVANTS.

SECTION I.

ADVANCES.

1. The Governor General in Council having had under consideration the frequent applications for special grants of advances to Military, Uncovenanted, and other Officers in Civil employ, to enable them to join their appointments on return from Europe, and having considered the regulations on this head which obtain in the Military Department, authorize the issue to any such officer of an advance of pay to the end of the month in which he may arrive from Europe, or to the end of the ensuing month, provided that, in the latter case, the amount payable to him shall not exceed Rupees 1,000.

G. of I.
No. 1007, 24th
June 1867.
B. G. G.
5th September
1867.
Page 204.

APPOINTMENTS.

G. of I. F. D.
No. 2130,
21st August
1867.
B. G. G.
5th September
1867.
Page 204.

2. The instructions regarding the grant of advances of pay to Officers returning from Europe, apply to Covenanted Civil Servants along with Military, Uncovenanted, and other Officers in Civil employ.

SECTION 2.

APPOINTMENTS.

A. D.
No. 586,
9th July 1860.

1. In case of change from one appointment to another, certificate of date of quitting the former appointment and joining the new one must, in all cases, be furnished with the Bill.

Ibid.

2. In case of promotion, the Government Order should always be sent with the Bill.

Ibid.

3. In cases of change of appointment when a journey has to be made, and travelling allowance drawn for, it should always be mentioned, how much of the journey was performed by rail, how much by boat, and how much by an ordinary road conveyance.

Ibid.

4. In cases of probationary and acting appointments of Mamludars, Mahalcurries &c., the original letter of appointment must be sent, no copy of authority being admissible by the Audit Department.

A. D. C. No.
586, 9th July
1860.

5. There is a distinction between "Officiating" and "Acting"—"Officiating" is equivalent to "Probationary."

G. L. No. 3116,
8th July 1861.

6. Reports of Officers having joined or given over charge of an appointment, to be made direct to the Audit Department.

G. L. No. 2736,
15th July 1862.

7. On the occurrence of a vacancy in any appointment in the gift of Government, a Memo to be furnished to Government giving intimation of the same, stating the nature of the appointment, amount of salary, and date of vacancy.

8. The foregoing order applies only to appointments which are filled up by immediate nomination by the Governor in Council.

G. I. No. 3000,
5th August
1862.

SECTION 3.

ANNUITIES.

1. After thirty five years' service, no Civil Servant shall be appointed to any new office, nor be permitted to retain an office which he has held for a period of five years and upwards, except, in special cases, which are to be referred for the decision of higher authority. This rule will be applicable to every Civil Servant appointed to office after its promulgation, and to the case of every other Civil Servant to whom it relates, at the close of five years from the 25th August 1854.

C. A. R.
G. I. F. D.
June 1855.

2. It was ruled in a despatch dated 2nd February 1842, No. 4, that it was designed to guard against the admission of a Civil Servant to receive an Annuity, whilst he continues in Council. The Resolution which was passed on receipt of that Despatch is clearly applicable to Legislative Councillors; but there is no objection to such an alteration being made in the Annuity Fund Regulations, as will allow of the Annuity of a Member of Council commencing from the day on which his term of service as Councillor expires, instead of from the 1st May preceding. Under the literal bearing of the new Rule, limiting the period of service to thirty five years, Civil Servants are required to leave the service at any time between the 1st May in one year and the 1st May in the next, they be allowed to retain their appointments until the 1st May following the date on which their period of service may expire.

G. I. F. D.
No. 3, 15th
January 1858.
B. G. G. 11th
February 1858.
Page 306.
Para 9.

Ibid. Para 10.

3. In regard to the period of service which is in future to be required as a qualification for an Annuity, Her Majesty's

G. I. F. D.
No. 1, 2nd Ja-
nuary 1863.

B. G. G. 2nd
January 1863.
Page 60.

Government see no reason for altering the period of twenty-five years' service and twenty two years' residence (including one years' sick leave, if such has been taken as at present,) but they cannot allow any future special leave of absence from India on private affairs to count as residence. No sufficient ground appears to have been assigned for increasing or altering the amount of the full Annuity, which must therefore remain at £1000, or of the amount of the percentage of deduction from salaries, which will continue at four per cent, the amount of subscriptions to accumulate as at present, at six per cent interest.

Ibid. 4. A Civil Servant who has completed the prescribed period of service and residence, shall be granted by Government an Annuity of £600; and he shall have the option of taking in addition an Annuity of the amount not exceeding £400, which his accumulated subscriptions with interest will purchase according to the table now in force, or of adding to his subscriptions such a sum as will purchase an Annuity of any amount which, added to the £600 granted by Government, will not exceed the full Annuity of £1,000.

Ibid. 5. Annuities without limitation as to number, may be granted on application, at any time, to Covenanted Civil Servants who have completed the prescribed periods of service and residence, and whose resignations of the service have been accepted.

Ibid. 6. On the death of a subscriber, his accumulated subscriptions will lapse, and no return of subscriptions can, under any circumstances be allowed.

Ibid. 7. The following Pensions may be granted to Covenanted Civil Servants, who, having devoted their lives and energies in the service of Government, and who are deprived of the fruits of their labour by sickness, when clearly proved by a Medical Certificate.

BALANCES IRRECOVERABLE AND OUTSTANDING.

5

If under 5 years service, a grant of	£ 500
Of 5 years service and under ten, an annuity of ..	150
Of 10 " and under 15 Do. ..	200
Of 15 " Do. 20 Do. ..	350
Of 20 " Do. 25 Do. ..	450

8. Annuities paid quarterly and to the date of decease, with option of payment in India or England.

Ibid.

9. The period of twenty five years' service, and twenty two years' residence, including one years' absence on sick leave, was required as a qualification for the full annuity; but in the cases of Civilians who might be compelled, by the state of their health, to retire at an earlier period, service and not residence is to be calculated in deciding on their claims to Invalid Pensions.

S. of S. No.
142, 15th
August 1863.
G. I. F. D.
No. 6573,
25th October
1863.
B. G. G.
29th October
1863.
Page 1147.

10. Extends the benefits of the arrangements for the grant of Invalid Pensions sanctioned to all Covenanted Civil Servants who may have resigned the service on account of ill health, or receive Invalid Annuities under the old Rules, subsequent to the date on which Memorials of the Civil Service were sent in to the several Governments.

G. I. F. D.
No. 420, 21st
January 1864.
B. G. G.
11th February
1864.
Page 233.

11. Furlough to the extent of three years will count as service, and absence on medical certificate to the extent of one year will reckon as service and residence in India, in qualifying for an Annuity, the period of 25 years' service and 22 years' residence being retained.

C. A. R.
G. I. F. D.
No. 3980, 16th
December
1864.
Para 19.
B. G. G.
5th January
1865.
Page 5.

SECTION 4.

BALANCES IRRECOVERABLE AND OUTSTANDING.

1. Personal.—To be transferred for recovery from Treasury to Treasury on the transfer of the Officer by whom due,

A. G. C. No.
2698, 18th
February 1865.

except in the case of appointments to the Judicial Branch, when the balances due must be paid prior to departure.

B. S. to G.
No. 2229, 19th
June 1860.

2. The Revenue Commissioners and the Commissioner in Sind are authorized to write off balances of Revenue, when the amount outstanding in one village on account of the same year does not exceed Rupees 100.

B. A. G. Rev.
Dt. No. 2085,
15th November 1860.

3. Disbursing Officers in Sind to furnish in original the authority for the amounts which may be debited in their accounts under "Profit and Loss," on account of outstanding balances written off by the authority of the Commissioner in Sind.

B. S. to G. No.
2029, 29th
April 1861.

4. Authority granted to the Revenue Commissioners and Commissioner in Sind to write off balances on account of boundary marks of waste land, or in cases when balances are irrecoverable by reason of the death or absence of the ryots by whom they are due.

B. S. to G. No.
3116, 8th
July 1861.

5. The Commissioners' authority to write off outstanding balances should be unlimited, and the Collectors should be vested with the authority to the extent of Rs. 100.

Ibid.

6. But all such remissions, with the reason for them, should be reported annually to Government for information, in a tabular statement appended to the Commissioners' Jumma-bund Report.

Ibid.

7. The Commissioners and Collectors respectively to have authority in regard to irrecoverable advances of Tuccavee in Khandeish.

B. G. R. No.
385, 4th March
1863.

8. The authority vested in the Collectors by Government Letter No. 3116,* dated 8th July 1861, to write off outstanding balances, is applicable to balances on account of any item of Revenue, over the levy and collection of which they exercise a control, and for which they are responsible.

* Vide Section 5.

SECTION 5.

CERTIFICATES.

1. In cases where Officers have been on leave, a certificate must be sent with the Bill of the date on which they quitted and returned from leave.

Rule 9.
A. D. No. 536,
9th July 1860.

2. Officers are required to send their Furlough Certificates, and similar documents, to the Under Secretary of State for India, at the same time that they report their arrival in this country (England.)

S. S. No. 14,
9th February
1864.
B. G. G. 21st
April 1864.
Page 710.

3. Life Certificates of Female Mussulmen Pensioners may be countersigned by Mahomedans of known respectability. The Collector can avail himself of the Certificate of the City Cazeé, or if, owing to the recent law, there be a difficulty in ascertaining who is the City Cazeé, the Collector can prepare a list of Mahomedans of known respectability and inform pensioners that a Certificate by any of those in the list will be accepted.

G. B. R. No.
785, 1st August
1864.

SECTION 6.

CLOTHING.

1. Rules respecting clothing to Government Servants other than those in the Police force.

A. D. No.
29, 17th De-
cember 1860.
B. G. G. 13th
December 1860,
Page 38.

1. Clothing for Government Peons at outstations must last two years from the date of last supply.

2. Peons belts must always be made of tape and not of cloth.

3. Church peons and masals at up-country Stations are allowed clothing, but hamals are specially excluded.

4. In the Cathedral Establishment, hamals and grave-diggers are allowed clothing, subject to a deduction of 4 per cent from their pay.
5. At the Presidency all Peons are subject to a like deduction, but not up-country, except in the case of Educational Department Peons.
6. Plain white stripe is to be substituted for gold tape for Havildars and Chobdars.
7. All Proprietors of Private Bunders are called on to pay the cost of their Peons' clothing over and above the amount of cutting.
8. Boatmen on the Customs' Establishment are allowed to wear leather waist belts instead of cotton tape.

A. D.
No. 586, 9th
July 1860.
Rule 8.

2. Clothing charge bills, bills for jahazums, and coverings of desks also, always require the date of last charge on the same account to be noted.

G. R. No.
2903, 4th Sep-
tember 1865.

3. Inspector General of Prisons authorized to pass bills for clothing prisoners.

SECTION 7.

COLLECTORS AND DEPUTY COLLECTORS.

G. B. No. 5169,
27th Decem-
ber 1859.

1. The grades of Deputy Collectors being determined by Government, it is unnecessary for the Commissioner in Sind to refer for sanction to change Deputies from one charge to another within the Province. The Commissioner should however notify in the Government Gazette, for the information of the Audit Department and other Offices, such changes among the Deputies as he may authorize from time to time.

CONTROLLING OFFICERS.

9

2. Hoozoor Deputy Collectors will be held personally responsible for all neglect of standing orders, erroneous explanations, and other mistakes in papers passing through their hands. Government do not acquit Collectors of blame who fail to exercise strict supervision over their own Account Departments. It must be the rule that every Collector should examine minutely the working of the Account Branch, and the Governor in Council is satisfied that an efficient Collector, though occupied during the greater part of the year, in the interior of his district, would not desire to be relieved of so essential a duty of his Office. The Collectors will on every occasion be held responsible also, if through inattention inaccuracy should appear in their accounts.

G. B. No. 3066,
3rd September
1866.

3. All Collectors or Deputy Commissioners of Districts in which the executive duties of the Treasury Department are conducted by some Subordinate Officer, are required personally to examine their Deposit Registers at least once a quarter, and to satisfy themselves that they have been kept with the utmost care and regularity. A certificate to the effect that this examination has been made is to be entered at the time on the Extract Payment of Receipts under preparation for the Accountant General.

Govt. of B.
F. D. No.
420, 8th May
1865.
B. G. G. 15th
August 1867.
Page 159.

SECTION 8.

CONTROLLING OFFICERS.

1. Controlling Officers connected with the Survey Department are as follows:—

Survey and Settlement Commissioner for the Districts of
Dharwar, Belgaum, Sattara, and Canara.

Survey and Settlement Commissioner for the Districts
of Poona, Ahmednuggur, Shelapoor, Southern and
Northern Concan.

A. G. No. 14,
5th July 1865.
B. G. G. 6th
July 1865,
Page 67.

Revenue Commissioner Northern Division for Guzerat and
Khandeish.

A. G. No.
1676, 6th
August 1866.

2. Bills for travelling allowance of Officers appointed directly by the Government should be passed by the Revenue Commissioners, and such bills should not be paid before they have been so passed.

Ibid.

3. In the case of all other Contingent charges, the Collector's authority may be held to be sufficient.

Ibid.

4. The Collector should not be permitted to delegate the duty of countersigning Contingent Bills to any Subordinate Officer, and it should be understood that his countersignature implied the examination and approval of the details of the bill.

Ibid.

5. The words "examined and approved," attested by the Collector's signature, may, perhaps, be used with advantage as the form in which his authority should be given.

B. G. E. P.
No. 832.

6. It was therefore decided by Government that before finally sanctioning bills for travelling allowance, the Revenue Commissioners should as hitherto, cause them to be accompanied by lists showing the names of the different places at which the Officers were encamped, the number of days during which they halted, and the distance from the previous encampment.

7. Similar supervision should be exercised by the Collectors personally before passing the bills submitted by their subordinates. The Bills should be examined in the first instance by the Assistant or Deputy in charge of the particular Talooka; and he should be held responsible that the Mamlutdar and his Establishment have really travelled in a manner to entitle them to this allowance.

SECTION. 9.**DEAD STOCK.**

1. Heads of Offices are reminded that for all demands and supplies of office furniture, they should submit Indents as per form* in the first instance to the Audit Department (except in cases of emergency) setting forth the necessity which exists for the supply and probable amount of the expense which will be incurred, duly noted admissible by the Controlling Authority of the Department, and the Audit Department, after passing the Indent, will return it, in order that the Head of the Department may procure the articles himself, and prefer a Contingent Bill accompanied with the Indent, unless the article should be of such a description as can be obtained only from the public Establishments of supply.

A. D. 10th
February
1859.
B. G. G.
3rd March
1859.
Page 311.

2. In preferring Indents for articles of office furniture, and other Dead Stock, a Certificate should always be given at the foot in these words—"These articles were purchased to replace others which had become unserviceable and the latter have been sold; the sale proceeds have been carried to the credit of Government in the Cash Account of the Collector of _____ for the month of _____," or else it should be stated that the articles are not required to replace others. When such Indents accompany Bills for dead stock articles, the same certificate is of course not necessary on both documents, but when the Bills are sent in without Indents, the certificate should be on the Bill.

A. D. No. 28,
17th December
1860.
G. D. N.
Page 37.

3. The Revenue and Police Commissioners and other Controlling Officers are authorized to write off unserviceable dead stock to an unlimited extent, and Collectors to Rupees 100, but the former should forward annually to the Accountant General a statement of the prime cost and the amount realized, and the cause of sale briefly stated.

B. S. to G.
No. 3116.
8th July 1861.

D. A. A. G.
No. 6, 24th
August 1863.
B. G. G.
27th August
1863.
Page 552.

4. Future adjustment of "Dead Stock" to that heading in the Public Accounts is dispensed with, the lists of dead stock annually furnished to the Audit Department are not to be discontinued, those Lists being necessary for the conservation of stores &c. The heading "Dead Stock" will accordingly be retained in the Budget Estimates.

Ibid.

5. The value of articles returned into stores, as per valuation statements, and the sale proceeds of dead stock are likewise to be credited departmentally.

Ibid.

6. No adjustment will in future be requisite with respect to the original cost of articles of dead stock. The entries in the Cash Accounts in reference to the dead stock are to be quoted as heretofore in the dead stock list, that the Audit Department may be afforded the means of checking the list with the accounts.

A. D.
No. 12,
7th March
1864.
B. G. G.
10th June
1864.
Page 489.

7. The practice of submitting for audit Indents for articles of dead stock &c. not exceeding Rupees 500, and for perishable articles, such as carpets, floor cloths, and covers for desks, should be discontinued, and such articles should be at once charged in the Departmental Contingent Bills, the date of last supply being invariably given.

B. A. G.
No. 29, 16th
August 1865.
B. G. G.
17th August
1865.
Page 430.

8. Officers in charge of Civil Treasuries and Heads of Departments are informed that the adjustment of "Dead Stock" articles being no longer entered under a separate heading of the public accounts, though entered departmentally, it is no longer necessary to include the dead stock of the different Offices in one list for each Collectorate. Heads of Departments are accordingly requested to forward their annual Dead Stock Lists direct to this Office, commencing from the year 1864-65, the return for which should be sent with the least practicable delay.

*List of Mofussil Officers required to furnish list of
Dead Stock articles.*

Commissioner in Sind.

Revenue Commissioners.

Collectors and Magistrates.

Judges (including Jail and Subordinate Judicial Courts).

Superintendents of Police (including Police Hospital).

Superintendents of Revenue Survey.

Surgeons (Civil Hospital and Dispensaries, and Lunatic Asylums).

Chaplains.

Political Superintendents.

Political Agents.

Settlement Officers.

Conservator of Forests.

Forest Ranger in Sind.

Collector of Customs, Kurrachee.

Superintendent Cotton Experiments.

Officer in charge of Meteorological Observatory.

SECTION. 10.

DEPUTATION ALLOWANCE.

1. The sum of Rupees 52,200 per annum having been fixed, under the orders of the Court of Directors, as the maximum salary of Civil Office for the Offices of Government under the situation of Member of Council, Civil Servants who may draw larger allowances than this annual sum, as a consolidated personal and sumptuary allowance, in consideration of the

C. A. R.
* Para 24.
G. I. F. D.
8th June
1855.

* This rule will equally apply in case of a Political Resident taking a leave of one, two or three months, for which in other cases, he would suffer no deduction. The excess above the maximum monthly salary will in that case be enjoyed by the person in charge.

the permanent emoluments of the officiating servant, would exceed the emoluments of the office in which he is temporarily acting, the excess shall not be drawn. But this provision shall not apply to the case of any Officer deputed for special reasons to act in an office of inferior emoluments to his own. In cases where an Officer, holding two appointments, on being deputed to officiate for another, shall be relieved only from one, he shall receive no deputation allowance, unless the emoluments of the office in which he is deputed to act exceed the united emoluments of his permanent appointments, in that case, the deputation allowance shall be limited to the difference.

Para 27.

11. A servant previously out of employment, or who may be deputed to act from a different station, shall be entitled to deputation allowance from the date at which he may enter upon the discharge of the duties to which he has been temporarily appointed.

Para 28.

12. Civil Servants, if deputed to act at a distance from the stations where they are employed, or if ordered by Government on special duty, shall be permitted to draw travelling allowances at the rate sanctioned in the case of a first appointment.

A. D.
No. 586,
9th July
1860.
Rule 12.

13. An Officer who takes leave while he is acting, has no claim to his deputation allowance while he is on leave. Bills should, therefore, never be sent in for this charge under these circumstances.

Ibid.
Rule 19.

14. No deputation, i. e., acting allowance, is payable to an Officer of such an amount as, when added to his substantive pay, brings his allowances for the month acted in, above the actual pay of the appointment in which he acts.

A. D.
C No. 15.
25th October
1860.

15. When Covenanted Officers, Civil or Military, officiate for Uncovenanted Officers and when Uncovenanted Officers act

for Covenanted Officers, Civil or Military, the deputation allowance in such cases will be regulated according to the principle laid down in Chapter VI* Sections 25, 26 and 27 of the Covenanted Civil Absentee Rules; it being understood, however, that Section 27 shall not apply to Ministerial Officers acting for Covenanted Officers, who are entitled to acting allowance from the date they commence to officiate, and not after the expiration of one month, as in the case of other Uncovenanted Officers of superior grade. When an Officer of the Uncovenanted Service acts for another of the same Service, or when a Military Officer acts for another Military Officer, his allowances will be regulated by the rules of the Service to which he belongs.

G. D. N.
Page 15.

16. It appears from Rule 1 of the Rules sanctioned by Government, relative to the Civil Service Absentee Fund, that each Government should have a separate Fund of its own. Deputation allowance paid to a Covenanted Servant of one Presidency officiating for a Covenanted Servant of another Presidency, should be charged against the Absentee Fund of the latter, that Fund having received credit for the retrenchments on account of the absentee's allowances.

A. G. of I.
No. 1207,
25th November 1861.
B. G. G.
16th January 1862.
Page 113.

Deputation allowance of one Military Officer acting for another Military Officer in civil employ, is not chargeable to the Fund, which is composed of savings from the absence of Members of the Civil Service only, and does not include retrenchments from the allowances of absent Military Officers in Civil employ.

Ibid.

Deputation allowance of a Military Officer officiating for a Covenanted Civil Servant is chargeable to the Fund; but the like allowance paid to a Civil Servant acting for a Military Officer should not be charged against it, the Fund not having got credit on account of retrenchments from the absentee's allowance.

Ibid.

A. G. of I.
No. 1207,
25th November 1861.
B. G. G.
16th January
1862.
Page 113.

17. Deputation allowance paid to an Uncovenanted (or any other) Officer acting for a Covenanted Officer on leave, should be charged against the Fund. As a general rule, it may be stated that the extra charges occasioned by a Covenanted Officer's absence should be debited against the particular Absentee Fund that is benefitted by such absence; and in cases where no benefit accrues to the Fund, as in the case of the absence of Military Officers in civil employ, the deputation allowance should be charged against the Government concerned, and not against the Fund.

G. I. F. D.
10th March
1862.

18. Deputation allowance at the rate of Rupees 100 per mensem, to be drawn by Assistant Commissioners when in charge of a 4th Class District in the Central Provinces, in addition to the pay of their substantive grades.

G. I. F. D.
No. 3390,
25th July
1863.
B. G. G.
27th August
1863.
Page 519.

19. The following rules are laid down for the grant of Deputation Allowance to the classified Officers of the Department of Account :—

1st. No Officer will receive any Deputation Allowance for officiating for another Officer in the same class as himself.

2nd. An Officer appointed to officiate for another Officer in a higher class than his own will draw, irrespective of any saving from the salary of the appointment in which he officiates, the full salary of his own appointment, with an additional allowance at the rate of 20 per cent, on the mean between the minimum and maximum salary of the class in which he officiates, provided the total allowance to be so drawn shall not exceed the minimum salary of such higher class.

3rd. When the Officer thus appointed to act is in the receipt of the maximum salary of his own class, he will receive no additional allowance on his first appointment.

to act, inasmuch as the maximum salary of any class is always the same as the minimum of that immediately above it; but he will be eligible, whilst officiating, to the yearly increase of salary allowed to those permanently appointed to the higher class.

5th. Any person holding a substantive appointment in another department of the Government service, and officiating for an Officer of the Financial Department, will draw salary and acting allowances at the rate prescribed in Rule 2.

6th. Any person not holding a substantive appointment in the Public Service, and officiating in the Financial Department, will receive at the rate of 50 per cent on the mean between the maximum and minimum salary of the class to which he is appointed.

20. The following rules are promulgated for information and guidance of Police Officers :—

I.—An Officer of Police officiating for another Officer in the same class will not receive Deputation Allowance.

II.—An Officer of Police officiating for another Officer of Police in a higher class than his own will draw the full salary of his own Office, and an allowance at the rate of 20 per cent on the mean between the maximum and the minimum salary of the class in which he officiates, provided his total allowances do not exceed the minimum salary of such higher class.

IV.—Any Officer holding a substantive appointment in another Department of the Government service and officiating for an Officer of Police, will draw salary and acting allowances at the rates prescribed in Rule II.

G. I. F. D.
No. 3567,
5th August
1863.
B. G. G.
27th August
1863.
Page 513.