

V.—Any person not holding a substantive appointment in the public service, and officiating for an Officer of Police, 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.

G. I. F. D.
31st August
1863.

21. Uncovenanted Officers of Police are to receive Deputation Allowance under the rules of 5th August 1863, the minimum of Rupees 200 a month being inapplicable to them.

G. I. F. D.
5th October
1863.

22. The rules* laid down in orders of the 5th August 1863, regarding Deputation Allowances to acting Officers of Police, are extended to the Telegraph Department.

G. I. F. D.
No. 5209,
17th October
1863.
B. G. G.
5th November
1863.
Page 1187.

23. As the Deputation Allowances of Officers, including Military Officers in the Police, are, by Financial Resolution dated 5th August 1863, regulated on the principle of the Covenanted Civil Service Rules, it is determined, in assimilation with those Rules, that a Military Officer transferred from one Station, District, or Province, to another in the Police Department, shall be allowed a salary equal to that of the lower paid of the two appointments affected by the transfer during the time allowed for joining. This allowance will entail no additional charge on the State, as it will be met under the new Rules out of the total savings of the salaries of Absentee Police Officers.

G. I. F. D.
No. 5913,
28th November
1863.
B. G. G.
17th December
1863.
Page 1462.

24. In Departments where the appointments are in classes, which again are sub-divided into grades, an Officer appointed to officiate for an absentee of a senior grade in a class higher than his own, shall be restricted to the salary of the lowest grade of the class in which he may be officiating, in those cases in which his emoluments would, by the ordinary mode of computing the Deputation Allowance, exceed that salary.

* Vide Section 14.

25. The following rules regarding the Absentee and Acting Allowances of Military Officers in Civil employ are applicable to all the Presidencies.

G. I. F. D.
No. 5914,
28th November 1863.
B. G. G.
17th December 1863.
Page 1462.

A Military Officer in Civil employ, on leave, either in India or in England, shall draw precisely the pay which he would be entitled to draw under the Military Leave Rules, except when on privilege leave as hereafter specially provided.

• Such pay shall be provided from the Civil Department, excepting only in cases where the allowances so drawn would exceed the entire Civil pay of the appointment, when the excess will be paid by the Military Department. The staff salary of an Officer shall be held to be the difference between the Indian pay and allowances of his rank and the full salary of his permanent appointment.

Ibid.

A Military Officer acting for another in Civil employ shall draw Deputation Allowance under the rule by which the allowance is granted to Covenant'd Civil Servants.

Ibid.

If the Officer be in Military Staff employ, such Deputation Allowance will be given in addition to his Military pay and allowances, plus half the Staff Pay of his substantive appointment.

Ibid.

If the Officer holds no substantive Staff appointment, Civil or Military, it will be given in addition to his Military pay and allowances.

Ibid.

A Military Officer in Civil employ performing the duties of his substantive appointment, and at the same time officiating in another, is entitled to his substantive salary, and in addition to a Deputation Allowance of 20 and 10 per cent on the Staff salary of the appointment in which he is officiating, provided the pay of his substantive appointment, with the addition of the Deputation Allowance, does not exceed the pay of the higher appointment.

Ibid.

G. I. F. D.
No. 5914,
28th November 1863.
B. G. G.
17th December 1863.
Page 1462.

In Departments where appointments are in classes and grades, the Deputation Allowance of Military Officers in Civil employ shall be subject to the rule of limitation contained in Financial Resolution No. 5913 of the 28th November 1863.

G. I. F. D.
No. 12, 8th
January 1864.
B. G. G.
28th January 1864.
Page 144.

26. When an Officer is ordered to officiate in an appointment, he is expected to undertake and discharge to the best of his ability all the duties that would be performed by a permanent incumbent; but when he is put in charge of current duties only, he is expected to do nothing beyond the most ordinary routine business. In the first case, he is properly remunerated with acting allowances; in the other, the State is really not called upon to grant him any extra allowance on the score of any additional labour of any importance.

Ibid.

27. The only exception to this rule is the case of a Principal Sudder Ameen in charge of the current duties of a Judge's Office, who is allowed, under the Order of 31st March 1834, to draw half the usual Deputation Allowance, on the ground that Officers in that rank and position are peculiarly entitled to some additional pecuniary consideration, when temporarily entrusted with the important current duties of the Office of Civil and Sessions Judge.

G. I. F. D.
No. 682, 2nd
June 1864.
B. G. R.
No. 877, 31st
August 1864.

28. It is decided that when Deputation Allowance is given, under the Orders of 28th November 1863, to a Military Officer acting in a Civil appointment, it shall be given at the actual sum admissible according to the per-centages therein authorised, even if it be less than Rupees 200 per mensem.

G. I. F. D.
No. 686, 16th
June 1864.
B. G. R.
No. 762, 22nd
July 1864.

29. Permits all Officers who at the time of publication of the new rules for the grant of Deputation Allowances to Military Officers in Civil employ were drawing higher allowances, under the old rules, to continue drawing those allowances as if the new rules had not been passed.

30. The Deputation Allowance of a Military Officer in a Civil appointment, to which a consolidated salary is attached shall, whether he be relieved of his substantive duties or not, be calculated on the gross consolidated salary of the appointment in which he is officiating; that being the principle on which deputation allowance, when granted to Covenanted Civil Servants is computed.

G. I. F. D.
No. 1377,
23th July
1864.
B. G. R.
No. 878, 31st
August 1864.

31. Appointments belong to a class by reason of their being identical in designation and duties, while they would belong to different grades of the class, by reason of any varying salaries attached to them. When designation and duties are alike, a difference in salary merely constitutes a difference in grades of the same class, as in the case of Collectors of first and second grades in Bengal. While this is the sense in which the terms "classes" and "grades" have been used in the Order of 28th November 1863, it has been usual to describe Deputy Commissioners as of the first, second, and third class, according to the varying rates of their salary. But this description, for the reasons above stated, is clearly erroneous, and as regards deputation allowances, when officiating for another Deputy Commissioner, both Officers being considered to be of the same class, though their grades in that class, which are rejectable by a pecuniary standard, may be quite different.

G. I. F. D.
No. 2485,
22nd September
1864.
B. G. R.
No. 1072,
9th October
1864.

32. The abolition of the rule that a subordinate, acting for his principal or for any superior Officer in the same office or establishment at the same station, shall not be entitled to Deputation Allowance until after the expiration of one month, and that then the allowance is not to be drawn in arrear is sanctioned.

S. S. No. 394,
25th April
1867.
B. G. G. 6th
June 1867.
Page 1916.

SECTION 11.

DUFTURDARS.

1. The appointment of Dufurdars have to be confirmed by Government, and therefore appear in the Notifications by Government, and not in the Departmental Notification of the

B. G. R.
No. 4314, 17th
October 1865.

Revenue Commissioner. But they have been treated as Ungazetted Officers to prevent unnecessary references to Government, regarding leave &c. If it be more convenient to the Account Department, it can be so arranged that Dufturdars' appointments shall be notified by the Revenue Commissioner, who will state expressly in the Notification that the appointment has been confirmed by Government.

SECTION 12.

ESCORTS FOR TREASURE.

C. F. D. No.
539, 13th
July 1860.

1. Whenever Treasure is under the charge of Military or other Guards, that the Treasure is so disposed and secured that the duty of the Guards may be easily performed, and the Treasure may not be a cause of temptation to the Sentry.

B. G. M. D.
No. 2061,
4th July
1862.

2. Military Escorts for Treasure should only be granted when the state of the Country requires a stronger guard than the Police can furnish, and special requisition should be made by the Civil authorities, reasons for demand being given at the same time.

SECTION 13.

ESTABLISHMENTS.

G. L. Circular,
No. 3815,
8th June
1859.
B. G. G. 17th
July 1859.
Page 3.

1. All Local Governments and Administrations have authority to sanction changes in Establishments not involving an increase of expenditure subject to the orders of the Government of India, and such changes to be reported.

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

2. Every charge for an extra or temporary Establishment should have the sanction of the Government of India, or *the sanction as a special case* of the Bombay Government, appended to it, and it should be accompanied by Absentee Returns or a note that no leave has been granted.

3. No applications for additional Establishments after the passing of the Budget Estimates for the current official year can be complied with, unless the expenditure can be met by a corresponding reduction. Officers are therefore prohibited from sending in applications for expenditure in excess of the Budget grants, except in special cases of wars, famines, inundations, and such like occasions which cannot ordinarily be foreseen and may best be provided for by special grants as emergencies arise, and in case of pensions and gratuities the occasion for which cannot be accurately foretold and certainly provided for.

G. I. F. D. No.
5383, 8th May
1861.

B. G. G. 23rd.
May 1861.
Page 917.

4. But in all other cases, whether of establishments or casual charges, the Local Governments are authorized to expend at discretion, within certain limits defined in Resolution No. 11322, dated 15th November 1860, subject to the following provisions:—

Ibid.

- 1st. That any alteration in the distribution of the charges of a Department be at once reported with all details, as at present, to the Government of India.
- 2nd. That no salary of any Officer appointed by any Government can be altered or redistributed without the sanction of the Government of India previously obtained.
- 3rd. That no general rates of pay or allowances shall be altered, nor any charge incurred, which can pledge the Government beyond the year to which the Estimate relates, without the sanction of the Government of India.
- 4th. That all existing rules relating to the control of the Government of India over pensions and superannuations remain in force.

G. I. P. D.
No. 5806,
21st May 1861.
B. G. G. 6th
June 1861.
Page 974.

5. Accountant General directed, before passing bills for expenditure on account of Establishments sanctioned on condition that the expenditure is included in the Budget, to enquire of the Local Governments or the Government of India whether such expenditure has been included in the Budget or not, and to pass the same for payment, if included, otherwise to decline, pending orders from the Government of India.

Ibid.

6. Accountant General not justified in passing for payment any particular item of expenditure from the fact of provision being made in the Budget for it, but he is authorised to pass charges according to the existing practice, provided the charge is covered by a specific sanction from competent authority. Cases otherwise especially provided for being excepted, as directed in para 20 of the Budget and Audit Committee's Report, No. 10 of the 18th January 1860.

B. G. F. D.
28th May
1861.
B. G. G.
30th May
1861.
Page 943.

7. Heads of Departments are requested to publish in the Government Gazette a list in the form,* of all subordinates who have been thrown out of employment in consequence of reductions, and these men should be considered to have a prior claim for re-employment in situations for which they are qualified. The list should be published once a month for six months. When any of the subordinates are re-employed, intimation should be given to the Officer in whose list he appears, in order that his name be omitted.

G. R. No. 615,
25th July
1861.

8. On vacancies occurring in public offices, persons who have lost employment owing to reduction of Establishment, should have the preference.

B. G. Cir.
F. D. No.
1156, 31st
December
1861.

9. In proposing a reduction of Establishment, the date from which it is intended to take effect should invariably be stated.

* Vide Appendix B.

10. In applications for Establishments, &c, information on the following points to be noted in a separate Memo or P. S.

G. I. F. D.
No. 2569,
31st March
1862.

I. The date from which respective charges are to take effect.

B. G. G. 22nd
May 1862.
Page 859.

II. Whether provided for in Budget.

III. If so, under what head.

IV. If the charge be temporary, on what date it is to cease.

V. If saving is to be effected, from what date saving takes effect.

VI. Under what head saving is to be made.

VII. If charges are shown in lump sums, arrears, if any, should be distinguished from charges of the year to which the Budget refers.

VIII. If charges are payable from Local Funds, this should be stated.

11. Offices or Establishments once reduced cannot be brought on again after a time without a fresh sanction; that omission from the Budget is fatal to any claim until sanctioned by the Government of India; that such claims, if not covered by Estimates, lapse absolutely, and the Local Governments must apply for special sanction as to an entirely new item of expenditure.

G. I. F. D.
No. 3372,
12th May
1862.
B. G. R.
No. 2320.
13th June
1862.

12. Arrangements involving an increase or a change in Establishment, are not to be carried out without sanction previously obtained, or in cases of emergency, without immediately reporting the steps which it was deemed necessary to take for the sanction of higher authority. Any deviation from this rule will render the defaulting Officer liable in his own person for the

G. I. F. D.
No. 103 A.
6th August
1862.
B. G. G.
18th September
1862.
Page 674.

payment of the additional sum which he may have authorized and which the Government may have to incur in consequence of an erroneous impression on his part that the amount can be met from savings.

A. D.
5th May
1865.
B. G. G. 11th
May 1865,
Page 865.

13. Heads of Departments who submit Pay Abstracts to the Audit Department, are requested to furnish a List of Uncovenanted Servants, Europeans and East Indians, prepared agreeably to the prescribed form*. In cases where no Europeans or East Indians are employed, a blank return should be sent. Heads of Offices to note in the Pay Abstracts in which pay for the first time may be drawn for an Uncovenanted Servant, (European, East Indian, or Native) eligible to pension, his age on his first admission into the service.

SECTION 14.

GRATUITIES.

G. I. F. D.
No. 36, 14th
August 1857.
B. G. G.
26th March
1866.
Page 483.

1. Gratuities are not to be given as a matter of course, nor the maximum to be granted in every case in which a gratuity is considered to be deserved. The maximum of six months pay cannot be granted in any case, unless the individual has served with unblemished character for at least 5 years, these gratuities may be in future invariably substituted for the special pension to persons not entitled to it under the rules by which they have been hitherto granted in the following cases.

1st. Servants who have been thrown out of employment by the abolition of their offices.

2nd. Servants in grades entitling them to pension who are disabled by sickness from completing the periods of service prescribed in the rules.

* Vide Appendix C.

3rd. Servants in grades entitling them to pension who have served a portion of their time only in such grades, the rest of their service having been spent in situations not cognisable under the rules.

4th. Servants in grades not entitling them to pension under the rules, but who have become unfit for further service from old age or sickness.

5th. Persons injured while in the execution of their public duty, and thereby disabled from earning their livelihood.

6th. The families of persons killed in the execution of their public duty.

2. Gratuities are pensions in another form, they should be governed generally by the same rules in respect to continuous service.

G. I. F. D.
No. 13207,
11th October
1861.
B. G. G.
21st November
1861.
Page 916.

3. A gratuity of six months pay may be granted to a peon under the standing rules, in consequence of the long service of the applicant, if he has no son or grandson qualified to succeed him. The proper way to provide for those servants who are not entitled to pension, is to employ their sons. If they have better employment elsewhere, gratuities should only be given for exemplary service, or on reduction of Establishment.

B. G. R.
No. 884,
17th October
1861.

4. A servant of Government can be debarred from a gratuity only when he is provided with Government employment, within the usual six months, so that his employment, whether in a Government Office after that time, or in a private Office within or after that time, cannot bar his claim to gratuity.

G. I. F. D.
No. 5250,
29th March
1862.
B. G. G.
18th September
1862.
Page 674.

G. I. F. D.
No. 3999,
6th June
1862.
B. G. G.
10th July
1862,
Page 46.

5. The Governor General in Council is pleased to direct the substitution of the following scale, for the scale of gratuities prescribed in the Orders of the 31st July 1860.

Three months pay for an Officer who has served five years, or any longer period less than ten years.

Four months pay for an Officer who has served ten years or any longer period less than fifteen years.

Five months pay for an Officer who has served fifteen years, or any longer period less than twenty years.

Six months pay for an Officer who has served twenty years or more.

G. I. F. D.
No. 4541,
10th July
1862.
B. G. G.
24th July
1862,
Page 164.

6. Gratuities to discharged public servants ought not to be given before they have been six months out of employ, and this rule may be considered to be of general application.

G. I. F. D.
No. 1389,
6th December
1862.
B. G. G.
22nd January
1863,
Page 139.

7. In recommending the grant of gratuities, Local Officers should be careful to satisfy themselves of the correctness of the rates of pay and the periods of service shewn, and to certify that they have done so at the foot of the statements. The necessity of such a certificate will be obvious, when it is remembered that the Audit Department is not generally possessed of the means of reporting upon such cases, and that it has no means of readily detecting any errors in the data on which the proposals of the Local Government are based.

G. I. F. D.
No. 3936, 20th
August 1863.

8. The new gratuity rules are applicable only to servants in grades eligible to pensions. To persons belonging to grades

which do not qualify for pensions, the old rules for awarding gratuities are still applicable.

B. G. G.
21th September 1863.
Page 743.

9. Discharged servants of the Hyderabad Residency as have passed the entire period of their service in grades eligible to pensions, but who have not served long enough to be entitled to pension, gratuities may be awarded under the new rules at the rate of one month's pay for each entire or complete year of service, up to the maximum of twelve months pay, without any allowance for fractions of a year. In calculating the periods of the services of these persons, the rule disallowing from the calculation the service rendered before the age of 22, need not be enforced as regards gratuities, but periods of absence on leave other than privilege and preparatory should be thrown out of the calculation of service, equally as in the cases of pension. To persons, however, employed in ineligible grades, the old rules will still apply.

G. I. F. D.
No. 4038.
26th August 1863.
B. G. G.
12th November 1863.
Page 1244.

10. When an officer is discharged with a gratuity under the Uncovenanted Service Rules on reduction of establishment, the gratuity will not be given to him in one sum, but in monthly instalments of a month's pay, until the full amount is paid. Should he be re-employed before or after the period for which gratuity is allowed, he will have the option of refunding the gratuity and recovering his former service, or of forfeiting that service by retaining the gratuity. In the latter case, any balance of gratuity remaining undrawn at the date of his re-employment may be paid to him.

Uncovenanted
Service Rules.
G. I. F. D.
No. 1915.
13th April 1864.
B. G. G. 28th
April 1864.
Page 831.

11. In cases where the service has been rendered partly in ineligible and partly in qualifying grades, the gratuity might be given under the old rules for the entire period, but if the superior advantages of the new rules be desired, they can only be availed of for the period of qualifying service, the other term of service as towards gratuity being entirely foregone.

G. I. F. D.
No. 3693.
30th December 1865.
B. G. G. 18th
January 1866.
Page 101.

SECTION 15.

INDENTS.

Rule 5.
C. A. C.
No. 586, 9th
July 1860.

1. Indents in all cases require the date of the last Indent to be noted, as laid down in *form published in the Bombay Government Gazette of 24th February 1859, page 273, and should be in duplicate.

Rule 6.

Indent for repairs to old articles should never be furnished, as Indents for new supplies are passed.

Rule 7.

Bills for charges incurred under Indents should always be accompanied by the original Indent.

C. A. No.—
12th September 1860.
B. G. G.
20th September 1860.
Page 403.

2. Officers in the Civil Department are required by the Inspector General of Ordnance and Magazines, when indenting on the Ordnance Department through the Accountant General invariably to observe the †form laid down in Jameson's Code, Article 63, page 406. It is not necessary, however, that the column headed "value" should be filled in by the indenting Officer.

G. I. F. D.
No. 327.
25th April 1863.
B. G. G.
25th June 1863.
Page 1213.

3. Indents on England for stores for all Civil Departments, and for the Public Works Department, are to be forwarded to the Secretary of State through the Local Governments, who are the principal and the responsible Executive Authorities in the matter, abstracts of the Indents being sent to the Public Works Department of the Government of India, for public works stores, and to the Financial Department for civil stores.

Indents for military as for all other stores required from Europe, shall, after undergoing the revision of the superior departmental authority, be forwarded to England direct, that is to say, for the Madras and Bombay Armies by the Governments of those Presidencies, and for the Army on the Bengal Establishment by the Military Department of this Government.

* Vide Appendix A.
† Vide G. G. of 24th February 1859, page 373.

A copy of each Indent will be forwarded through the channels already prescribed to the Financial Department, for information merely, that Department not passing any order on it except when it may be necessary to object to any items, or to suggest its supply from the surplus stock of some other Department.

G. I. F. D.
No. 327.
25th April
1863.
B. G. G.
25th June
1863.
Page 1213.

SECTION 16.

INSOLVENT ACT.

A subordinate in the pay of Government resorting to the Insolvency Courts will be considered liable to exclusion from the Public Service, unless it shall appear that the embarrassment of the Insolvent has been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and that it has not proceeded from dissipated or extravagant habits.

B. G. R.
20th December
1858.
B. G. G. 16th
December
1858.
Page 907.

SECTION 17.

JOINING TIME.

1. An Officer taking leave is considered absent from the date he makes over charge of his office, unless it is specifically stated that the charge was made over to the *locum tenens*, after the usual working hours of the day, i. e. after 4½ P. M. in which case, the absence is held to commence from the following day. In cases in which the person obtaining leave makes over charge of his office before the commencement of the usual business of the day, (say at 10 A. M.) he is considered absent from that day, and his allowance regulated accordingly. In the absence of any such specification, the practice in the Civil Department is to reckon the Absentee Allowances as commencing from the very date the Officer makes over charge, although that prac-

G. I. R.
No. 3327.
13th April
1860.
B. G. G.
27th September
1860.
Page. 456.

tice is different from that observed in the Military Department, where such allowances are held to commence from the day following that on which an Officer makes over charge of his office.

F. D.
No. 486,
27th June
1860.
B. G. G.
5th July
1860.
Page 2.

2. The time allowed for joining is to be computed from the date of receipt of the order notifying the appointment.

An officer failing to join his appointment within the prescribed period, forfeits all pay and allowances for the time in excess: and if such excess be more than one month, his appointment is forfeited.

No interval is allowed between vacating an appointment and assuming a new one at the same station. On an appointment being changed during leave of absence, travelling time is allowed after the expiration of the leave, according to the distance from the old to the new station.

The Audit Office requires an Officer removed from one station to another to submit a certificate, showing the dates on which he gave and assumed charge, and stating whether the journey was made by land, sea, or railway.

G. I. F. D.
No. 3180,
28th April
1862.
B. G. G.
22nd May
1862.
Page 857.

3. When an Officer is transferred from one station to another, while absent on leave, he is entitled, unless he receives instructions to the contrary, to joining time in addition to the period of his leave, and such time, as well as his travelling allowance (if he is entitled to any under the rules) must be regulated by the distance from his old to his new station, or from the place where he receives the order appointing him to his new station, whichever, in the case of joining time, is the nearest to his new station, and in the case of travelling allowance is least expensive to Government.

4. Time allowed for joining an appointment will be fixed by the Authority conferring the appointment.

Para. 22.
Unctd. Service
Rules.
G. I. F. D.
No. 1915,
13th April
1864.
B. G. G.
28th April
1864,
Page 829.

5. An Officer entering the service of Government is not entitled to any salary before joining his appointment, but when transferred from one appointment to another of equal or higher value, he will draw so much of the salary of his new office as may be equal to that of his former appointment.

Para 23.

6. The period of joining time to be allowed to Covenanted Civil Servants transferred from one station to another is to be governed by the rule for preparatory leave in the third paragraph * of the revised Absentee Rules for Covenanted Civil Servants, seven days for preparation being substituted for the seven days at the port of embarkation authorised in that rule.

G. I. F. D.
No. 1313,
16th March
1865.
B. G. G.
30th March
1865.
Page 519.

7. The time allowed to a Military Officer to proceed from one Civil appointment to another is to be calculated in the same manner as the joining time of a Covenanted Civil Servant. The preparatory or special leave of a Military Officer in Civil employ, in addition to furlough, or to leave beyond India on medical certificate, is to be governed by the Military Rules.

Ibid.

8. It is not intended by Section 6 of the new Civil Absentee Rules, which limits to one week the period within which Officers absent on privilege leave must rejoin their appointments, after the expiration of such leave, that the rule in question should be applied in the cases of Officers who may have been granted privilege leave prior to the date of the publication of the rules.

H. M's S. of S.
No. 14, 28th
February
1865.
B. G. G.
6th April
1865.
Page 360.

* Vide Art 9, Section 18, Preparatory leave.

Para 36.
Chaplains
A. R.
G. I. F. D.
No. 1381,
15th July
1865.
B. G. G.
3rd August
1865.
Page 291.

9. The period of joining time will be governed by the rule laid down for the calculation of preparatory leave, in Clause b. * of Section XXXII. When an Officer is transferred from one station to another during absence on leave, he will, unless there be special orders to the contrary, be allowed joining time in addition to the period of his leave, and the time will be calculated according to the distance either from his old to his new station, or from the place where he receives the orders transferring him to his new station, whichever may be nearest to his new station.

No. 3, 23rd
May 1866.
B. G. G.
24th May 1866.
Page 1248.

10. As much diversity of practice obtains in the manner of reporting the time of assuming and relinquishing the duties of office on transfer from one office to another, and on taking advantage of leave which has been sanctioned, the attention of all Officers is requested to the Notification by the Government of India, No. 49. † dated 26th March 1862, published in the *Bombay Government Gazette* of the 10th April 1862, page 572, and they are reminded that when making such reports it should be distinctly stated, whether charge of office was received or relinquished before or after noon.

SECTION 18.

LEAVE

CASUAL.

A. D.
No. 38, 21st
February 1861.
B. G. G. 28th
February
1861.
Page 377.

1. In granting leave to ministerial members of Establishments, who draw less than 100 Rupees a month, the provisions of the Uncovenanted Absentee Rules are to be strictly acted on, as they would be in the case of Uncovenanted Officers drawing more than 100 Rupees monthly.

* Vide Art 13, Section 18, Preparatory leave.

† Vide Art 1st, Section 25, Salaries and Allowances.

2. Casual leave may be granted for 20 days in the year, to any individual at the discretion of the head of the office, and no report is to be made of it to the Audit Department; but every day's leave beyond 20 days casual leave, must be strictly regulated according to the Absentee rules, and noticed under its particular section in the Leave Returns.

A. D.
No. 33, 21st
February
1861.
B. G. G.
28th February
1861.
Page 377.

3. The new Absentee Rules do not allude to casual leave, because it affects only the internal discipline of an office or department. This leave should be granted by the head of an office under any discretion which may be allowed by his own Government.

G. I. F. D.
No. 5863,
30th November
1863.
B. G. G.
28th April
1864.
Page 337.

4. The Government of India have, in their Resolution communicated under date 2nd July 1857, No. 963, recognized the principle of granting casual leave. The object of the rule limiting the number of days to be taken on such pleas as headache, fever, death of relatives &c. &c., was to check and limit absence from office for a day or so at a time on such grounds, whereas the absence contemplated under the Absentee Rules is of quite another description. Occasional leave on the grounds above mentioned cannot be refused or denied, and it seems quite unnecessary that such cases should be referred to Government.

B. G. No.
3568,
8th October
1866.

5. Applications for leave away from their stations are often submitted by subordinate officers under the head of casual leave, and that they are sometimes complied with. The abuse of the privilege should be put a stop to, and the attention of all officers should be drawn to the Resolution of the Government of India above adverted to, in which the above restrictions on this description of leave is distinctly placed.

Ibid.

FURLOUGH.

R. for C. J.
and P. J.
under Provi-
sions of 24 and
25, Cap. 104,
Sec. 6,
B. G. G.
16th April
1862.
Page 740.

Ibid.

1. A furlough for the period of one year, with an allowance of £1,000, payable by quarterly payments, shall be allowed to the Chief Justice, and to each Puisne Judge of the High Court after seven years actual service as Chief Justice, or Chief Justice and Judge, or Judge of the said Court.

2. The furlough granted under these rules to a Judge selected from the Covenanted Civil Service, shall be exclusive of the furlough to which such Judge is entitled under the rules applicable to furloughs allowed to members of such service.

Ibid.

3. If a Judge of the High Court, selected from the Covenanted Civil Service, who has not taken his furlough under the rules applicable to his branch of the service before his appointment to the High Court, shall take such furlough within one year after the expiration of his furlough under these rules, the furlough taken by him as Judge of the High Court shall be reckoned as so much time of his furlough under the rules applicable to the Covenanted Service, and the amount drawn by him shall be adjusted, with reference to such rules, by deductions from the allowances payable to him as a Civil Servant on furlough.

Ibid.

4. A Chief Justice or Puisne Judge, during his absence on furlough shall retain his office, but such furlough shall not be reckoned as actual service in calculating the period of service entitling the Chief Justice, or Puisne Judge, to a pension.

Para 12,
Unacovd. S. R.
G. I. F. D.
No. 1915,
13th April
1864.
B. G. G.
28th April
1864.
Page 828.

5. Leave on furlough for one year with retention of office may be granted after ten years' service, and a second furlough also for one year after eighteen years' service in India—such absence being limited to two years during the whole period of service.

LEAVE—FURLOUGH.

Para 13.

6. An Officer when taking leave under para 12 for the first time, must decide whether he will apply for leave on private affairs, or for furlough, and having once exercised his option and obtained leave accordingly, he will not be eligible during the remainder of his service, to the other description of leave.

Para 14.

7. Leave on furlough if taken in India, will reckon from the date of leaving office, to return thereto; if beyond India, will reckon from the sailing of the vessel on which the Officer embarks, to the date of his return to India.

Para 15.

8. Leave on furlough cannot be taken in continuation of privilege leave.

Para 20.

9. An Officer whose salary does not exceed Rupees 200 per month, proceeding on furlough, will draw one half of his salary, provided, however, that it shall not exceed Rupees 800 per annum. If the absentee's salary shall be above Rupees 200 and not exceeding Rupees 400 per month, he may be granted an annual allowance of Rupees 1,300.

Above Rs. 400 and not exceeding 700 per month may be granted Rs. 2,000

"	"	700	"	"	1,200	"	"	"	"	3,000
"	"	1,200	"	"	"	"	"	"	"	4,000

Para 25.

10. Officers proceeding to England on furlough must obtain a certificate according to the prescribed * form from the Accountant General, for submission to the India Office on their arrival in London.

Para 1.
C. A. R.
G. I. F. D.
No. 3980,
dated 16th
December
1864.
B. G. G.
5th January
1865.
Page 3.

11. Furlough will be granted for a period of three years during the whole time of service. Civil Servants will have the option of taking three years at one time, after an actual residence in India of ten years, or of dividing the furlough into three periods of one year each, which may be taken after successive intervals of not less than seven years' residence, or into two

* Vide Appendix D.

periods, which may either be of one and two years, or of one year and a half, respectively, provided that no furlough exceeding one year be taken until after the completion of ten years' residence in India, and that an interval of not less than seven years' residence shall occur between the first and second periods.

Para 1.
C. A. R.
G. I. F. D.
No. 3980,
dated 16th
December
1864.
B. G. G.
5th January
1865.
Page 3.

Ibid.

12. In every case, it is imperative that a Civil Servant, when taking his furlough, shall declare whether it is for one, one and a half, two, or three years, and the term can only be altered with the permission of the Local Government. Civil Servants taking furlough will vacate their offices.

13. These grants of furlough are subject to the condition that in no case shall a greater number of servants be absent from India on furlough at one time, than 10 per cent of the number on the list of each Presidency, and that, in granting furloughs, the preference shall be given, first to servants producing medical certificates, in the prescribed form, * that a visit to Europe is indispensably necessary for the restoration of health, and then to servants in their order of seniority, according to the rank assigned to them on the gradation list of the service. Civil Servants who produce medical certificates in support of applications for furlough, and who are admitted preferentially thereto, are subject to all the conditions applicable to furlough.

Para 2.

14. The furlough allowance granted during the periods specified, will be at the rate of £500 per annum, and it will not on any grounds whatever be continued for more than three years.

Para 4.

15. Civil Servants who have taken leave of absence on medical certificate, being at the time eligible to a three years' furlough, cannot be admitted to furlough, except in cases of illness, duly certified, until they have served four years from their last return to duty; and, if not eligible to a three years'

* Vide Appendix E.

furlough when the leave was taken, until they have served two years from their last return to duty with the same exception as as to certified illness. This rule will not apply to leave on medical certificate taken for a period not exceeding three months.

16. An absentee who may obtain leave in continuation of furlough, will not be entitled to any allowance during the extension.

Para 5.
Ibid.

17. Furlough on private affairs is granted by the Government of India in the Home Department (on application, as before, through the Archdeacon, and through the Local Government or Administration in the Bengal Presidency under whom the Chaplain may be serving), and by the Governments of Madras and Bombay.

Para 10.
Chaplains
A. R.
G. I. F. D.
No. 1381.
15th July
1865.
B. G. G.
3rd August
1865.
Page 292.

18. A Chaplain wishing for an extension of one of the authorised portions of furlough while in England, must send his application to the Government of India, Home Department.

Para 11.
Ibid.

19. Applications for furlough on private affairs must be supported by proof of *residence for the period prescribed in para XIV, and of presence on duty for a continuous period of three months from the date of return from the last absence on privilege leave.

Para 12.
Chaplains
A. R.
G. I. F. D.
*No. 3126.
30th November
1865.
B. G. G.
14th November
1865.
Page 1384.

20. Grants of furlough on private affairs are subject to the exigencies of the public service. If a Chaplain prefers taking his furlough in India he may do so.

Para 13.

21. The period for which furlough is granted are as follows:—

Para 14.
Ibid.

A.—Undivided—a continuous term of three years, but not before completion of ten years' residence in India : or

B.—Divided into two periods, whether of eighteen months each or of two years and one year respectively. The first instalment of such divided furlough may be taken after a residence of seven years, and the second instalment after a residence of (^{eight}_{ten}) years' from date of return from last instalment, by Chaplains appointed (^{before}_{on or after}) the 11th January 1854. One year is the shortest term of furlough that can be taken by a Chaplain.

- Para 15. 22. The pay during furlough is £ 191-12-6 per annum.
- Para 16. 23. Leave on furlough will be reckoned as in para VII *
- Para 17. 24. A Chaplain on furlough may be allowed an advance of six months' furlough pay on the same terms as in para VIII. †
- Para 18. 25. A Chaplain proceeding to England on furlough should get the prescribed form. ‡

H. M.'s S.
of S. No. 264,
16th November 1866.
G. I. F. D.
No. 2610,
B. G. G.
17th January
1867.
Page 125.

26. The present rule, under which an Officer may be granted leave on private affairs for six months, with half pay at intervals of six years, is sufficiently liberal, and the accumulation of such leave to twelve months cannot be sanctioned, but there is no objection to an Officer being allowed the option of taking his two year's furlough in two periods as at present, or in one period after eighteen year's service.

• MEDICAL CERTIFICATE.

I. Uncovenanted Officers in the Public Works Department who have been sent under a special engagement from England should be placed, as regards leave on medical certificate to Europe, under the ordinary Absentee Rules for Uncovenanted

P. W. D.
No. 2413,
29th May
1858.
B. G. G.
23rd July
1858.
Page 118.

* Vide Article 32, Medical Certificate.

† Vide Article 33, Medical Certificate.

‡ Vide Appendix F.

Officers, with the exception that the length of absence allowed under Clause I. Section V,* will in their case be limited to two years, on the condition that they relinquish any claim for a return passage to England.

2. Officers who have been allowed to count their leave on sick certificate, as service for pension, will be ineligible to a furlough on private affairs, until they have served six years in India, from the date of their return to India.

3. Commissioners of Revenue and Police are authorized to permit Officers to proceed on sick leave in case of emergency, in anticipation of formal leave.

4. Leave may be granted by the Governor General in Council to the Chief Justice, or any Puisne Judge of the High Court, who may not be a member of the Covenanted Civil Service, under medical certificate, once during the term of his service, either for a period of six months on half salary payable on return, and resumption of his duties, or for a period of fifteen months on an allowance of £1,000 per annum. Such Chief Justice or Puisne Judge during his absence shall retain his office; but if his absence shall, under any circumstances exceed fifteen months, his office shall be vacated.

5. If any Judge of the High Court, who has taken leave of absence under the foregoing rule for a period of six months, shall desire to extend his absence beyond such period, he shall be permitted to do so under due medical certificate, his allowance for the entire period of absence being calculated at the rate of £1,000 per annum.

6. Leave of absence under medical certificate to Judges of the High Court who are members of the Covenanted Civil Service, will be regulated by the rules "for sick leave," applicable to the Civil Service generally.

H. M.'s S.
of S. No. 82,
25th May
1860.
B. G. G.
12th July
1860,
Page 30.
B. G. R.
No. 4641,
17th September
1861.

R. for C. J.
and P. J.
under Pro-
visions 24 &
25 Cap. 104
Sect. 6.
B. G. G.
16th April
1863.
Page 741.

Ibid.

Ibid.

* Uncovenanted Service Rules 5th March 1857.

R. for C. J.
and P. J.
under Provi-
sions 24 & 25
Cap. 104
Sec. 6 B. G. G.
16th April
1863.
Page 741.

Para 6.
Uncovt. A. R.
G. I. F. D.
No. 1915.
13th April
1864.
B. G. G. 28th
April 1864.
Page 827.

7. No more than six months of the leave granted under medical certificate shall be reckoned as actual service, in calculating the period of service entitling the Chief Justice or Puisne Judge to a pension.

8. Applications for leave on medical certificate must be accompanied by a statement from the applicant's medical attendant, distinctly stating from personal observation, the nature of the disease, its symptoms, causes, and duration, and by a certificate from the Chief Medical Officer of the Station or District, or, if at a Presidency town, from a Presidency or other Official Surgeon, certifying after careful personal investigation, the necessity for temporary absence, and the period for which absence is, to the best of his judgment, absolutely requisite for restoration to health. If the requisite leave be for a longer period than six months, the certificate must be countersigned by the Superintending Surgeon of the Division in which the applicant may be employed. In cases of leave beyond sea, the certificate must be also submitted, with the statement of the case, for the countersignature of the Principal Inspector General of the Medical Department.

Para 7.
Ibid.

9. An application for extension of leave must, if the applicant be in India, be accompanied by a certificate to a like effect from his Medical Officer Attendant, together with a statement showing sufficient reason for the extension solicited, and such certificate must be countersigned by the Principal Inspector General of the Medical Department, or by the Superintending Surgeon of the Division in which the applicant may be residing.

Ibid.

10. If the applicant shall have proceeded beyond the territories under the Government of India, he must furnish a certificate and statement to the required effect from a Surgeon or Physician at the place of his temporary residence by whom he has been attended; such attendance, and the period of it, to be

stated, and the certificate to be countersigned, after personal examination, by the Examining Physician of the India Office, if the absentee is in England,—or by the Principal Medical Authority of the colony or country to which the absentee may have proceeded.

11. If any of the above particulars be neglected, or the omission of any one of them unsatisfactorily explained, the leave will be refused.

Para 8.
Ibid.

12. Leave on medical certificate, with allowances, must in no case exceed three years in all, and not more than two years may be taken at one time. Subject to these restrictions, leave within Indian limits may be granted, with allowances on medical certificate, as often as sufficient cause is shown: but beyond Indian limits, such leave cannot be granted more than twice during the whole period of service. Should any further leave be applied for on medical certificate, it may be granted, but without any allowance. Preparatory leave counting as service towards pension, can only be admitted in regard to two periods of leave.

Para 11.
Ibid.

13. An absentee on sick leave in or out of India, will draw half salary for the first fifteen months of each period of his absence, and one fourth salary during the remainder of his absence on allowances, provided it shall in no case exceed Rupees 6,000 in the former, and Rupees 3,000 in the latter per annum.

Para 20.
Ibid.

14. An Officer on privilege leave who may obtain sick leave, without first rejoining, will be subject to the rules for sick leave for the whole period of his absence.

Para 21.
Ibid.

15. Officers proceeding to England on medical certificate must obtain a certificate according to the prescribed form * from the Accountant General, for submission to the India Office on their arrival in London.

Para 25.
Ibid.

* Vide Appendix D.

Para 10.
C. A. R.
G. I. F. D.
No. 3980,
16th December
1864.
B. G. G.
5th January
1865.
Page 2.

16. Leave of absence on medical certificate from any office or station can only be granted by the Government under which the applicant is employed. Every application for leave must be made publicly through the regular channel, in the department to which the applicant may belong, and a certificate countersigned according to the prescribed * form, must accompany the application.

Para 11.
Ibid.

17. Upon application duly made, the Government may grant leave of absence on medical certificate to a Civil Servant for any period not exceeding fifteen months, without restriction as to the places to which he may resort. During such period, the absentee will be allowed to retain his office and to draw a moiety of his salary, provided that such moiety shall not exceed Rupees 10,000 (£1,000) per annum, which is to be the maximum drawn as absentee allowance. In cases in which the emoluments of the absentee's office, shall not exceed Rupees 5,000 (£500) per annum, no deduction therefrom shall be made for the period of fifteen months, nor shall any such deduction be made in other cases as would reduce the absentee's allowance below Rupees 5,000 (£500) per annum. In cases in which the salary shall be less than £500 per annum, the full salary shall be allowed.

Para 12.
Ibid.

18. In the event of the absentee being compelled by the state of his health to apply for an extension of the leave so granted; his application must be supported by a certificate in the prescribed form.† Upon application so made, extensions of leave may be granted for any period not exceeding six months at one time; and, until the total period of absence shall have exceeded 20 months, the absentee may retain his office and half salary within the limits above specified. After twenty months' absence his office will be vacated; but he will be permitted to draw a sick absentee allowance of £500 per annum, if he be

* Vide Appendix E.

† Vide Appendix G.

above 10 years' standing, and £250 per annum if not above 10 years' standing. After an absence of three years, all allowances will cease.

19. The period for which a Civil Servant will be granted leave of absence on medical certificate, with allowance, is limited to three years (with the exception of the additional leave hereafter provided for by Sections 15 and 16)* during the whole of his service. In the event of his returning to his duty within three years, and being, at any time after the expiration of two years from the date of his return, compelled again to apply to be absent on medical certificate, he may be granted leave for 15 months, if so much of his three years shall remain unexpired, or for such shorter time as would complete the three years. He will be allowed for any such period to retain his office and half salary; and extensions of this leave may be granted in the same manner as is authorized by Section 12,† provided, however, that in no case shall the absentee retain office and half salary for more than 20 months at one time, or for more than two years and a half during the whole period of service.

Para 13.

Ibid.

20. Leave of absence on medical certificate, with allowances, can only be granted in one or two periods, excepting only the additional leave sanctioned by Section 15.

Para 14.

21. Civil Servants who may have been absent for three years on medical certificate with allowances, *before the publication of these rules*, and who may be compelled by ill health, after completing 15 years' total service, to apply for further leave of absence, may be permitted on special grounds to obtain it, but their absence will involve loss of office and salary, the Government of India and Subordinate Governments will, however, exercise a discretionary power to grant to them an allowance not exceeding Rupees 5,000 or £500 per annum, for any period not exceeding 12 months.

Para 15.

Ibid.

* Vide Arts 21 & 22.

† Vide Art. 18.

Para 16.

Ibid.

22. Civil Servants who may have taken sick leave under the rules of May 17th 1843, which involved loss of appointment, will not be thereby debarred from taking leave again under Sections 11 and 12* of these rules.

Para 17.

Ibid.

23. The period of absence granted under Articles 16 to 23 will be computed, if the absentee shall proceed to a Sanitarium within the Presidency, from the date of his arrival thereat to the date of his quitting the Sanitarium: if to any place beyond the Presidency, but within the Continent of India, from the date of his leaving the frontier of his own Presidency to the date of his return thereto; and if he shall proceed to sea, from the date of the sailing of the vessel on which he may have embarked from any port in India, which is not more distant from the station than the principal port of his own Presidency to the date of his arrival at any port within the Presidency to which he belongs, or at any other port which is not more distant from his station than the principal port of his own Presidency.†

H. M.'s S.
of S. No. 282,
30th November 1864,
G. I. F. D.
No. 79, 5th
January 1865.
B. G. G. 19th
January 1865,
Page 83.

24. The last clause of the appendix to the revised code of Civil Absentee rules, forwarded with Financial Despatch dated the 7th instant, No. 262, is altered as follows:—If the applicant for an extension of leave on medical certificate be residing within 20 miles of London, he must produce a certificate from the Medical Board attached to the India Office, showing the necessity for such extension. If residing beyond that distance from London, certificates in the second of the above forms, must be produced from two Medical Practitioners.

G. I. F. D.
No. 1126,
28th February
1865.
B. G. G.
24th August
1865.
Page 439.

25. A short leave of absence on medical certificate will not affect an Officer's title to further leave of the same description, except inasmuch as it would form a part of the three years' sick leave to which he is limited during the whole period of his service.

* Vide Arts. 17 & 18.

† Nearest is intended to have reference not only to distance, but to time occupied in travelling.

26. A short absence of one month's sick leave taken in India is deducted from the one year's sick leave which is allowed to count as service and residence in India under the new Civil Service Furlough and Absentee rules. The above has reference to the short sick leave being counted as service for pension, whereas the decision in the Government of India's Resolution No. 1126 * dated 28th February 1865, has reference to the counting of short sick leave in connection with furlough or further sick leave to England. In all, only one year's sick leave is allowed to count as service for pension. Therefore an Officer who had previously availed himself of short leave of this description, either in India or elsewhere, would only be allowed to count the residue of such period as service for pension.

27. Leave on medical certificate is given by the Government, under which the applicant may be serving, on application through the Archdeacon, through whom the medical certificate is forwarded to Government.

28. Applications for leave, or extension of leave, on medical certificate, must be supported by the two certificates† noted at foot; the second of which must be countersigned as follows:—

A.—When the applicant is not at a Presidency town, and is applying for leave, or extension of leave in India, by the Deputy Inspector General of Hospitals of the Division, in which he is employed, or temporarily residing.

* 1—A statement of the applicant's case from his medical adviser, distinctly specifying from personal observation, the nature of the disease, its symptoms, causes, and duration, and the necessity for temporary removal, or in cases where extension of leave is applied for, the reason for such extension.

2—A certificate, in the form from the Official Surgeon of the district or town in which the applicant is employed, or temporarily residing, or, if there be no Official Surgeon, by a Medical Practitioner.

† Vide Article 25.

‡ Vide Appendix H.

B. G. R.
No. 389, 26th
April 1865.

Para 2.
Chaplain's
A. R.
G. I. F. D.
No. 1381.
15th July
1865.
B. G. G.
3rd August
1865.
Page 291.
Para 3.

B.—When the applicant is at a Presidency town, or is applying for leave, or extension of leave out of India :—by the Principal Inspector General of the Medical Department. To this end a Chaplain who may have come on preparatory leave to the Presidency will, prior to appearing before the Medical Board at the Presidency, submit the statement and medical certificate, on which he obtained preparatory leave to a Presidency Surgeon, in view to his receiving a certificate from him recommending his case to the Board.

C.—When the applicant is in England, and residing within 20 miles of London,—by the Medical Board attached to the India Office.

D.—When the applicant is in England, but residing at a distance of more than 20 miles from London :—by a second Medical Practitioner.

E.—When the applicant is elsewhere, than in England or India,—by the Chief Medical Authority of the colony or country whither he may have proceeded.

The certificate and countersignature must, like the first statement, be given after a careful personal investigation; and any omission, either of the countersignature, or of the personal investigation, must be satisfactorily explained.

Para 4.

29. Leave on medical certificate in, or beyond India, to one not permanently unfit for further service, will be given without question, as often as the necessity for it may be established by submission of the prescribed certificates.

Para 5.

30. The period for which leave on medical certificate is given, is as follows :

A.—In India,—a continuous period not exceeding one year.

B.—Beyond India,—eighteen months, subject to extension; with allowances, up to a period not exceeding altogether three years, on a renewal of the medical certificate.

31. The pay or allowances during such leave are as follows :

Para 6.

A.—In India,—full salary of rank, subject to a deduction of one-third for the whole term of regulated absence, provided that the deduction shall not reduce the allowance below Rupees 500 a month.

B.—Beyond India,—for first six months £600 per annum, and (if the absentee be an Archdeacon, but not otherwise), such portion of the salary of his Office, not exceeding one-half as may not be required for the payment of a *locum tenens*, and as may be granted to the absentee without extra expense to Government. For the remaining period £191-12-0, or £127-15-0 per annum, according as the absentee has or has not completed seven years' in India.

32. Leave on medical certificate will be reckoned as follows :—

Para 7

A.—In India,—from the date of the absentee's departure from his station, or from any earlier date of his successor's taking charge, to the date of return to station.

B.—Beyond India,—from the date of departure from India of the vessel on which the absentee embarks to the date of his arrival at the principal port of his own Presidency, from which latter date he will be regarded as on duty.

Para 8.

33. A Chaplain proceeding on leave beyond India, on medical certificate, will be allowed an advance of three months' absentee pay, and no recovery will be made on account of this advance, should the absentee die before it is liquidated.

B. G. R.
No. 384,
30th January
1866.

34. Copies of application for sick leave should invariably be sent to Controlling Officers for their information.

PREPARATORY.

B. S. G.
16th March
1859.
B. G. G.
17th March
1859.
Page 389.

1. Leave to visit the Presidency preparatory to furlough shall only be granted to Military Officers of the Public Works Department, to the extent of four, six, and eight weeks, according as the distance travelled shall not exceed 300 or 600 miles, or be in excess of the last mentioned distance.

A. D.
No. 33, 23rd
January
1861.
B. G. G.
24th January
1861.
Page 139.

2. A separate application for preparatory leave should not be made by an Officer who has obtained leave on sick certificate.

G. I. F. D.
No. 57,
15th March
1861.
B. G. G.
4th April
1861.
Page 555.

3. No preparatory leave can be allowed to an uncovenanted servant, when he takes leave of absence under leave for private affairs.

G. I. F. D.
No. 2882,
17th April
1862.
B. G. G.
15th May
1862.
Page 824.

4. When preparatory leave granted to an Officer, who obtains leave on medical certificate is exceeded, he is not entitled to pay for the time intervening between the expiry of his preparatory leave, and date of embarkation, and has not the option, if so disposed, of reckoning his sick leave, from date of expiry of preparatory leave, instead of from date of embarkation, but every special case of this description will be considered on its merits.

5. Preparatory or additional leave is allowed to Officers proceeding to, or from, a Sanitarium on medical certificate, or to or from the port of embarkation from India to Europe on Private Affairs, Furlough, or Medical Certificate, and is limited to such period as the authority granting leave may think sufficient. Officers proceeding from Presidency Towns on sick leave beyond sea, will be allowed fourteen days for preparation.

Para 18.
Unconvd. S. R.
G. I. F. D.
No. 1915,
13th April
1864.
B. G. G.
23th April
1864.
Page 828.

6. Officers retiring from the service on pension will be allowed fourteen days' leave on half pay, provided the indulgence can be given without detriment or extra expense to the Public Service.

Para 19.

7. While on preparatory leave, an Officer can draw one-half salary within the limit of Rupees 6,000 per annum before the commencement of other leave.

Para 20.

8. For the interval elapsing between departure from Station, and the commencement of reckoning absence on furlough, and between the end of reckoning absence on furlough, and re-arrival at station, the absentee shall be allowed special leave, calculated at the rate of one day for every ten miles to be travelled, except when railways or steamboats are available, when one day for every 100 miles only will be allowed (or the time actually occupied in the voyage, when its duration exceeds the time calculated, at the rate of 100 miles a day,) with seven days at the port of embarkation, provided that a period of three months shall in no case be exceeded, and that the time claimed shall have been spent bonâ fide in progress between the place of departure and the place of destination; and during that period the absentee will be entitled to draw a moiety of his allowance.

Para 3.
C. A. R.
G. I. F. D.
No. 3980.
16th December 1864.
B. G. G.
5th January
1865.
Page 3.

C. A. R.
Para 9.
G. I. F. D.
No. 3980, 16th
December
1864.
B. G. G.
5th January
1865.
Page 3.

9. The leave granted under Private Affairs will be computed, if taken in India, from the date of the absentee quitting his station to the date of his return thereto; and if taken to Europe or beyond Indian limits, from the date of the sailing of the vessel on which he may have embarked from the port nearest* to his station to the date of his arrival at the same, on his return to duty. For the interval elapsing between departure from station, and the commencement of reckoning this leave, and between the end of reckoning this leave and re-arrival at station, special leave may be granted in the same manner as is authorised with regard to furlough.†

Para 18.

10. For the interval elapsing between departure from station, and the commencement of reckoning absence on sick leave, or between the end of reckoning absence on sick leave, and re-arrival at station, the absentee shall be allowed special leave, calculated in the same manner as is authorized with regard to furlough,‡ and during that period he will be entitled to draw the same salary as is allowed by para 11.§

Para 31.
Chaplain's
A. R.
G. I. F. D.
No. 1381,
15th July
1865.
B. G. G.
3rd August
1865.
Page 293.
Para 32.

11. Preparatory leave is preparatory to leave beyond India on medical certificate, furlough to Europe on private affairs, or retirement from the service. It is granted by the Government under which the applicant may be serving, on application through the Archdeacon.

12. The period for which preparatory leave is granted, is as follows:—

A.—If the Chaplain be Stationed at the port of embarkation, seven days.

* Note—"Nearest" is intended to have reference not only to distance, but to time occupied in travelling.

† Vide Article 8.

‡ Vide Article 8.

§ Vide Art 17 Medical certificate.

B.—If he be not stationed at the port of embarkation, seven days, and, in addition thereto one day (exclusive of Sundays) for every ten miles of the distance between his station and the port of embarkation, except when railways or steamboats are available, when one day for every one hundred miles of the distance traversed by railway or steamboat will be allowed, or the time actually occupied in the voyage, when its duration exceeds the time calculated at the rate of one hundred miles a day.

13. The pay during preparatory leave is as follows:—
Half salary of rank, and when the preparatory leave is granted in connection with leave on medical certificate, but not otherwise, any further sum which may be required to make up the half salary to £500 per annum.

Para 33.

14. Preparatory leave will be reckoned from the date of the absentee's departure from his station, (or from any earlier date of his successor's taking over charge) to the date of his subsequent departure from the principal port of his Presidency, or from any port not more distant from his station.

Para 34.

15. Pay for the period of preparatory leave will be issued on the Chaplain's arrival at the port where the preparatory leave terminates.

Para 35.

16. The following is substituted for Rule 3 of the Civil Absentee Rules.

For the interval elapsing between departure from station and the commencement of reckoning absence on furlough, and between the end of reckoning absence on furlough and re-arrival at station, the absentee shall be allowed special leave calculated at the rate of one day for every ten miles to be travelled, except when railways or steam-boats are available, when one day for every hundred miles only will be allowed (or the time actually occupied in the voyage, when its duration

Para 3.
H. M's S. of S.
No. 139.
G. I. F. D.
No. 1796,
10th August
1865.
B. G. G.
24th August
1865.
Page 440.

exceeds the time calculated at the rate of one hundred miles a day) with seven days at the port of embarkation, provided that a period of three months shall in no case be exceeded, and that the time claimed shall have been spent bonâ fide in progress between the place of departure and the place of destination. During the interval between departure from station, and the commencement of reckoning absence on furlough, the absentee will be entitled to draw a moiety of his allowance: and from the date of his return from furlough, to the date of assuming charge of an acting appointment, or to the date of his receiving a permanent appointment, he will draw the subsistence allowance of his rank.

PRIVATE AFFAIRS.

G. I. F. D.
No. 1493,
8th December 1860.
B. G. G.
3rd January 1861.
Page 35.

1. Although special leave on private affairs under the Covenanted and Uncovenanted Absentee rules, cannot be granted by instalments, yet it can be granted for a shorter period than six months, provided the condition of leave not being claimable under the same rule for six years is maintained.

B. G. R.
4th October 1861.
B. G. G.
10th October 1861.
Page 686.

2. No Officer confirmed in an appointment in which he may have been acting, or who may have been promoted to an office of higher emoluments than the one he had previously held, shall be allowed to retain his appointment, if proceeding to England on private leave within the period of a year from date of his confirmation or promotion. Any case in which the Government may consider that there are just grounds for a relaxation of the above rule, will be treated exceptionally.

Para 9.
Unctd S. R.
G. I. F. D.
No. 1915,
18th April 1864.
B. G. G.
28th April 1864.
Page 827.

3. Leave on private affairs will be granted by Government, or by authorized Officers, on sufficient cause being shown, and when the concession of the indulgence may in no way interfere with the interest of the Public Service.

4. Leave on private affairs, with retention of office, may be granted for six months in one period, which leave may be repeated after intervals of six years.

Para 12.

5. On taking leave under Article 4 for the first time, an Officer must decide whether he will apply for leave on private affairs, or for furlough, and having once exercised his option and obtained leave accordingly, he will not, during the remainder of his service, be eligible to the other description of leave.

Para 13.

6. Leave on private affairs taken in India, will reckon from the date of leaving and rejoining office. If taken beyond Indian limits, from the date of sailing of the vessel on which the absentee may embark, to the date of his return to duty.

Para 14.

7. Leave on private affairs cannot be taken in continuation of privilege leave.

Para 15.

8. An absentee on private affairs will draw one half of his salary [provided that in no case he exceeds Rupees 6,000 per annum,] for a period not exceeding six months of continuous absence, and for any further period of preparatory leave which may be granted to him. But if an Officer absent on private affairs, obtain an extension of leave on medical certificate, he will be liable to the sick leave rules, for the whole period of his absence.

Para 20.

9. Officers proceeding to England on private affairs, must obtain a certificate from the Accountant General, in the prescribed form * for submission to the India Office on their arrival in London.

Para 25.

10. In cases of very urgent private affairs when leave can be granted without detriment to the public interest, the Government, on being satisfied of the urgency alleged, may grant

Para 9.
C. A. R.
G. I. F. D.
No. 3980,
16th December
1864.
B. G. G.
5th January
1865.
Page 4.

* Vide Appendix D.

special leave of absence for six months on private affairs, provided, however, that for the period of such absence, the absentee shall draw no more than half his salary.

Para 9.
Ibid.

11. No portion of the half salary will be allowed to be drawn until the absentee shall have returned to his duty. After an absence of six months, any office held by the absentee will become vacant. If this leave be extended on medical certificate, the whole period of absence will be subject to the rules applicable to leave on medical certificate. No second leave can be granted under this rule.

G. I. F. D.
No. 3849,
14th December 1864.
B. G. G.
5th January
1865.
Page 8.

12. An Uncovenanted Officer, who obtains leave on private affairs under para 12* of the leave rules of the 13th April 1864, is allowed to draw his absentee pay monthly, during such absence, the mere circumstance of his resigning his appointment without return to duty would not render him liable to a refund of absentee pay.

R. for C. J.
& P. J. under
Provisions of
24 & 25
Cap. 104,
Sect. 6.
H. M's S. of S.
No. 7, 15th
April 1865.
B. G. G.
1st June 1865.
Page 1022.

13. Short leave on private affairs may be granted to the Judges of the High Court under † paras 6, 7 and 8 of the Rules on leave applicable to Covenanted Civil Servants (Civil Absentee Rules).

H. M's S.
of S. No. 140,
16th June
1865.
G. I. F. D.
No. 126, 28th
February
1865.
B. G. G. 24th
August 1865.
Page 439.

14. There is no objection to grant to Civilians who have taken leave on private affairs under Section 14 of the Rules of 1855, leave on one occasion under rule 9* of the revised rules, provided that such leave be not granted until the "expiration of six years from the date of return to duty from a former leave," as was required by Clause 2 of Section 14 of the rules of 1855.

* Vide Art. 4.

† Vide Arts. 27 to 33, Privilege Leave.

‡ Vide Art. 10.

15. Short leave on private affairs is granted by the Government under whom the applicant may be serving, the application being made, as before, through the Archdeacon.

Para 19.
Chaplain's
A. R.
G. I. F. D.
No. 1331.
15th July
1865.
B. G. G.
3rd August
1865.
Page 291.
Para 20.

16. On application for temporary leave, timely notice must be given to the Chief Civil and Military Authorities at the station, in order that if there be any cogent reasons against the absence of the Chaplain they may be submitted to Government.

17. Short leave on private affairs will be granted on sufficient cause being shown, provided that the applicant's services can be spared, and that six years have elapsed since his last return from such leave.

Para 21.

18. Short leave on private affairs in India only is granted for a period not to exceed six months on each occasion.

Para 22.

19. During such leave the pay is £191-12-6 per annum or £127-15-0 per annum, according as the absentee has or has not completed 7 years' residence in India, also half of the difference between such annual sum and the full pay of rank.

Para 23.

20. Leave in India on private affairs will be reckoned as in para VII.* Clause A.

Para 24.

21. As special leave on private affairs was only to be granted by the several Governments in India on very urgent grounds, and could never be claimed as a matter of right, no Officer can be held to have been entitled to such leave at any specified period, and a modification of the rule which provides that leave of absence, taken under Section 9 of the Civil Absentee rules, shall not be counted as residence, cannot be sanctioned.

G. I. F. D.
No. 218, 17th
May 1867.
B. G. G.
6th June
1867.
Page 1916.

* Vide Art 32, Medical Certificate.

PRIVILEGE.

G. I. F. D.
8th January
1858.
B. G. G.
11th February
1858.
Page 306.

1. If Heads of Offices certify that parties applying for accumulated privilege leave, have served the requisite period uninterruptedly, there is no objection to applying to the Uncovenanted Service the rule which was passed in respect to the Covenanted Civil Service, and approved by the Honorable Court, viz: that service before, as well as after, the introduction of the new rules is admissible in qualifying a servant for one, two, or three months' privilege leave.

G. I. R.
27th July
1858.
B. G. G.
2nd September
1858.
Page 338.

2. Military Officers in Civil employ are subject to the Civil Absentee Rules, in respect of privilege leave.

G. A. C.
21st February
1859.
B. G. G.
31st March
1859.
Page 444.

3. Executive Officers or an Assistant applying for privilege leave, should state that he has ascertained from the Principal Public Officers of other Departments in his Division, that it will not be attended with any inconvenience to the Public Service.

H. M. S. of S.
No. 32,
24th April
1859.
B. G. G.
18th August
1859.
Page 202.

4. The Audit Department's interpretation of the orders conveyed in the Despatch No. 28 of 1857, dated 17th April, which forbid incapacity from sickness being admitted as a ground for granting special leave on private affairs, is incorrect. Those orders are applicable only to leave to be granted under Section XIV., Cap. 3* of the Civil Absentee Rules, and not to the privilege leave, which Government are empowered to grant under Section XII., Cap. 3. The sole restriction on the grant to Civil Servants of leave under the last named Section, is, that no inconvenience whatever must arise from the departure of the Officer seeking it.

* Leave on Private Affairs, Rules of 8th June 1855.

5. The admission of Military Officers holding Civil appointments to the indulgence of three months accumulative leave after thirty three months continuous service, had reference only to the period for which leave might be granted, and not to the allowances of the absentee. The full period of three months absence may however count as service for pension: but, if an extension of leave be applied for by a Military Officer, who has taken privilege leave under the Civil Rules, it must be subject to the Military Rules in regard to reduction of salary after the first two months absence.

H. M. S. S.
of S. No. 45.
19th May 1859.
B. G. G.
18th August
1859.
Page 198.

6. In applying for privilege leave, applicants should always state,—“I have been uninterruptedly at my duty for the last— months, and I returned from my last leave (here specify whether sick, privilege, or other leave) on the ———— 18—”

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

7. No privilege leave, not even for a day can be granted until an Officer, either in the Covenanted or Uncovenanted Service, has earned it by being at his post for eleven months. When he has been at his post for eleven months, the Government may, if convenient, give him one months' leave, either at one time or by instalments.

G. I. F. D.
No. 7727.
17th August
1860.
B. G. G.
13th September
1860.
Page 327.

8. Commissioners of Revenue and Police are vested with power to grant privilege leave to the full extent to all Covenanted and Uncovenanted Officers subordinate to them.

G. I. R. No.
9772, 1st
August 1861.
B. G. G.
28th August
1861.

9. Commissioners of Revenue and Police have power to grant privilege leave under the Rules to their subordinates. There is no restriction that the grantee should pass that leave in his own district. Commissioners should ascertain from the Audit Department whether the leave is admissible before they grant it. Privilege Leave should be communicated to the Government under which the Officer may be serving, for publication in the Government Gazette.

Page 378.
G. I. F. D.
No. 11264,
2nd September
1861.
B. G. G.
3rd October
1861.
Page 642.

G. B. R. D.
No. 4691.
28th October
1861.

10. Privilege Leave granted by a Commissioner should be notified in the Government Gazette under his signature.

G. I. F. D.
No. 500, 9th
January 1862.
E. G. G. 20th
February 1862.
Page 316.

11. Judges of the Sudder Court at Bombay are vested with powers, similar to those of the Commissioners of Revenue and Police, to grant privilege leave to the full extent authorized by the Rules to all Covenanted and Uncovenanted Officers subordinate to them. The power of granting special leave on private affairs, furlough, & sick leave, necessitating the departure of an Officer from his district, will still remain in the hands of Government.

B. G. N.
1st February
1862.
B. G. G. 6th
February
1862.
Page 257.

12. Civil Officers obtaining privilege leave are not allowed to visit places beyond the Bombay Presidency without the sanction of Government.

E. G. R.
No. 1192,
24th March
1862.

13. The power delegated to Commissioners and Judges of the Sudder Court should not be exercised in cases where leave for a longer period than one month is applied for, until the concurrence of Government is intimated.

G. I. F. D.
No. 3548, 29th
July 1863.
B. G. G.
10th September
1863.
Page 665.

14. Privilege leave stands on a different footing from all other leaves of absence, being only a month in the year allowed for necessary rest and recreation, and given as much in the interest of the State as of the individual. Accordingly, advancement to a higher class during privilege leave, does not bar payment of the higher salary from date of advancement, if the promotion does not involve any increase or change of duties or responsibility.

G. I. F. D.
No. 3478,
21st July
1863.
B. G. G.
20th August
1863.
Page 439.

15. Uncovenanted Officers who were entitled to accumulated privilege leave under the old rules when the new rules were issued, will be allowed two or three months' leave in the same manner as if the old rules still remained in force.

16. A Military Officer in civil employ can take three months' cumulative privilege leave (under the Civil rules only), but he must earn it by thirty three months' continuous service in the Civil Department alone.

G. I. F. D.
No. 5914,
28th November 1863.
B. B. G.
17th December 1863.
Page 1462.
G. I. F. D.
24th February 1864.

17. Military Officers in Civil employ being allowed privilege leave only under the Civil rules, are debarred by those rules from drawing pay until their return from such leave.

18. Privilege leave, when it can be granted without injury to the Public Service and without additional expense to the State, may be allowed for not more than one month in each calendar year, to be taken either in one period or in not more than two instalments. This leave is not allowed to accumulate, and will therefore lapse if not taken within the year.

Para 16.
Uncovt. S. R.
G. I. F. D.
No. 1915,
13th April 1864.
B. G. G.
28th April 1864.
Page 828.

19. Privilege leave for one month in each calendar year may be allowed to Officers who have not been absent on leave for eleven months immediately preceding; unless they took their last privilege leave in two instalments, in which case the indulgence will not be available until eleven months after the expiration of the first instalment, and six months after expiration of the second instalment of the previous years' privilege leave.

Para 17.

20. An Officer on privilege leave will draw full pay.

Para 20.

21. An Officer who overstays privilege leave by not more than one month, will forfeit pay for the period in excess, but if he exceed his leave by more than one month, his office will become vacant.

Para 21.

22. An Officer on privilege leave who may resign the service, or who may obtain sick leave without first rejoining, will, in the former case, forfeit his salary for the period of privilege leave, and in the latter case, be subject to the rules for sick leave for the whole period of his absence.

Ibid.

Para 24.

23. Absentees on privilege leave cannot draw pay until their return to duty.

B. G. R. No.
2743, 20th
July 1864.

24. The Commissioner in Sind is authorized to grant privilege leave for periods beyond one month.

G. I. F. D.
No. 3531,
November
1864.

B. G. G.
15th Decem-
ber 1864.
Page 1875.

25. When a local Government recalls to duty an Officer who is absent on privilege leave that Government may, without a reference to the Government of India, allow him to take the balance of his interrupted leave at any future period within the same or the following year.

Para 6.

C. A. R.
G. I. F. D.
No. 3980.
16th Decem-
ber 1864.
B. G. G. 5th
January
1865.
Page 3.

26. The Government may grant to Civil Servants leave of absence for one month in each calendar year, without deduction from the salaries and emoluments drawn by such servants; such leave, however, will only be granted when the Government is satisfied that no inconvenience will arise from the departure of the Officers seeking it.

Ibid.

27. No second leave can be granted under this rule until the completion of 11 months from the expiration of the last leave, it taken at one time, or from the date of return from any sick leave, or until the completion of six months from the expiration of the last instalment of a leave, if it has been divided.

Ibid.

28. Servants not availing themselves of the indulgence in any one year, may obtain under the like conditions, leave for the two successive months, to commence at or after the expiration of 22 months from the expiration of their former leave; and if two years elapse without enjoyment of the privilege leave for three months may, in like manner, be granted at the expiration of 33 months from the termination of the last preceding leave; but no leave shall be granted under this rule for any period exceeding three months.

29. If an Officer shall not return at the expiration of the period of leave granted him under this rule, he shall forfeit all pay and allowances during the time of his remaining so absent without leave, and if he shall so continue absent, for more than one week beyond the term granted, his office shall become vacant.

Ibid.

30. Civil Servants absent from their stations under medical certificate cannot be admitted to leave under this rule in continuation of their sick leave, and if, while absent under this rule, they be granted extended leave under medical certificate, they shall be considered liable to the rules applicable to leave on medical certificate for the whole period of their absence.

Para 7.

Ibid.

31. As a general rule, when leave is granted under Section *6, such leave will be in one period only, whether for a whole month, or less, and not in detached portions to complete one month; but as an exception to this rule, it shall be discretionary with the several local Governments, where good cause is shown for the indulgence, and if it is attended with no public inconvenience, to sanction leave of absence under this rule to such parties as may not have occasion to apply for the whole at once in two instalments only, which are not to exceed in the aggregate one month within the calendar year.

Para 8.

Ibid.

32. Civil Servants to whom an accumulation of short leave may be due, and who may take a portion thereof, may, at the discretion of the several local Governments, be allowed to take the remainder at a subsequent time.

Ibid.

33. A young Civilian will be entitled to privilege leave, eleven months after he joins his first appointment.

* Vide Article 26.

G. I. F. D.
No. 7012,
30th December 1864.
B. G. G.
19th January 1865.
Page 83.

H. M. S. of
S. No. 14,
28th February
1865.
B. G. G.
6th April
1865.
Page 560.

34. It is not intended by para 6 * of the new Civil Absentee Rules, which limits to one week the period within which Officers absent on privilege leave must rejoin their appointments after the expiration of such leave, that the rule should be applied in the cases of Officers who may have been granted privilege leave, prior to the date of the publication of the rules.

G. I. F. D.
No. 1765,
29th March
1865.
B. G. G. 13th
April 1865.
Page 647.

35. Local Governments may at their discretion, grant other than privilege leave, to servants drawing less than 100 Rupees a month, in excess of the periods prescribed for servants on Rupees 100 and upwards, seeing that such leave will not count for pension.

Para 25.
Chaplain's
A. R.
G. I. F. D.
No. 1381,
15th July
1865.
* B. G. G.
3rd August
1865.
Page 291.

36. Privilege leave is granted by the Bishop, or in his absence by the Commissary of the Diocese, the grant being reported to the Local or Supreme Government under whom the applicant is employed, for publication in the Official Gazette.

Para 26.

37. Applications for privilege leave must be accompanied by proof of continuance on duty till application for the period prescribed in the next paragraph.

Para 27.

38. The periods for which privilege leave may be granted are one, two, and three months after Chaplains have been on actual duty for continuous periods of five, ten, and fifteen months respectively from date of first arrival in India, or since return of last leave of any description. The period is admissible in addition to, but after, the time allowed for visiting an out-station (i. e. after the duties of that station have been duly performed), and also in addition to time allowed for proceeding from one station to another on change of station.

* Vide Article 26.

39. The pay during privilege leave is the full salary, that is, without forfeiture of allowances, unless the Chaplain should exceed the time of his privilege leave, in which case the circumstances under which he overstayed it should be fully reported, when, if the Government be satisfied that the original leave was not exceeded through carelessness or wilful negligence, or from any circumstances involving culpability, leave for the period in excess will be granted in orders, and the Chaplain will not under these circumstances be subjected to any forfeiture of allowances for the term of the original leave, but for the period in excess he will be restricted to the same pay as during short leave on private affairs. When, however, grounds are wanting why the original leave should not be invalidated, general leave will either be granted for the entire period of the Chaplain's absence (so as to reduce him for such period to the pay for short leave on private affairs), or will be refused altogether, in which latter case, the Chaplain will be looked upon as absent without leave from the date of his quitting to that of his return to his post.

Para 28.

40. Privilege leave is reckoned as in para VII, clause A. *

Para 29.

41. Pay for the period of privilege leave will not be issued before return to duty.

Para 30.

42. Uncovenanted Servants employed at Aden who come within the scope of the Uncovenanted Service leave rules, are granted permission to accumulate for three years their privilege leave, of one month in each year.

H. M.'s S.
of S. No. 149,
17th June
1865.
G. J. F. D.
No. 1457,
26th July
1865.
B. G. G.
24th August
1865.
Page 440.
B. G. R.
No. 3553,
19th August
1865.

43. The power of granting privilege leave to all Survey Officers under their control, is vested in the Survey Commissioners, who will of course take care that the rules of the Account Department are duly complied with.

* Section 32, Medical Certificate.

G. I. F. D.
No. 2376.
15th September 1865.
B. G. G.
5th October 1865.
Page 793.
Paras 6 & 8.

44. The meaning of the rules regarding privilege leave will be clear, if the Civil Absentee rules 6 and 8 were read according to the following arrangement of them, viz—the Government may grant Civil Servants leave of absence for one month in each calendar year. As a general rule, such leave will be in one period, but it shall be discretionary with the Government to sanction leave under this rule in two instalments, not exceeding in the aggregate one month within the calendar year.

Ibid.

45. No second leave can be granted under this rule, until the completion of eleven months from the expiration of the last leave, if taken at one time; or, until the completion of six months from the expiration of the last instalment of a leave, if it has been divided.

Ibid.

46. An Officer not availing himself of leave in any year, may obtain leave for two months after the expiration of twenty-two months from the termination of his last leave; and if two years pass without enjoyment of the privilege, he may obtain leave for three months, after the expiration of thirty-three months from the termination of his last leave. An Officer to whom an accumulation of leave may be thus due, and who may take only a portion of it, may be allowed to take the remainder subsequently.

G. I. F. D.
No. 2630.
29th September 1865.
B. G. G.
26th October 1865.
Page 992.

47. A Military Officer in Civil employ, who may accumulate privilege leave for three months under the Covenanted Civil Service absentee rules, agreeable to the decision promulgated in the Financial Department's Notification * No. 3914 of the 28th November 1863, can, of course, divide that accumulated leave into two periods, under the rules applicable to Covenanted Civil Servants.

* Vide Article 16.

48. The grant of cumulative leave when it can be given without inconvenience to the public service, is sanctioned.

49. Uncovenanted Servants are permitted to take accumulated privilege leave in instalments, under the rules according to which such leave is taken in instalments by Covenanted Civil Servants.

50. District Judges are authorized to grant to Moonsiffs subordinate to them privilege leave not exceeding three months, and leave on medical certificate not exceeding one year, whenever the Account Department certifies that the leave may be granted.

51. Covenanted Civil Servants who obtain privilege leave under the rules of the Civil Department, are permitted to carry forward to the privilege leave of a future year such portion of the one month's privilege leave of the previous year as may not have been taken.

52. Whenever an Officer wishes to re-assume his duties within the period for which privilege leave has been granted to him, and to cancel the balance, he should report his intention to Government, who will decide as to whether any objections exist to the arrangement. Any balance of leave being allowed to be carried on to another year, it is inexpedient to limit it to particular portions of time.

53. The permission granted in the orders of 29th May 1866, No. 760* to Covenanted Civil Servants to carry forward to the privilege leave of a future year, in the manner explained, such portion of the one month's privilege leave of the previous year as may not have been taken, is also applicable to Officers of the Uncovenanted Service.

* Vide Article 51.

H. M. S. of
S. No. 265,
8th November
1865.
G. I. F. D.
No. 3622,
22nd December
1865.
B. G. G.
18th January
1866.
Page 100.

G. I. F. D.
No. 198.
18th January
1866.
B. G. G.
1st February
1866.
Page 196.

B. G. R.
3rd February
1866.
B. G. G.
8th February
1866.
Page 235.

G. I. F. D.
No. 760,
29th May
1866.
B. G. G.
14th June
1866.
Page 1362.

G. I. F. D.
No. 2397, 20th
September
1866.
B. G. G.
4th October
1866.
Page 1175.

G. I. F. D.
No. 2504,
28th September
1866.
B. G. G.
11th October
1866.
Page 1277.

G. I. F. D.
No. 2587,
31st December
1866.
B. G. G.
17th January
1867.
Page 129.

54. A Military Officer transferred from the Public Works to the Civil Department is entitled to count service rendered in the former towards privilege leave from the latter.

G. I. F. D.
No. 379, 24th
January 1867.
B. G. G.
7th February
1867.
Page 462.

55. An Uncovenanted Servant, who returns to duty within the period of privilege leave granted to him by the Head of his Department, must address his application for the cancellation of the balance of his leave to the same authority, instead of to the Government.

G. I. F. D.
No. 486, 25th
January 1867.
B. G. G.
7th February
1867.
Page 462.

56. A Military Officer in the Public Works Department, or in Civil employ, cannot be allowed privilege leave in continuation of leave to study the native languages, or the latter description of leave in continuation of privilege leave.

G. I. F. D.
No. 1438, 14th
July 1866.
B. G. G.
7th November
1867.
Page 367.

57. Privilege leave is granted for continuous presence on duty, an Officer who, when entitled to privilege leave, proceeds on general leave, forfeits the former by so doing, and must serve afresh for privilege leave from the date of his return from general leave.

G. of I. No.
1728, 29th
July 1867.
7th November
1867.
Page 367.

58. On a reference made by the Government of India whether, in cases of leave deferred by Government, the second leave may commence eleven months from the date on which the Officer would have returned to duty had not his leave been postponed, or whether second leave is due eleven months after the Officer's return from the deferred leave, it was ruled by the Secretary of State, that the periods of service which qualify for privilege leave in the Civil Department must be periods of continuous duty, and that this principle has not been set aside by the new rules for the grant of leave of absence to Members of the Civil Service, which were sanctioned in the Secretary of State's Despatch No. 262, dated 7th November 1864. (Civil Absentee Rules.)

Military Officers in civil employ, being subject as regards privilege leave to the rules of the Civil Department, are entitled under those rules to spend their privilege leave in Europe or elsewhere.

G. I. F. D.
No. 298.
14th January
1868.
B. G. G.
6th February
1868.
Part I.
Page 92.

GENERAL RULES.

1. Applications for every other leave except privilege leave, are to be accompanied invariably with a statement showing every leave which the applicant previously had.

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

2. When subordinate officers apply for leave for more than one month, the head of the office must report whether the leave can be granted without rendering the appointment of another officer necessary. The Audit Department should, in handing up the application to Government, always state whether there are means available without incurring additional expense to pay the officer who may be appointed to act, and the Government will hereafter be guided by these reports in disposing of any application for leave.

B. G. R.
No. 2450,
27th June
1861.

3. Applications of Covenanted European Officers for leave of absence exceeding one month should, as at present, come up to Government.

B. G. R.
No. 498, 13th
February
1863.

4. Revenue Commissioners should be authorised to grant leave of absence to Dufturdars, to whatever extent they are entitled to under the rules, short of absence from India.

Ibid.

5. Officers and Servants of the High Court at the three Presidencies, Covenanted or Uncovenanted, who claim the privilege of being pensioned by the State, should all be brought strictly under the general leave of absence rules, applicable to either branch of the service.

G. I. F. D.
No. 2253,
6th April
1863.
B. G. G.
14th May
1863.
Page 938.

6. The power of granting leave, under the general regulations ordered for adoption, to the Officers and Servants of the Court, appointed by the Court, and entitled to pension, may be properly conceded to the Judges of the High Courts, subject in every case to the report of the Audit Department that the applicant is entitled to leave. If the Audit Department should

Ibid.

report against the application, and the Court should take a different view from that recorded by the Audit Department, a reference to the arbitrament of Government will be necessary.

G. I. F. D.
No. 3654,
10th August
1863.
B. G. G.
27th August
1863.
Page 520.

7. The new rules for the grant of leave of absence to Uncovenanted Servants may be applied in their spirit to Servants drawing less than 100 rupees a month, it being understood that in regulating the grant of absentee allowance to an amount not exceeding that authorised by the rules, a sufficient sum will be reserved for the provisions in each case of an efficient substitute for the absentee.

B. G. R.
No. 1494,
12th October
1863.

8. Officers in Civil employ not being at their duty for 22 months, an extension of leave is inadmissible, but 14 days under the Military Rules, subject to the usual deduction (vide para 152, Section XXVI, page 384 Jameson's Code) may be granted.

Uncovd. S. R.
G. I. F. D.
No. 1915,
13th April
1864.
B. G. G.
28th April
1864.
Page 827.

9. The Uncovenanted Service rules are applicable to all Officers receiving salaries of not less than Rupees 100 per month, whether they receive their appointment direct from Government or from Heads of Offices and Departments.

Para 1.
Ibid.

10. All applications for leave must be made publicly, through the regular channel, in the Department to which the applicant belongs.

Para 2.
Ibid.

11. Officers appointed by Government can obtain privilege leave from the Heads of their respective Departments, when the latter are duly authorised to exercise this power. But in other cases, leave must be granted by Government.

Para 3.
Ibid.

12. Officers appointed by Heads of Offices and Departments, can obtain any leave under these rules without reference to Government; but the Authorities granting such leave must furnish to the Civil or Military Audit Office which passes the pay bill of their establishment, a monthly return of leave granted by them according to the form.*

* Vide Appendix 1.

13. Absence without leave will involve loss of salary, and render the absentee liable to loss of appointment.

Para 4.
Ibid.

14. No leave of absence shall have retrospective effect, except in cases of severe illness, to be attested by a medical certificate in the prescribed form.

Para 5.
Ibid.

15. When an Officer on leave in England is permitted by the Home Government to return to duty by a particular vessel, this permission, if necessary, will be held equivalent to an extension of leave until the arrival in India of the vessel on which the Officer is permitted to return.

Para 10.
Ibid.

16. If Officers desire to draw their allowances through their agents in India, the latter must execute a guarantee to refund overpayments.* When Officers remain in India and draw their allowances themselves, and attach to their bills life certificates attested by a Deputy Magistrate or a Covenanted District Officer, they will not be required to furnish any security.

Para 26.
Ibid.

17. The leave rules do not debar Local Governments from permitting an Uncovenanted Servant, for good reasons, to be absent without pay and with forfeiture of the time for which he is absent, and allowing him on his return to resume charge of his appointment.

G. I. F. D.
No. 542,
21st June
1864.
B. G. G.
7th July
1864.
Page 1.

18. Applications for leave from Warrant and Non-Commissioned Officers in Civil Departments to be made through the Military Department.

G. I. F. D.
No. 1510,
20th August,
1864.

19. The Civil Service rules are not applicable to Ordinary Members of Council, to whom, under Section 26 of Acts 24 and 25 Vict. Cap. 67, leave of absence may be granted under medical

Para 20.
C. I. F. D.
G. I. F. D.
No. 3980, 16th
December
1864.
B. G. G.
5th January
1865.
Page 5.

* Note.—The guarantee must be stamped, approved by the Audit Department and the stamp cover all Pay passed.