

1. By overstaying the leave to sea for two years on medical certificate, or for six months on private affairs, which he may have obtained under the old furlough rules.

2. By proceeding to England from the leave aforesaid under the old furlough rules, without having returned to his own Presidency.

3. By proceeding on furlough from another Presidency, in which he has been staying on leave, without previously returning to his own Presidency.

(Date)

Stamp.	Value of Stamp.
When the aggregate Pay and Allowances of the Officer during the period of authorized absence amounts to—	
From 2,000 to 5,000	Rs. 25
Do. „ 5,000 to 10,000	35
Do. „ 10,000 to 20,000	60
or other sum more or less as required by the Stamp Act.	

(Signature)

To,

THE CONTROLLER OF MILITARY ACCOUNTS.

In lieu of the prescribed “No Demand” Certificate—  
\_\_\_\_\_ hold \_\_\_\_\_

Form\* of Guarantee in lieu  
of a “No Demand” Certificate.

\_\_\_\_\_ responsible to the Government of India for any public demand or demands that may arise against

\_\_\_\_\_ in the event of his being permitted to proceed to

(Date)

(Signature)

\* Note.—To be forwarded as prescribed in Rule II.

30. When an Officer holding a substantive appointment in one department is appointed to officiate in another, his total emoluments shall be debited to the latter, unless the salary of the temporary appointment be a staff salary, and the Officer concerned be a Military Officer not of a Staff Corps, in which case his net Military Pay will, as heretofore, be drawn in and charged to the Military Department.

G. I. F. D.  
No. 3170,  
17th October  
1867.  
B. G. G.  
31st October  
1867.  
Part I.  
Page 356.

## SECTION 31.

## SALARY AND CONTINGENT BILLS.

1. Signatures of the recipients of pay should be taken on office copies of abstracts.

G. I. F. D.  
No. 519,  
5th July  
1860.  
B. G. G.  
12th July  
1860.  
Page 34.

2. Date and number of Government Order sanctioning the charge should *invariably* be quoted in Contingent Bills. Contingent Bills must always be accompanied by vouchers from dealers &c. The authority on which the charge is made must always be stated in them. Corrections in Bills must be made in *red ink*, with initials. In preferring Bills for articles of Office furniture and other Dead Stock, a certificate should always be given thereon in these words:—"These articles were purchased to replace others which had become unserviceable, and the latter were sold, and the sale proceeds have been carried to the credit of Government"; or else it should be stated that they were not purchased to replace others.

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

3. Jazums, Floor cloths, and Carpets are expected to last five years from the date of their supply. Officers are not to submit Bills or Indents before five years have expired, unless peculiar circumstances oblige their renewal.

G. I. F. D.  
30th January  
1846.  
C. A.  
No. 13,  
11th October  
1860.  
Page 13.

G. I. No.  
3860, 31st  
July 1862.  
B. G. G. 28th  
August 1862.  
Page 507.

4. The general receipt given by the Head of an Office on the back of a Pay Abstract is not liable to a stamp duty, the receipt being executed in this instance by an Officer of Government, but that when the amount of the Pay Abstracts comes to be distributed, the receipts of the payees for salaries exceeding 20 Rupees a month must have a stamp of one anna affixed to each, like other receipts given for the payment of money. The taking of such receipts on the back of a general Pay Abstract does not form any ground of exemption.

Para 1.  
A. G.  
No. 10, 15th  
June 1865.  
B. G. G.  
22nd June  
1865.  
Page 1229.

5. The transmission of Pay Abstracts, Bills, &c. to the Audit Department for *preaudit* will cease in reference to all payments made on and after the 1st July 1865, from which date the accounts will undergo *post-audit*.

Para 2.

6. Bills or other claims should be carefully examined. Although the drawer of the Bill will be answerable for any overcharge, Controlling Officers as well Treasury Officers will be held equally responsible for palpable errors.

Para 4.

7. The authorized deductions on account of Service Funds &c. should be properly recorded on the bills. The duty of noting the proper deductions to be made from Pay bills on account of subscriptions to the Annuity and Civil Funds which are to be remitted, as at present, will in future devolve on the Officers preferring the bills; accordingly, subscribers to those Funds upon any change occurring in their families should, if necessary, ascertain from the Secretary of the Fund how their subscriptions are thereby affected; and whenever an Officer is transferred from one station to another, he should take with him a last Pay Certificate showing the proper deductions in the following form:—

This is to certify that \_\_\_\_\_  
has received his salary from this Treasury at the rate of Rupees  
\_\_\_\_\_ per mensem, up to the \_\_\_\_\_ and to  
no later date, subject to the following deductions, viz:—

Full amount of salary... Rs. 0-0-0

## FUND DEDUCTIONS :—

Annuity Fund at 4 per cent		Rs. 0-0-0
CIVIL FUND.	{ Ordinary „ at 2½ per cent „	0-0-0
	{ Additional „ at per cent „	0-0-0
		<hr/> 0-0-0

Net amount after Fund...

Deductions... Rs. \_\_\_\_\_

(Signed) A. B.

Treasury Officer.

The above instructions apply equally to subscriptions on account of the Military and Medical Funds by Military Officers in Civil employ.

8. The following clause is added to the above Certificate :—

Certified further that \_\_\_\_\_  
 reports having made over charge of his Office of \_\_\_\_\_  
 \_\_\_\_\_ on the (after or before) noon of the \_\_\_\_\_  
 to proceed under orders of Government No. \_\_\_\_\_ dated \_\_\_\_\_  
 \_\_\_\_\_ to join his appointment of \_\_\_\_\_  
 \_\_\_\_\_ (or on \_\_\_\_\_ leave to \_\_\_\_\_ for \_\_\_\_\_  
 \_\_\_\_\_ months.)

A. G. of I.  
 No. 10,  
 29th August  
 1865.  
 B. A. G.  
 No. 40,  
 13th September 1865.  
 B. G. G.  
 14th September 1865.  
 Page 611.

Should any outstanding demand exist against the Officer on behalf of Government which has been directed to be recovered from his salary or allowances, a note should be made on the certificate of the amount of the demand, and of the monthly retrenchment that should be made on that account.

9. All Contingent Bills required to be submitted for the countersignature of Controlling Officers are to be prepared in an abstract form, as well as in full detail as at present. The payments will be made either on the Abstracts, of which there

B. A. G.  
 No. 19,  
 15th June  
 1865.  
 B. G. G.  
 22nd June  
 1865.  
 Page 1230.

will be only one in each month for each chief head of Service, or on the sub-vouchers quoted therein. The detail Bill giving the date of the Abstract and the numbers of the sub-vouchers should be forwarded by the Officer incurring the charge to the Controlling Officer of his department, who should immediately examine, countersign, and transmit it to the Accountant General for comparison with the charge in the Cash Accounts, and for recovery of any retrenchment which the Controlling Officer may have noted on the bill. Such retrenchments will be recovered under instructions of the Accountant General.

The following rule modifies the above—

B. A. G.  
No. 16,  
15th July  
1865,  
B. G. G.  
20th July  
1865,  
Page 191.

10. All Contingent charges are to be paid on Abstracts, showing the Head of Service to which they are chargeable, the number of the sub-voucher, if any, in reference to which the Abstract is prepared, the nature of the charge, the date of authority, if any, and the amount.

Ibid.

11. There should be a separate Abstract for each main Head of Service. There may be two or more Abstracts for a single Head of Service during the month, provided payments are made on them on different dates according to the exigencies of the Office or Department incurring the charge.

Ibid.

12. The sub-vouchers, for which each Officer should maintain a separate monthly series of numbers, should be retained by him for submission to the controlling authority with the monthly Contingent Bill of the Accountant General's Office.

Ibid.

13. This detailed monthly Contingent Bill, of which there should be only one for the payments of the whole month, should give the numbers of sub-vouchers, the date of the Abstract upon which payments were made, the description of the charges included in it, the date of authority, if any, and the amount of each item. It should not be presented at the Treasury, but

should be forwarded by the Officer incurring the charges to the Controlling Officer of his Department for examination, countersignature, and transmission to the Accountant General's Office. When the signature of the authorizing Officer can be obtained to the detailed bill before payment of the charges included therein, the authorized bill may be presented at the Treasury for payment, and should accompany the Cash Account as a voucher. No Abstracts will in that case be necessary.

14. Care should be taken that the monthly detailed bill contains all amounts drawn from the Treasury during the month on Abstract Bills, and that it represents *exactly* the aggregate amount of the Abstract Bills.

Ibid.

15. The detailed General Contingent Bill should include Batta, Travelling, and Tentage allowances. These charges, like all other charges, should be paid before audit. They should be drawn on abstracts.

Ibid.

16. Magisterial Bills may be countersigned by the Magistrates, and Judicial, Jail, Medical, Survey, and Educational, by the Controlling Officers of those Departments.

Ibid.

17. In recording payments made on account of salaries, &c. no distinction need be observed in reference to the different rates of pay. The Clerks above and below Rupees 50 may be included in one item.

B. A. G.  
No. 10,  
15th June  
1865.  
B. G. C.  
22nd June  
1865.  
Page 1231.

18. The responsibility of Disbursing Officers is clearly defined in paragraph 34 of the Resolution of the Government of India, No. 2189 dated 20th April 1865, published at pages 777 to 781 of the *Bombay Government Gazette* dated 4th May 1865; the Treasury Officer is responsible only for checking any palpable errors, and for passing new charges and rates,\* without

B. A. G.  
No. 16, 15th  
July 1865.  
B. G. C. 20th  
July 1865.  
Page 191.

\*NOTE. New sanctioned charges need not be subjected to preaudit.

due reference to the orders sanctioning them. The drawer of the bill is responsible in chief for its correctness. It is his duty, and not the Treasury Officer's, to see that the limits granted by the Budget are not exceeded.

A. G. of D.  
No. 4, 9th  
June 1865.  
B. A. G.  
No. 21, 20th  
July 1865.  
B. G. G.  
27th July  
1865.  
Page 256.

19. Forms of salary lists of gazetted appointments, and of sanctioned Establishments and bills for contingent charges are published for the information and guidance of the heads of Offices under the Bombay Presidency. Forms Nos. VI\* and VII† are new Forms of Salary and Establishment Bills. In the former will be drawn the salaries and deputation allowances of gazetted Officers exclusively, and in the latter the salaries of Ministerial Establishments.

Ibid.

20. Thus, for instance, the Collector of a district who at present signs a single monthly bill including his own salary, the salaries of all his Covenanted and Uncovenanted subordinates, and the allowances of all the Revenue Establishments under his control, will in future prepare bills in the two distinct forms provided; drawing in Form No. 6 for the salaries of himself and all his subordinate gazetted Officers, and in Form No. 7 for the several Revenue Establishments under his control. This division is necessary for convenience of audit under the arrangements above described, and it will also be found desirable to provide for the exhibition in separate Establishment and Contingent Bills of charges appertaining to each distinct head of service.

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21. The head of an Office drawing pay for his establishment should certify at foot that all the salaries drawn in previous months' abstracts have been paid, or if any remain unpaid the exception should be specified in the Certificate. No unpaid salary should be credited to deposits: arrears of pay falling due after the general monthly list or pay bill has been paid, should be drawn in supplementary bills.

\* Vide Appendix L.  
† Vide Appendix M.

22. Form No. VIII\* has been provided for Police Establishments.

Ibid.

23. Forms Nos. IX† and X‡ are respectively the detailed Monthly Contingent Bill and the Abstract of Contingencies. The separate abstract for each main head of service should contain a brief specification of each class of payment.

Ibid.

24. Measures should be adopted to obviate any differences between the amounts actually paid during a month on the abstracts and the sum accounted for in the detailed bill at the end of the month.

Ibid.

25. To maintain a connection between the Sub-vouchers of Contingent Bills of each Office they should be numbered in a monthly consecutive series. These numbers should be entered without alteration in the Abstracts and in the detailed Contingent Bills, and the latter should give the dates of the abstracts of contingencies on which payment was actually made in each case from the Local Treasury.

Ibid.

26. All Bills, whether on account of fixed or contingent charges, should invariably be stamped "paid" after payment, countersigned by the disbursing Officers, and the date of payment noted on the voucher.

B. A. G.  
No. 24,  
26th July  
1865.  
B. G. G.  
27th July  
1865.  
Page 269.

27. Whenever the head of an Office transmits a salary list, including therein his own salary, he should invariably attach a receipt stamp. It will be left to the head of the Office to obtain receipt stamps from all subordinates whose salaries exceed Rupees 20, and to see that they are obliterated and attached to the Office copy of the lists.

B. A. G.  
No. 28,  
9th August  
1865.  
B. G. G.  
10th August  
1865.  
Page 375.

28. All the salary lists and bills should be duly receipted by the drawing Officer by attaching his signature under the words "Contents received" at the foot of those documents.

Ibid.

\* Vide Appendix N.  
† Vide Appendix O.  
‡ Vide Appendix P.

Para 5.

29. Heads of Offices should be careful to obtain receipt stamps to all sub-vouchers (*i. e.*) bills of trades-people, &c. appended to the Contingent bill; such sub-vouchers as are not stamped will be struck out of the Contingent bill and the vouchers returned, in order that they may be properly stamped and included in the *next months' bill*.

*Ibid.*

30. Persons deputed by Officers to receive a cheque or cash in payment of their bills must be furnished with written authority from the drawer of the bill, with a slip of paper showing the nature and amount of each bill so as to prevent any mistake, and they should be enjoined to ascertain from the Examiner when they are likely to receive the cheque or cash.

B. A. G.  
No. 34, 1st  
September  
1865.  
B. G. G.  
7th September  
1865.  
Page 568.

31. As the organization of the several Police Forces are peculiar to the Bombay Presidency, the designations of the several grades, as they now exist, should be entered in the new Form of Abstract, No. VIII for the Police Establishment, and two additional columns should be added to enter the amount of "Compensation for high prices of grain" and "Total" as per Form No. VII.

B. A. G.  
No. 35.  
2nd September  
1865.  
B. G. G. 7th  
September  
1865.  
Page 568.

32. The usual declaration of the price at which grain, the staple food of the people is being sold, should invariably be made at the foot of the "Salary List of Sanctioned Establishment, Form No. VII.

B. A. G.  
No. 47.  
13th October  
1865.  
B. G. G.  
19th October  
1865.  
Page 582.

33. Contingent bills for charges of the Ecclesiastical Department should for the future be examined and countersigned by the Archdeacon, as Controlling Officer of that Department.

B. A. G.  
No. 62.  
3rd January  
1866.  
B. G. G.  
4th January  
1866.  
Page 55.

34. Heads of Offices at the Presidency and in the Provinces are requested, from 1st January 1866, to enter in one sum the fixed Petty Supply or Allowances for Contingencies in the monthly Contingent Bills, instead of in the Salary Lists of their

respective Offices. The rule now in existence relating to the examination of the detailed expenditure from these allowances by the Revenue Commissioners and other Heads of Departments remain in force.

35. It is incumbent upon Officers in charge of Treasuries to affix the date of payment on all Bills, whether on account of fixed or contingent charges.

B. A. G.  
No. 76,  
11th April  
1866.  
B. G. G.,  
12th April  
1866.  
Page 816.

Ibid.

36. Bills for salaries and contingent charges are to be drawn up in reference to each budget head. Bills containing charges debitable to more than one heading, are not to be admitted by Disbursing Officers, except in the case of the salaries and allowances of Collectors, Assistant Collectors, and Establishments.

37. Contingent Bills should be prepared in reference to each abstract upon which money is drawn, and show the amount of each payment, and the date upon which it is made.

Ibid.

38. Bills transmitted as vouchers to the Cash Accounts to be accompanied by the requisite documents, such as Certificates, Declarations, Leave Returns, &c. This Rule must be rigidly enforced and payment refused on any incomplete or improper voucher. Disbursing Officers should note that they are personally responsible for payments made upon incomplete or irregular Vouchers.

Ibid.

39. Treasury Officers are requested to cause all vouchers to be carefully endorsed with regard to the entries in the amount to which they refer.

B. A. G.  
No. 10,  
25th June  
1866.  
B. G. G.  
28th June  
1866.  
Page 1483.

40. Government in their Resolution No. 2375 of date the 28th July 1866, having ordered the constitution of a District Police Superannuation Fund, the following rules are under the sanction of that authority published for information and guidance of Officers—

B. A. G.  
No 28,  
15th September  
1866.  
B. G. G.  
20th September  
1866.  
Page 986.

1st.—The authorized stoppages from pay on account of the Fund are invariably to be noted on the pay bills by the *Drawers* of the Bills for Police Salaries and Establishments. The Treasury Officers will pay the net amounts and credit the deductions to the Fund.

2nd. The receipts of the District Police Superannuation Fund from the sources

1. Stoppages from Pay of Absentees.
2. Ditto. Do. Do. on account of arrest or misconduct.
3. Fines of Police.
4. Fines on drunken persons and for assaults on Police.
5. Sale of useless or worn out Police property.
6. Confiscated bribes.

noted in the margin, which may be paid into a Treasury by Officers of Police, will also be credited by the Treasury Officers in their

monthly Cash Account to the Fund. An annual account of the total monthly receipts and disbursements in each Collectorate will be furnished by the Accountant General to the Commissioners of Police.

3rd.—Interest at the rate of 42 per cent will be calculated yearly on the monthly balances at the Credit Fund, and an account showing the total monthly receipts and disbursements in each Collectorate will be rendered to Government for publication in the *Gazette*.

4th.—Applications for pensions or gratuities chargeable on the Fund will be submitted in the first instance to the Commissioner, by whom intimation will be given to the Accountant General, who will issue a permanent payable order to the Treasury Officer at the Station nearest to which the claimant resides, directing him to pay quarterly the amount of the claim upon production by the claimant of the counterpart of the order, and a separate receipt in the usual form. The rules for the identification of Pensioners, for precautions to be taken against fraud, for dealing with unclaimed pensions of six months standing,

and the return of the permanent payable order to the Accountant General, on the transfer or death of the Pensioner, will be the same as those in force in the Civil Department.

2nd. Receipts and charges on account of the Fund should be credited and debited under District Police Superannuation Fund, subordinate to the "Service Funds." The latter heading to be opened in the Cash Account above "Local Funds."

41. Treasury Officers will for the future cash on presentation no Salary Bills of the Telegraph Department not signed, either by the local Superintendent of Telegraphs or by an Officer in charge of a Sub-division or Signal Office of the Telegraph Department. The Superintendent of each Division of Telegraphs must keep the Treasury Officers informed of the names of the persons holding such charges.

B. A. G.  
No. 61.  
24th March  
1867.  
D. G. of T. I.  
Cir. No. 6,  
2nd March  
1867.  
B. G. G.  
28th March  
1867.  
Page 1092.

42. Whenever a relief from charge of a Sub-division or Office is ordered, on account of transfer, leave, suspension, or otherwise, or whenever an Officer in charge dies or leaves his post, the Superintendent must advise the Treasury Officer of the name of the relieving Officer, and request that no more bills bearing signature of the relieved or deceased Officer shall be paid.

43. Superintendents in the Telegraph Department when travelling on inspection duty within their respective divisions, may draw their salaries from the *nearest* Civil Treasuries, on certificate from themselves that the amount is due, accompanied by a bill and receipt for the money in the usual form.

44. When an Officer in charge of a Sub-division leaves his Head Quarters to proceed to a portion of his charge that is nearer to another Treasury than to that from which he usually draws salary, he may obtain from the Treasury Officer by whom

he is usually paid, a certificate (which he will himself make out for signature) that his Salary Bill for the month of \_\_\_\_\_, amounting probably to Rs. \_\_\_\_\_, has not been and will not be paid by that Treasury. This certificate he will take with him and present at the other Treasury with the usual documents, when the other Treasury Officer will pay the Bill.

B. A. G.  
No. 5,  
9th April  
1867.  
B. G. G.  
11th April  
1867.  
Page 1282.

45. Superintendents of Jails requiring money for the immediate payment of traders' bills for articles supplied for Jail consumption, or for Jail manufactures, for the purchase of which they have previously obtained the sanction of the Inspector General of Prisons, may obtain the necessary amounts on presentation of abstracts to the Officer in charge of the Treasury, subject to the rules contained in this Office Notification No. 16, dated 15th July 1865.\* Care should be taken that separate abstracts be presented for charges debitable to Imperial Revenues, and to Jail Local Funds.

B. A. G.  
No. 10,  
1st May  
1867.  
C. G. of A.  
No. 52, 15th  
May 1867.  
B. G. G.  
22nd May  
1867.  
Page 1484.

46. The following instructions for the payment and audit of charges on account of the Trigonometrical and Topographical Surveys of India, from the Military to the Civil Department from 1st May 1867 are issued for information and guidance of Treasury Officers—

1st. At the commencement of the official year the Superintendents of the Departments will intimate to the Controller General the totals of the authorized amounts of fixed charges payable by Treasury Officers from month to month, together with the names of the Treasuries from which they shall be made payable.

2nd. The Controller General will communicate the above to the Accountant General, who will inform the

\* Vido Article 10.

Treasury Officers of the amounts payable by them on account of salaries, on presentation of bills, accompanied by leave returns, &c. Any subsequent variations will also be intimated.

3rd. When a Survey party or a Surveyor is transferred from one district to another, and no notice of such transfer has been given to the Treasury Officer of the district to which the party or Officer has been transferred, the pay bill may be cashed at the Treasury of the new district, if accompanied by a last pay certificate.

4th. Letters of Credit will be issued by this department on the application of Superintendents in favour of Survey Officers on account of contingent charges, which will be drawn by Cheques against Letters of Credit.

47. Recoveries made on account of advances received from the India Office should not be credited to any service head, but be simply deducted from the Monthly Pay Abstracts of the Officers concerned.

B. A. G.  
No. 53,  
2nd December 1867.  
B. G. G.  
5th December 1867.  
Page 452.

### SECTION 32.

#### TRUST MONEY.

The surplus Funds of an aided School, which the Managers may put aside to accumulate for the eventual erection of school buildings, may be received in the Government Savings Bank, to an amount not exceeding the limit allowed to private depositors, and on the understanding that two months' notice shall be given of the intention to withdraw such deposits.

G. I. F. D.  
No. 2589,  
16th September 1867.  
B. G. G.  
3rd October 1867.  
Page 292.

### SECTION 33.

#### TRAVELLING AND TENTAGE ALLOWANCE.

1. Whenever an Officer of any Department travelling on duty is entitled to draw travelling allowance reckoned by mileage, and he travels the whole distance or any portion of the distance by railroad, he shall charge for such distance at the

G. I. F. D.  
No. 9893,  
17th November 1859.  
B. G. G.  
15th December 1859.  
Page 209.

rate of 3 annas per mile only if he is an Officer entitled to charge ordinary at the rate of 8 annas or upwards per mile, and at the rate of  $1\frac{1}{2}$  annas per mile only if he is an Officer entitled to charge ordinary at the rate below 8 annas.

B. G. R.  
8th December  
1859.

B. G. G.  
15th December  
1859.  
Page 594.

2. Under instructions of Her Majesty's Principal Secretary of State for India, the Notification issued under date the 25th August 1855 is hereby cancelled, placing Native Christian Servants of Government, born within the Territories of the East India Company, on the same footing as regards travelling allowances with those born in the Foreign territory of Goa.

B. G. R.  
17th December  
1859.

B. G. G.  
22nd December  
1859.  
Page 617.

3. Travelling Allowances shall be granted to such of the Servants of Government (Civil, Military, or Uncovenanted) who may in their examinations before the Civil and Military Examination Committee at the Presidency, exhibit more than usual proficiency in the native languages. Certificates of usual proficiency awarded by the Committee to particular individuals shall be regarded by the Audit Department as sufficient authority for passing to them the travelling allowances to which each may be entitled.

G. I. F. D.  
No. 7870,  
18th August  
1860.

B. G. G.  
20th September  
1860.  
Page 403.

4. Travelling allowance to be granted to Officers in Civil employ on the occasion of travelling to join their first appointment.

B. A. G.  
No. 1472,  
14th September  
1860.

5. When an Officer is removed from one Collectorate to another, there can be no objection to transfer the balance account which might be adjusted mutually in the books of both Treasuries, and the Department after giving credit to the late Office debiting the balance to the personal head of the Officer giving credit to the late Office, to be recovered out of the usual monthly allowance of Tentage. Officers transferred to the Judicial Department proceeding on furlough or to any situation where no Tentage is allowed, should be compelled to pay up the amount of the balance due before quitting the Station.

6. Travelling allowance may be granted to Deputy Inspectors of Schools, when absent from Head Quarters on duty, either at the rate of 4 annas a mile when travelling, or at one Rupee per diem, but not both allowances for the same day.

7. Young Civilians ordered to proceed to a distance for the study of languages, may draw travelling allowance without previous authority, on the understanding that a second grant on joining a permanent appointment will not be sanctioned. But when an Officer is already at a Station, and while there receives an appointment, travelling allowance cannot be granted on the plea of proceeding to join the appointment.

8. The following rates of travelling allowances in Bombay are sanctioned by His Excellency the Governor General in Council:—

	Monthly Travel- ling Allowance.
Commissioner in Sind ... ..	250
Assistant Do. ... ..	200
Political Agent Kattiawar ... ..	200
Ditto. Kutch... ..	200
Ditto. Rewakanta ... ..	200
Ditto. Maheekanta ... ..	200
Ditto. Kolapoor ... ..	200
Superintendents of Survey ... ..	300
Deputy Commissioner of Customs Guzerat ... ..	300
Ditto. Southern Division ... ..	300
Commissioners of Revenue and Police ... ..	250
Assistant Commissioners ... ..	200
Collectors in Bombay Presidency ... ..	125
First Assistant Collectors when in permanent charge of subdivision ... ..	200
Second and lower Assistant Collectors ditto Assistants to the Commissioners of Customs Northern and Southern Divisions ... ..	100

G. I. F. D.  
21st May  
1861.

A. D.

No. 6, 21st  
June 1861.

B. G. G.

6th July

1861.

Page 25.

B. G. R.

No. 539.

11th February

1859.

A. D.

No. 19.

13th November

1861.

B. G. G.

14th November

1861.

Page 902.

G. I. F. D.

No. 14262.

29th November

1861.

B. G. L.

No. 754.

12 September

1861.

	Monthly Travelling Allowance.
Collectors in Sind ... ..	150
First class Deputy Collectors in Sind, when in separate charge of Districts... ..	200
Second and third class ditto ... ..	100
Assistant Political Superintendent on the Frontier Upper Sind, and Deputy Collector ...	100
Political Superintendent Thur and Parkur ...	200
Superintendents of Police ... ..	150
Assistant Superintendents of Police in Sind and Superintendents of Police in Bombay ...	200
Assistant Superintendent ditto. ...	100
Forest Ranger in Sind ... ..	250
Conservator of Forests in Bombay Presidency.	250
Divisional Inspectors of Schools ... ..	100
Inspector of Prisons, Bombay ... ..	200
Extra Assistant Collectors in Sind—per day...	3

List of Offices, the incumbents of which shall draw a daily allowance while actually travelling, with the condition that an Officer shall have no allowance for the period in excess of ten days without the special sanction of Government.

Judges of the Sudder Court ... ..	19 Rupees.
Visiting Judicial Commissioners ... ..	
Secretaries and Under Secretaries to Government ...	
Commissioners of Customs Salt and Opium ...	
Principal Deputy Commissioners ditto. ...	
Political Superintendent on the Frontier of Upper Sind ... ..	
Session Judges and Senior Assistant Judges ...	
Director of Public Instruction ... ..	Rupees.
Assistant Collectors in Bombay and Deputy Collectors in Sind, when not placed in permanent charge of Subdivisions ... ..	
Assistant Session Judges ... ..	

## TENTAGE ALLOWANCE.

Revenue Commissioners ... ..	55	8	11
Commissioner of Customs ... ..	55	8	11
Collectors and Magistrates ... ..	44	7	1
Assistant Revenue Commissioners ...	27	12	0
First Class Assistants ... ..	22	3	6
Second and third ditto ... ..	11	1	9
Uncovenanted Deputy Collector and Magistrate ... ..	5	8	11

9. In all cases of Officers proceeding to join acting appointments, their travelling expenses are to be paid whether they have applied for such acting appointments or not.

G. I. F. D.  
3rd July 1861.  
G. I. F. D.  
8th February  
1862.

10. The Settlement Officers in Sind were placed on the same footing as the First Class Deputy Collectors in that Province, as respects Travelling Allowance, and they should draw it at the same rate as is allowed to a First Class Deputy Collector in the revised scale—viz: Rupees 200 per mensem throughout the year.

B. G. R.  
No. 372,  
8th March  
1862.

11. The Orders prohibiting the grant of travelling allowance to Officers transferred from one Department to another at their own request, are applicable to both Chaplains and Assistant Chaplains, and that before bills from these Officers for travelling allowance are passed, a certificate that they are not transferred at their own request should be called for, if the Gazette be not sufficiently clear on that point.

G. I. F. D.  
No. 2235,  
20th March  
1862.  
B. G. G.  
17th April  
1862.  
Page 596.

12. Each Assistant or Deputy Collector should draw his own bill for travelling allowance and forward it to the Collector, who should prepare one general bill and submit it for the scrutiny required under the rules, and dispenses with the separate bills being sent as vouchers to the Audit Department.

G. I. F. D.  
No. 3327,  
5th May 1862.  
A. D. No 4,  
17th June  
1862.  
B. G. G. 17th  
June 1862.  
Page 1023.

G. I. F. D.  
No. 3835,  
31st May  
1862.  
B. G. G.  
24th July  
1862.  
Page 174.

13. When subordinate Officers leaving their head quarters on duty are required to travel, their *bonâ fide* railway fares shall be paid (except in the North Western Provinces where free passes are granted) at the public expense: menials and ministerial officers who draw less than 50 Rupees a month being furnished with 3rd class accommodation and permitted to draw in addition any daily travelling batta to which they may be entitled under the rules; and ministerial officers who receive 50 Rupees a month or upwards being provided with second class accommodation, but disallowed batta, except when the batta allowed to them under the rules exceeds the railway fare, in which case they may draw the difference only in addition to the railway fare.

G. I. F. D.  
No. 4792,  
14th July  
1862.  
B. G. G.  
14th August  
1862.  
Page 335.  
B. G. R.  
No. 982, 31st  
July 1862.

14. When an Officer is transferred from one station to another, any claim for travelling allowances shall be supported by a certificate that the transfer is for the benefit of the public service, irrespective of the wishes of the Officer transferred.

15. Officers whose names were omitted from the List shown in Government of Bombay letter No. 754\* dated 12th September 1861, are to draw travelling allowances at the old rates.

G. I. F. D.  
No. 125, 26th  
July 1862.  
B. G. G.  
14th August  
1862.  
Page 336.

16. Chaplains and Assistant Chaplains when visiting out-stations under Ecclesiastical authority, shall be allowed travelling allowance at the rate of twelve annas per mile, except for the distance traversable by railway, for which they shall be allowed three annas a mile.

G. I. F. D.  
No. 4163,  
31st July  
1862.  
B. G. G.  
28th August  
1862.  
Page 524.

17. The term "Subordinate Officers" in the Resolution No. 3835\* of 31st May 1862, regarding the allowances of Subordinate Officers travelling by rail, relates to Subordinates in Government Offices, or in other words to "Office Clerks."

\* Vide Article 8.

† Vide Article 13.

18. Uncovenanted Officers who are entitled to three Rupees per diem when travelling in their Districts may have the option (as allowed to Covenanted Officers under Orders dated 14th August 1855\*) of drawing Travelling Allowance either at that rate or at the rate of four annas a mile.

G. I. F. D.  
16th December 1862.

19. Uncovenanted Assistant Settlement Officers in the Central Provinces to rank with Extra Assistant Commissioners drawing the same salaries, and are consequently entitled to Tentage Allowance at the rate of three Rupees per diem when engaged on duty in the interior of their Districts.

G. I. F. D.  
17th December 1862.

20. An Officer entitled under the existing rules to Travelling Allowance when absent from his Station on duty in the interior of his District may draw Travelling Allowance at his option, either by the distance travelled at the rate of eight annas a mile, or by the number of days he is absent from the Sudder Station at the rate of five Rupees a day, the Bill for the charge so incurred being countersigned by the Commissioner of the Division.

G. I. F. D.  
14th August 1855.

21. When an Officer once elects under which of the above two rates he will draw Travelling Allowance, he must adhere to that decision, and is not allowed to draw at both rates when out on circuit under any circumstances for the same journey.

G. I. F. D.  
31st December 1858.

22. The above orders are applicable to all Covenanted and Uncovenanted Officers entitled to Travelling Allowance at Rupees five per diem when travelling in their Districts on duty.

G. I. F. D.  
16th December 1862.

23. The Certificate required to enable an Officer to draw Travelling or Tentage Allowance whilst actually employed in tents at a distance from his station shall be changed to the effect that the Officer was absent from the station on public duty and *bonâ fide* entitled to the tentage charge in his Bill.

A. D.  
No. 16.  
29th December 1862.  
B. G. G.  
1st January 1863.  
Page 11.

\* Vide Article 20.

G. I. F. D.  
8th January  
1863.

24. The following rates of Travelling Allowance are fixed for the several grades of Police in India :—

	Rs.*per diem.
For Inspector General ... ..	10
For Deputy Inspector General ... ..	6
For District Superintendent ... ..	5
For Assistant Superintendent ... ..	4

G. I. F. D.  
12th June  
1863.

These rates shall only be drawn during a march, or while under canvas, a halt in Camp of more than one week shall entail the reduction of the allowance by one-half; when the halt exceeds a fortnight, the allowance shall altogether cease.

G. I. F. D.  
8th January  
1863.

25. When Police Officers below the rank of Assistant Superintendent may be detached on special and extraordinary duty, their actual expenses shall be charged in a Contingent Bill.

Ibid.

26. The Inspector General is authorized to allow a mileage rate (eight annas a mile, or three annas a mile) in *substitution* of the above mentioned daily rates, when a greater distance is travelled in a day than 20 miles. The Travelling Allowance Bills of the several Officers concerned shall be invariably countersigned by their immediate official superiors.

G. I. F. D.  
4th March  
1863.

27. The substitution of Travelling Allowance at 3 Rupees per diem, for batta at 3-10ths of salary, sanctioned in favor of all Uncovenanted Officers for the North Western Provinces, with the option of exchanging the daily allowance for a mileage under the orders contained in the 2nd para of Financial Resolution dated 16th December 1862.\* The above order is not applicable to Ministerial Officers.

\* Vide Articles 20, 21, 22.

28. The rate authorized in Articles 25 and 23, may be exchanged for a mileage allowance under the condition prescribed in orders of 16th December 1862.\*

G. I. F. D.  
27th April  
1863.

29. Mileage rates noted in the margin are claimable only when an Uncovenanted Civil Servant holding a Gazetted appointment is required to proceed by dâk under special authority from Government. Servants of Government not holding gazetted appointments, when transferred under the above circumstances, should be allowed a daily or monthly rate of batta of their rank, for a period not exceeding that allowed by Section 13 of the Uncovenanted Absentee Rules for joining an appointment.

By Ordinary Road Travelling 4 annas a mile.  
By train 1½ anna a mile. By Boat actual passage money.

A. D.  
No. 1, 14th  
July 1863.  
B. G. G. 16th  
July 1863.  
Page 147.

30. Travelling Allowances payable under the orders in force to a Military Officer proceeding to join a Civil appointment, to be borne by the Civil Department, and not be treated as a Military Charge.

B. of A.  
19th June  
1863.  
G. I. F. D.  
8th August  
1863.

31. Public Servants on salaries of less than 100 Rupees per mensem, when transferred from one situation to another on the Public Service, should be placed on the same footing both in respect to pay and travelling allowance, with servants on 100 Rupees per mensem or more.

G. I. F. D.  
No. 3733,  
14th August  
1863.  
B. G. G.  
27th August  
1863.  
Page 501.

32. Inspectors of Police will draw Travelling Allowance under the above ruling when transferred from one appointment to another on the public service; but this order will not interfere with the operation of the rules of 8th January 1863,† in cases when Inspectors are detached from their Head Quarters on special and extraordinary duty.

G. I. F. D.  
14th August  
1863.

\* Vide Article 22.

† Vide Article 25 and 26.

B. G. R.  
17th August  
1863.  
B. G. G. 20th  
August 1863,  
Page 435.

33. A Sub-Assistant Surgeon, proceeding for the first time to join a distant station, which is beyond or not upon a line of Railway, will be entitled to 2 Rupees a day as travelling allowance for the regulated period, but if the station is in part or altogether reached by a railroad, a mileage rate of  $1\frac{1}{2}$  anna per mile will be granted for the portion travelled by rail, instead of the daily Travelling Allowance.

G. I. F. D.  
17th October  
1863.

34. Uncovenanted classified Officers belonging to the Financial Department are placed on the same footing as regards Travelling Allowance, when transferred from one appointment to another, as Covenanted Officers, *i. e.*, they are permitted to draw at the rate of eight annas per mile by road, and three annas per mile by rail, in lieu of the former rates of four and one and half-annas.

G. I. F. D.  
No. 5166,  
B. G. G.  
29th October  
1863.  
Page 1146.

35. Travelling Allowance at the superior rates for Covenanted Officers will be given to Uncovenanted Officers in the Financial Department under the ordinary rules on that head.

B. A. G.  
No. 13,  
28th October  
1863.  
B. G. G.  
5th November  
1863.  
Page 1216.

36. Tentage and Travelling Allowances of Officers travelling on the public service should be debited to the Departments to which their salaries are chargeable, irrespective of the particular purpose for which they may have travelled on each occasion.

G. I. F. D.  
14th January  
1864.

37. Uncovenanted Police Officers in the Central Provinces shall for the first time only of their attending examinations, receive Travelling Allowance at the rates at which they would draw it if travelling on actual Police duty. On all subsequent occasions they must find their way out of their own means.

G. I. F. D.  
27th February  
1864.

38. Uncovenanted Officers in the Central Provinces, who are eligible to receive Travelling Allowance at four annas a mile, and who may be necessarily ordered to travel by dāk, to

submit Bills countersigned by the Head of their Department for the sum by which the charge made by the Post Office through which the dak is laid, may exceed the amount of their Travelling Allowance.

39. The orders conveyed in Government of India's letter No. 5840 of 13th May 1861 (vide B. G. G. 6th June 1861) that no Officer, whether Civil or Military in Civil employ, is entitled to draw Tentage or any other allowance while absent from duty on leave of any description, are cancelled, and that under the orders in force before that date, Officers whether Civil or Military in Civil employ, are entitled to monthly Tentage during absence on Privilege Leave.

A. D. No. 1,  
14th July  
1864.  
B. G. G.  
21st July  
1864.  
Page 129.

40. Tentage should be allowed in full during absence on privilege leave, and a moiety of it should be allowed during absence on leave on private affairs. House rent should be passed in full for the period of absence on privilege leave, but retrenched to the extent of one half during absence on leave on private affairs, and forfeited during absence on sick leave. Annual District Travelling Allowance should be treated in the same manner, as Tentage. Daily District Travelling Allowance should be retrenched in full during leave of every description.

G. I. F. D.  
No. 3873, 16th  
December  
1864.  
B. G. G.  
12th January  
1865.  
Page 45.

41. "Allowance for Office Tents" &c. which is granted in Bombay exclusively to Officers of the Revenue Survey for the purchase and conveyance of Office Tents, should be allowed in full during absence on privilege leave, but retrenched to the extent of one half during absence on leave on private affairs.

G. I. F. D.  
No. 65,  
5th May 1865.  
B. G. G.  
18th May  
1865.  
Page 890.

42. Sundays should be excluded from the time which is allowed for travelling, but not from that which is allowed at the port of embarkation in paras\* 3, 9 and 18 of the Covenanted Civil Service Absentee Rules of the 16th December 1864.

G. I. F. D.  
No. 2952,  
18th October  
1865.  
B. G. G.  
2nd November  
1865.  
Page 1029.

\* Vide Articles 8, 9, 10—Preparatory.

B. G. R.  
No. 424,  
26th April  
1866.

43. The Balance of Tentage due by an Officer promoted to an acting appointment where no Tentage is allowed, shall be recovered in monthly instalments.

G. I. F. D.  
No 860,  
7th June,  
1866.  
B. G. G.  
28th June  
1866.  
Page 1449.

44. When an Officer on a salary not exceeding Rupees 400 per mensem is promoted in the natural course of his service, to an appointment the salary of which exceeds by only fifty Rupees a month, the salary of the appointment from which he is transferred, he shall be permitted to draw travelling allowance at the usual rates.

G. I. F. D.  
No. 1467,  
22nd July  
1866.  
B. G. G.  
9th August  
1866.  
Page 379.

45. The following Rules regulate the provision of free passage by sea for Public Officers in Civil employ—

Officers and other public servants on the permanent Establishment of a Department, will be allowed a free passage when proceeding on duty by sea, in cases in which they would receive travelling allowance if proceeding on duty by land. Military Officers in Civil employ will in addition be allowed a free passage when being employed at a station beyond sea they may be obliged to return to their Presidency in progress to Europe, or to a Hill Station, on leave on Medical Certificate, also when they rejoin their Station on return from that leave.

For every Covenanted Civil Servant, Military Officer in Civil employ, and Uncovenanted Officer of higher rank than Clerk, who may thus be entitled to a free passage, the entire charge for a 1st class passage will be paid by Government, who will recover from such Officer either the full or a half rate of table money for the number of days occupied in the passage, according as his salary may or may not exceed Rupees 600 a month. The full rate of table money shall be reckoned at 8 Rupees a day on vessels

in which the cost of a free passage is included, but at 4 Rupees a day where it is exclusive of a charge for wine, beer, spirits, and soda-water.

For Public Servants messsed at the Warrant Officers' or Engineers' table, viz: for Warrant Officers of every grade, European Non-Commissioned Officers attached to Departments or Public Offices, Subordinate Accountants, and Clerks of Departments or Public Offices, who are entitled to a free passage, and for the families of these classes 2nd class accommodation including generally a screened berth, will be provided; and the entire cost of the 2nd Class passage, without any deduction from the passengers on account of table money, will be borne by Government.

Passage for servants and luggage within the limits prescribed by the rules of the Quarter Master General's Department prevailing at the port of embarkation, will also be allowed and paid for by Government, in cases where a more liberal scale is not already authorized on special grounds.

46. Whenever any person not in the public service is appointed by the Government of India or Local Government to an Office which he cannot join except by sea, he will be allowed passage at the Government expense, subject to the usual deductions on account of table-money.

G. I. F. D.  
No. 401,  
24th January  
1867.  
B. G. G.  
7th February  
1867.  
Page 463.

47. When a Deputy Inspector General of Police whose travelling allowance is less than ten Rupees a day, proceeds on duty by rail and is obliged to take his horses and camp equipage with him, without having been able to send them on beforehand by the ordinary marches, he will be allowed to charge for the transit of his horses and camp equipage by rail, to the extent to which a like indulgence was authorized for District Superintendents of Police, in Financial Resolution No. 1823 of 8th August 1866.

G. I. F. D.  
No. 1678,  
27th March  
1867.  
B. G. G.  
25th April  
1867.  
Page 1392.

G. I. F. D.  
No. 1295, 10th  
July 1867.  
B. G. G. 25th  
July 1867.  
Part I.  
Page 97.

48. The rules prevailing in the Military Department are inapplicable to Officers, whether Civil or Military, in Civil employ, because those Military Officers travelling by sea on Military duty, for whom the scale of baggage and servants is authorised, usually carry tents and tent lascars as a part of their field equipment, while Officers travelling by sea on civil duty are rarely so encumbered.

Ibid.

49. For the generality of Officers travelling on Civil duty, there is already sufficient provision in the practice of allowing every passenger on a vessel to carry a certain quantity of luggage, the freight on which is included in the charge for his passage; and for the exceptional cases of those Officers who carry their tents with them, it is unnecessary to do more than declare that the charge for the carriage of tents in excess of the above mentioned charge for passage, shall be passed as a special case.

Ibid.

50. With respect to servants, it is ruled that three servants shall be allowed to Officers whose salaries amount to or exceed, and two servants to those whose salaries are less than, Rupees 1,000 per mensem. These instructions should be observed in the cases of all Gazetted Officers who are provided with free passage when they travel on Civil duty by sea, with the exception of those, such as the Officers of the Survey, for whom a scale of luggage and servants prescribed by special orders of this Department already exists.

G. I. F. D.  
No. 1317,  
10th July  
1867.  
B. G. G. 25th  
July 1867.  
Part I.  
Page 97.

51. Table money is chargeable under Resolution No. 1467,\* dated the 23rd July 1866, to a public Officer travelling on duty by sea from the day on which he takes his first, to that on which he takes his last, dinner on board, both days inclusive.

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\* Vide Article 45.

52. Officers who on returning from leave on medical certificate, have no Regiment or Department to join, but whose services may be required at a station beyond sea, will be provided with a free passage by sea when proceeding to join, under the provisions of paragraph 4 of G. G. O. No. 222 of 1864,\* but the full charge for table money (Rupees 8 per diem) will be recovered in such cases by the Pay Department.

G. O.  
No. 743, A.  
B. G. G.  
19th December 1867.  
Part I.  
Page 482.

53. It is ruled that the bill of a Chaplain for Travelling Allowance for visiting an outstation, shall be passed on his making a declaration that the journey has been performed, and producing a copy of the order of the Bishop, or the Commissary of the Diocese, authorising him to visit the outstation.

G. I. F. D.  
No. 3133,  
18th October  
1867.

\* Vide G. O. G. I. No. 317, 8th April 1864, B. G. G. 5th May 1864, Page 879.

The increased rate of Tentage Allowance of 50 Rupees per mensem authorized in Government of India's Resolution, Financial Department No. 2678, dated the 14th September 1867, and Bombay Government Resolution No. 3121, dated the 3rd October 1867, at present applies only to Collectors in Sind.

## ALTERATIONS AND ADDITIONS MADE WHILE THE WORK WAS GOING THROUGH THE PRESS.

### DEPUTATION ALLOWANCE.

1. As an exception to the rule of the 1st December 1863,\* it is decided that when an Officer is placed in charge of the current duties of a Judicial office, and the charge, in the opinion of the Local Government, entails a substantial increase of responsibility besides some additional work, he shall be permitted to draw one-half of the Deputation Allowance which he would have received had he been appointed to officiate in the Office concerned.

Page 24, Section 12, Article 1, line 2, after "Guards," insert "*care should be taken*"—in the 3rd line, after "and" insert "*that*".

G. I. F. D.  
No. 57,  
2nd January  
1868.  
B. G. G.  
16th January  
1868.  
Part I.  
Page 33.

### ESTABLISHMENTS.

2. All applications for any increase of establishment, or additional allowances, are to be submitted in the form,† the necessity for the increase being fully explained. As a general rule, a statement of the present work, on an average of three years, as compared with the work ten years previously, should be appended whenever the proposition is for a permanent increase to an established Office. In submitting detailed statements of establishments to the Accountant General at the close of the year, Officers are to annex a note showing those items of expenditure which, though sanctioned, have not been actually incurred.

Board of Revenue Orders.

### FURLOUGH.

(After Article 13, read the following)

3. The following note may be appended to the first Section of the Rules for the grant of furlough and leave of absence to Governmented Civil Servants, dated 16th December 1864 :—

\* Vide Article 26, Deputation Allowance.

† Vide Appendix Q.

H. M.'s S. of  
S. No. 363,  
24th October  
1867.  
G. I. F. D.  
No. 3082,  
18th December  
1867.  
B. G. G.  
2nd January  
1868.  
Part I.  
Page 1.

A Civil Servant who has completed 25 years' service and 22 years' residence, may be allowed to avail himself of any instalment of furlough untaken, without reference to the period which may have elapsed since his return to duty from a previous instalment.

### MEDICAL CERTIFICATE.

H. M.'s S. of  
S. No. 355,  
15th October  
1867.

G. I. F. D.  
No. 2757,  
28th November  
1867.

B. G. G.  
12th December  
1867.  
Page 457.

4. The Uncovenanted Service Absentee Rules do not contain any provision for the extension of furlough on Medical Certificate; but when an Officer at the expiration of his furlough is prevented by ill health from returning to duty, the grant of an extension without pay is not prohibited.

### PRIVATE AFFAIRS.

H. M.'s S. of  
S. No. 362,  
8th December  
1866.

G. I. M. D.  
No. 102,  
29th January  
1866.

G. of I.  
3rd February  
1866.  
Page 252.

5. Absence to Europe on private affairs for six months, and all extensions of such leave granted in that country under special circumstances and without pay, may be permitted to reckon as part of the six years required to be served after return from leave on Medical Certificate, to entitle an Officer to his furlough on private affairs.

### GENERAL RULES.

*(After Article 36, enter the following.)*

In all cases of the grant of leave to Civil and Uncovenanted Servants, a duplicate of the prescribed form of leave and pay certificate may be forwarded to the Secretary of State by the Mail, following that by which an Officer may quit the Presidency, and that all Officers are to be furnished with the Certificate in question, for transmission to this Office on their arrival in England, whether pay is intended to be drawn there or not.

## PENSIONS.

Page 92, Article 40, after H. M.'s S. of S" in the margin, insert No. 20.

After Article 40, enter the following.—In regard to Uncovenanted Servants who have rendered approved service of only an ordinary character, the pension must in no case exceed £500 per annum. An Uncovenanted Servant promoted subsequently to the 6th of August 1862, to an Office to which a salary exceeding Rs. 10,000 per annum is attached, is not to be granted an increased Pension in consequence of the increase to his salary.

80. The following Rules regulate the service and pension of Chaplains, to take effect from the 15th of October 1864—

I.—A Chaplain retiring after completing the full period of service, as prescribed by Government Regulations, shall receive a pension of £365 per annum. This rule to come into operation in each Presidency as soon as either of the two Senior Chaplaincies in that Presidency is vacant.

H. M.'s S. of  
S. No. 32,  
17th February  
1865.  
G. I. H. D.  
No. 2205,  
5th April  
1865.  
G. of I. 8th  
April 1865.

II.—Every Chaplain shall be compelled to retire after 25 years from the date of the commencement of his service in India, unless specially retained in the service by the Secretary of State for India in Council, on the recommendation of the Governor General in Council, or Governor in Council of his Presidency. This rule to come into operation in three years.

III.—During the next three years, the second Chaplain may succeed to the Senior Chaplaincy, and the third to the second Chaplaincy; but if either of them accepts that advantage, he thereby forfeits his claim to the increased pension. After three years there shall be no more appointments to the two Senior Chaplaincies, but the incumbents then existing, if any, may retain them, unless they fall under the operation of Rule II. The incumbents now existing, in order to entitle themselves to the increased pension, must resign before the end of three years.

IV.—The lower rates of pension payable to Chaplains compelled by ill health to retire after a shorter period of service, shall remain as at present.

H. M.'s S. of  
S. No. 11,  
18th May  
1866.  
G. I. H. D.  
No. 2101,  
22nd June  
1866.  
G. of I.  
30th June  
1866.  
Page 907.

81. The recommendation that Chaplains who have served their full time shall be allowed to retire at once on the pension to which they are entitled by the existing rules; the right being reserved to them of drawing the increased rate of pension prospectively sanctioned whenever that scale shall come into operation by the vacation of one of the Senior Chaplaincies, is sanctioned.

H. M.'s S. of  
S. No. 16,  
16th August  
1866.  
G. I. F. D.  
No. 4717,  
20th September  
1866.  
G. of I.  
22nd September  
1866.  
Page 1146.

82. All the Chaplains who may have retired from the service after the date of the Despatch in the Financial Department (30th July 1864) which first sanctioned the new scale of pension, will be allowed to share in the benefit of the concession referred to above.

H. M.'s S. of  
S. No. 174,  
31st July  
1866.  
G. I. F. D.  
No. 3031,  
29th October  
1866.  
G. of I.  
10th November  
1866.  
Page 1514.

83. It was not understood that the exceptional advantages granted by the old Uncovenanted Service Pension Rules to "Native Judges"\* extended to Native Judicial Officers of other grades. So far as relates to Native Judges now in the service, who can be considered entitled to benefits granted by the old rules to Officers of that class, they shall still be considered eligible to the pensions allowed by those rules; but with reference to all future appointments, there is no ground for making a distinction between Native Judges and the general body of Uncovenanted Servants, for whom the new rules make liberal provision.

H. M.'s S. of  
S. No. 355,  
24th October  
1867.  
G. I. F. D.  
No. 2927,  
12th December  
1867.  
B. G. G.  
26th December  
1867.  
Page 493.

84. Divers of the Marine Department whose pay is above the limits of 10 Rupees a month are admitted to the benefits of the Uncovenanted Service Pension Rules.

\* By "Native Judges" is meant Principal Sudder Ameeris and Moonsiffs, but not Judges of Small Cause Courts, who get their pensions under the new rules.

85. An Uncovenanted Officer, promoted before the 6th August 1862, to an Office with a salary exceeding Rs. 10,000 per annum, whose average salary during the last five years of his service equals or exceeds that amount, and whose effective service at the time of retirement is not less than twenty years, may, under the terms of the Despatch of the Secretary of State, dated 9th February 1864,\* No. 20, be allowed one-third pay pension up to the limit of £500 per annum.

G. L. F. D.  
No. 2953.  
19th December 1867.  
B. G. G.  
2nd January 1868.  
Part I.  
Page 3.

86. To remove certain misapprehensions of the rules for leave of absence and pension to Uncovenanted Servants, the following orders are published—

G. L. F. D.  
No. 59.  
3rd January 1868.  
B. G. G.  
16th January 1868.  
Part I.  
Page 32.

2. Financial Notification No. 3031, dated 29th October 1866,† promulgated new pension rules for Native Judges. The option of the old pension rules, which is secured by that Notification to Native Judges who were in the Service on 29th October 1866, is not affected by their transfer to Small Cause Courts as Judges.

3. New rules for leave of absence and pensions for Uncovenanted Servants, generally, were promulgated on 8th June 1863. An Uncovenanted Servant appointed before that date, and whom the Government may consider to be entitled to favorable consideration, is allowed by Financial Notification No. 1349, dated 29th March 1865,‡ to count service towards pension under the old rules, whenever, in respect to such reckoning they may be more beneficial than the new, provided he shall not at any time have availed himself of the benefits conferred by the new leave rules. This proviso does not give any Uncovenanted Servant, appointed before 8th June 1863, the option of the old leave rules. Whatever leave he requires must be given under the new rules, but if he desires to retain the benefit conceded in Financial Notification dated 29th March 1865, he must abstain from availing himself of so much of the advantages of the leave that he may take under the new rules as may be in excess of what he could have had under the old rules.

\* Vide Article 40 Pensions—in Alterations and Additions.

† Vide Article 83 Pensions—in Alterations and Additions.

‡ Vide Article 65 Pensions.

4. Periods of absence on any leave, except privilege leave and (conditionally) preparatory leave, do not count towards pension. This prohibition is a part of the new pension rules, rather than of the new leave rules, and accordingly all who are debarred from the option of the old pension rules, are also debarred from counting as service periods of absence which, in the new pension rules, are not regarded as service.

G. I. F. D.  
No. 787,  
14th February  
1867.  
G. of I.  
6th February  
1867.  
Page 176.

87. The term Service alluded to in the Secretary of State's No. 19, dated the 27th of September 1866,\* means the period of employment under Government, including absence on authorized leave, from the date of arrival in India.

Page 104, Section 25, Article 1, after the word "India" read *and when ordered by the Government of India from the date of the Orders."*

### SALARIES AND ALLOWANCES.

Board of Revenue Orders.

57. Personal allowances are not to be continued when the Officer receiving them is promoted to an Office of which the salary is equal to, or exceeds, the amount received by the Officer in his old Office, including personal allowances.

G. I. F. D.  
No. 876,  
17th January  
1868.  
G. of I.  
18th January  
1868.  
Page 137.

58. The revised scale of salaries for Uncovenanted Medical Officers, which was sanctioned in Financial Notification No. 2295† dated 25th April 1867, to take effect from the 13th November 1866.

### REMITTANCES.

1. The following Table shows the extent to which Military Officers in Civil employ may remit to England for the benefit of their parents, wives, children, brothers and sisters.

C. G. of A.  
No. 57, 8th  
May 1867.  
B. G. G.  
16th January  
1868.  
Part I.  
Page 37.

Colonel .....	Rs. 3,000 0 0
Lieutenant Colonel .....	„ 2,000 0 0
Major .....	„ 1,500 0 0
Captain .....	„ 1,000 0 0
Lieutenant .....	„ 700 0 0
Ensign .....	„ 500 0 0

\* Vide Article 1, Promotions.

† Vide Article 52, Salaries and Allowances.

Chaplains and Surgeons are allowed to remit according to their relative rank.

The Military Pay Department is the only Agency through which such remittances can be made; and an Officer desirous of making remittances by it should pay the amount to be remitted into the Civil Treasury where it should be distinctly credited, a receipt being granted to the remitter.

The arrangement for the remittance will be made by the Military Paymaster, on being furnished with the receipt in question and the particulars of the remittance.

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## APPENDIX A.

Indent on the  
the

for the undermentioned Articles required for the use of

186

1	2	3		4	5	6
Letters.	Names of Articles.	Number of each.		Date of last Supply.	Probable amount of expense.	Purpose for which required.
		In Figures.	In Letters.			

I do hereby certify that the articles specified in this Indent are indispensably necessary for the purpose herein mentioned, according to the best of my knowledge and belief after the most careful examination.

(Signed) A. B.

# APPENDIX B.

Names.	Length of service.	Last situation.	Pay.	Remarks.

(Signed) A. B.

## APPENDIX C.

LIST of Uncovenanted Servants (European and East Indian) in the Office of

on the 1st 186

1	2	3	4
Name.	Description of appointment.	Salary.	Period of residence in India.

APPENDIX D.

	Name, service, & designation of the party obtaining leave.
	Sick leave, if any, taken on previous occasions.
	Salary of substantive office.
	Nature and period of the leave.
	Date of intended departure of vessel from Calcutta or other Port.
In Calcutta. — In England.	Rate of allowance to be drawn in England or not.
	Date from which the first payment is to commence.

## APPENDIX E.

I. A. B. Surgeon at, or of \_\_\_\_\_, do hereby certify that C. D. of the Civil Service is in a bad state of health, and, I solemnly and sincerely declare that according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea (or to such place as the Surgeon may think proper, *expressing it in the Certificate.*)

## APPENDIX F.

Form of Certificate to be given by Accountant General to Absentees proceeding on Leave or Furlough to Europe.

Name of Absentee.	Total period of residence and service in India.	Period of leave already taken on former occasions, with the exception of privilege and preparatory leave.		Full salary of rank.	Nature and period of leave.	Date of intended departure of vessel on which the Absentee will embark.	Portion of salary passed in advance in	Rate of Absentee pay to be drawn in England or India.	Date from which the first payment is to commence.
		In India.	Out of India.						

\* The Certificate on the reverse will be given in the following form :—

This is to certify that \_\_\_\_\_ is a passenger on board  
the \_\_\_\_\_, proceeding to \_\_\_\_\_, and left by me at sea this day.

## APPENDIX G.

*The following form shall be observed by the Principal Medical Authority at the nearest principal station, in countersigning the Surgeon's Certificate.*

We (or I) do hereby certify that, according to the best of our (or my) professional judgment, after careful personal examination of the case, we (or I) consider the state of health of C. D. to be such as to render leave of absence for the period of \_\_\_\_\_ absolutely necessary for his recovery.

## APPENDIX H

*Form of Medical Certificate to be submitted in support of application for sick leave.*

I do hereby certify that according to the best of my professional judgment, and after careful examination of his case, I consider the state of health of \_\_\_\_\_ to be such as to \_\_\_\_\_ render leave of absence to \_\_\_\_\_ absolutely necessary (or highly desirable) for his recovery.

# APPENDIX I

	Name of Absentee.
	Office held by Absentee.
	Monthly salary of Absentee.
	Section of Rules under which leave is granted, or nature of leave.
	Period of leave.
	Amount of deduction from salary.
	Name of Substitute (if any.)
	Amount payable to Substitute.
	Net amount to be retrenched from Pay Abstract for the above Month.
	Remarks.

## APPENDIX J.

Statement of Particulars relating to the claim to Pension of \_\_\_\_\_ an \_\_\_\_\_ on the Establishment of \_\_\_\_\_

1	2	3	4	5	6	7																					
Name of Applicant, sex, or caste, residence.	Specification of the several Offices held, and the Salary drawn in each appointment.	Statement of causes and duration of each break in the period of Service.	Personal identification and age at the time of application.	Average monthly pay during the last 5 years of service. Proposed amount of pension. Place of payment.	Abstract of the grounds of application.	Remarks by the Head of the Office.																					
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;">Yrs.</td> <td style="width: 30px;">Mths</td> <td style="width: 30px;">Days</td> </tr> <tr> <td>Total - -</td> <td>0 0 0</td> <td></td> </tr> <tr> <td>Deduct -</td> <td></td> <td></td> </tr> <tr> <td>Periods of absence   on leave other than on   privilege, preparatory,   and casual leave - -</td> <td>0 0 0</td> <td></td> </tr> <tr> <td>Net Service -</td> <td>0 0 0</td> <td></td> </tr> </table>	Yrs.	Mths	Days	Total - -	0 0 0		Deduct -			Periods of absence on leave other than on privilege, preparatory, and casual leave - -	0 0 0		Net Service -	0 0 0		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px;">Yrs.</td> <td style="width: 30px;">Mths</td> <td style="width: 30px;">Days</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Yrs.	Mths	Days				<p>Complexion.</p> <p>Any prominent marks..</p> <p>Height.</p> <p>Feet. Inches.</p> <p>Age.</p> <p>Yrs. Mths. Ds.</p>			<p><i>Note.</i>—The character borne by the applicant must be stated, and if the maximum rate of pension is proposed, it must be certified whether the service has been of a meritorious nature, and approved by his superiors.</p>
Yrs.	Mths	Days																									
Total - -	0 0 0																										
Deduct -																											
Periods of absence on leave other than on privilege, preparatory, and casual leave - -	0 0 0																										
Net Service -	0 0 0																										
Yrs.	Mths	Days																									
	<p><i>Note.</i>—The dates of commencement &amp; termination of each Office must be stated.</p>	<p><i>Note.</i>—In the cases of breaks caused by abolition of Office, it must be stated whether gratuity was allowed on the occasions of such abolition, and if so, whether it was refunded on re-employment.</p>																									

Signature of Head of Office.  
Designation of Head of Office.

## APPENDIX K.

STATEMENT of Pensions sanctioned by the Government of

.in the

Department, during the

Quarter, or

Number.	Name of Recipient.	Designation and place of employment.	Character.	Period counted as Service.			Average monthly salary during the last five years of service.	Amount of monthly pension granted.	Date from which the pension is to take effect.	Remarks or Explanations.
				Years.	Months.	Days.				
							Rs. A. P.	Rs. A. P.		

## APPENDIX L.

ABSTRACT OF PAY to Gazetted Officers of the  
Collectorate for the month of

186

Government of	A. Salary list of Gazetted Officers of	Month of 186
Head of Service Chargeable.		No. of Voucher.

No.	Names of Officers.	Designation of Office.	Salary and Deputation Allowance.	Deduction on account of funds as overleaf.	Net amount payable.
Total Rupees.....					

N. B. Deputation Allowances to be shown distinctly from Salaries.

Contents received.

Date \_\_\_\_\_

Pay Rupees Net

Examined by

Head Accountant Treasury.

Officer in charge "Treasury.

## MEMO OF FUNDS AND OTHER DEDUCTIONS.

[illegible]

Certified that all the salaries drawn in previous months' Abstracts have been paid with the following exceptions,

# APPENDIX M.

ABSTRACT of PAY to the Establishment of the \_\_\_\_\_ Collectorate, for the month  
of \_\_\_\_\_ 186

Government of _____		B. Salary list of sanctioned Establishment of _____					Month of _____ 186		
Head of Service Chargeable							No. of Voucher.		
No.	Names of Officers.	Designation of Office.	Salary.	Compensation for high prices of grain.	Total.	Deduction on account of Un-covenanted Service Family Pension Fund.	Deduction on account of Fines and Savings.	Net amount payable.	Remarks.

Certified that all the salaries drawn in previous months' Abstracts have been paid, with the exceptions as overleaf. \_\_\_\_\_  
Contents received,

Date \_\_\_\_\_  
Pay Net Rs. \_\_\_\_\_

Examined by \_\_\_\_\_

Officer in charge Treasury.

Head Accountant Treasury.

## APPENDIX N.

HER MAJESTY'S GOVERNMENT of Bombay.....Dr.  
Abstract of Pay to the Police Establishment, for the Month  
of.....186

Police-Salaries and Establishment.					Month of
					186
Name and Designation.	Grade.	Full Amount.	Uncon- vanted Service Fund.	Net Amount.	No. of Voucher.
Grand Total—					
Net amount of Salaries. and Establishment ...					
Police Superannuation Fund deduction .....					
Police } Superannuation Fines .....					

Supt. of Police's Office, }  
186 }  
Certified that all the Salaries drawn in  
previous months' Abstract have been paid  
with the exception on overleaf.  
Contents received.

Pay Rs. Net	Superintendent	Police.
Examined by	Officer in Charge Treasury.	
Head Accountant, Treasury.		

Amount of Pay Rupees	...	...	...	...	...	...	...
Do.	Compensation for Horses and Camels Rs	..	..	..	..	..	..
						Total Rupees..	
Amount of Pay to the Commissariat, Chief Engineer, and Executive Engineer's Store Guards	...	...	...	...	...	...	...
						Grand Total Rupees..	
	Deduct					Temporary Savings Rupees..	
						Total after deduction Rupees..	

## APPENDIX O.

DETAILED Contingent Bill of the  
Department of the Collector of \_\_\_\_\_ for the month of \_\_\_\_\_  
186 \_\_\_\_\_

[illegible]

The above charges are correct and have been paid as set forth.  
Contents Received. 186 Rs.

186 Rs. .

Deduct amount disallowed on

Collector.

Sub-Voucher No.....

No. ....

No. . . . .

Passed for Rupees

Ra.

Allotment for 1866-67

Rs.

Expenditure including this Bill

Rs.

Balance available Rs.

## APPENDIX P.

ABSTRACT Contingent Bill of the  
Department of the Collector of                      for the month of  
185

Government of	Abstract of bill for Contingent charges of To be sent in detail to for approval on _____ 186	Month of  186
Head of service chargeable.		No. of voucher.
No. of sub-voucher in original bill.	Abstract of charges and date of authority when sanction is required.	Amount.

The above charges are correct and have been paid as set forth.

Dated

186

Contents received.

Pay Rs.

Examined.

Head Accountant Treasury.

Officer in charge Treasury.

# APPENDIX Q.

Form of application for increased Establishment.

Office to which proposition refers.	Nature of charge.		Permanent		Temporary.		Date from which the proposed change is to have effect.	Casual or Extraordinary.	Grounds of proposition.
	Present Scale.	Proposed Scale.	Increase per month.	Decrease per month.	Period.	Increase per month.			