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TAMIL NADU ARCHIVES

GOVERNMENT OF TAMIL NADU

Judicial DEPARTMENT

G.O. No. 2336 / 2337 Press.
B.P. No. Mis.

Dated 29 - 11 - 1881. 197 .

Not to be folded or roughly handled

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2336/2337

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

29th November 1881, No. 2336.

Travelling Allowances.

Read the following paper :—

From S. JACOB, Esq., Officiating Under Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Simla, 28th October 1881, *No.* 3862 [*Current No.* 3456].

I am directed to acknowledge the receipt of your letter, No. 1988, dated 13th October 1881, submitting a draft* of proposed Rules for regulating the allowances of officers and establishments required to accompany the Head-quarters of the Government of Madras to and from Ootacamund.

* Herewith returned.

2. In the table appended to Rule 4 of the draft Rules, the sum of Rs. 158 and 79 entered in Columns 3 and 4 respectively are understood to be aggregate allowances. I am however to request that in Column 3 the rate of allowance for an officer's wife or each child not less than twelve years old, and in Column 4, the rate of allowance for each child less than twelve but not less than three years old, may be shown.

3. As it is stated that no allowances are drawn in the Madras Presidency except while the Government have their head-quarters at Ootacamund, I am to enquire whether the following corrections are not also necessary in addition to those already made in the draft Rules :—

Rule 17, the words "or from Ootacanund to Madras" should be struck out.
Rule 18, the words "*or vice versâ*" should be struck out.
Rule 20, *Note*, the words "or Madras" in two places should be struck out.
Rule 21 (*b*), the words "or Ootacamund as the case may be" should be struck out.
Rule 21 (*c*), the words "or Madras as the case be" should be struck out.
Rule 22, the words "or Ootacamund" should be struck out.

ENCLOSURE No. 1.

GOVERNMENT OF MADRAS, FINANCIAL DEPARTMENT OF FORT ST. GEORGE, THE 1881.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of Madras to and from Ootacamund.

I.—PRELIMINARY.

[NOTES.—(1) In these Rules—
"Pay" means substantive monthly Pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,* but does not include remuneration for the performance of a special duty.
"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.
"Inferior Servant" means an officer whose service does not count as Superior under the Rules in the Civil Pension Code.
"Family" in Parts III and V includes the officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

* The Deputation Allowance authorized in Part VII is not treated as a Charge Allowance.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Governor on tour. The bill of an Officer entitled on such occasions to charge his actual travelling expenses will be passed on the certificate contained in Appendix A, Rule 2.

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Ootacamund, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.

1. Allowances are made to the following officers and their establishments:—

Ordinary and Additional* Members of Council; Public, Private,† and Military Secretaries; Officers on the Personal Staff of His Excellency the Governor, and the servants of the Government house establishment paidfrom public funds, subject to any special orders to the contrary which may be issued by His Excellency.

[Note.—Arrangements should be carefully made to avoid moving to Ootacamund larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the Offices, Clerks without families should be selected to accompany the Government to Ootacamund. If inferior servants, as few as possible should be taken backwards and forwards; as it is cheaper to employ such, for the season only, at Ootacamund].

2. An officer residing at Ootacamund may draw his salary and the allowances admissible under these Rules either at Ootacamund or at Madras, or partly at Ootacamund and partly at Madras.

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds Rs. 1,500.
Second.—Other Officers above the grade of Clerks, and Clerks whose salary is not less than Rs. 400.
Third.—Clerks whose salary is less than Rs. 400 but not less than Rs. 50.
Fourth.—Other Clerks.
Fifth.—Inferior Servants whose salary is not less than Rs. 10.
Sixth.—Other Inferior Servants.

4. Travelling expenses may be charged according to the following Scale:—

	For the Officer himself.	For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old.	For each Child less than Twelve but not less than Three Years old.	Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
First Class ..	Double first-class fare by Railway and 8 annas a mile by road (34 miles). 79 0 0	*Nil.*	*Nil.*	79 0 0
Second Class ..	Do. do. 79 0 0	‡ 158 0 0	§ 79 0 0	316 0 0
Third and Fourth Class.	Double second-class fare by Railway and 5 annas a mile by road (34 miles). 34 10 0	‖ 69 4 0	¶ 34 10 0	142 0 0
Fifth and Sixth Class..	Double third-class fare by rail and Rs. 5 by road. 11 13	..	..	12 0 0

* An Additional Member does not accompany the Government to Ootacamund, unless at the Governor's special invitation, and when there is some specific work for him to do.

† The allowances to the establishment of the Private Secretary are paid from the Governor's Household Allowance and from the annual grant for the Governor's tour expenses.

‡ For Wife .. Rs. 79
,, one Child .. 79
Total .. 158

§ For one Child (half fare) Rs. 39 8
,, 2nd do. (do.) 39 8
Total .. 79 0

‖ For Wife .. Rs. 34 10
,, one Child .. 34 10
Total .. 69 4

¶ For one Child (half fare) Rs. 17 5
,, 2nd do. (do.) 17 5
Total .. 34 10

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5. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Governor may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third-class accommodation, may draw, under the countersignature of the Chief Assistant of his Office, in addition to his fixed allowance, the difference between second-class and third-class fare for the distance so travelled.

9. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an Officer of the First or Second Class:—

(1) *I certify that I travelled on this journey by the first class in the Railway.*

or

(2) *I certify that I paid in Railway fares for myself, my servants, and my personal luggage, or (as the case may be) for myself, my family, my servants and my personal luggage, the amount charged in this bill, the charge not being in excess of what I would be entitled to draw if I had travelled by the first class in the Railway.*

No such certificate is required from an Officer of any other class.

10. A certificate as follows must also be appended to the bill of an Officer who charges Travelling Allowances for his family:—

The following members of my family made this journey:—
My wife (or my mother or adult sister residing with me, and wholly dependent on me).
child not less than twelve years old, residing with me, and wholly dependent on me.
child less than twelve years, but not less than three years old.

(*Signed*) A. B.

[NOTE.—This certificate must, in the case of a Clerk other than a Chief Assistant, be countersigned by the Chief Assistant].

11. The widow, mother, adult sister, or eldest motherless child, of an Officer dying at Ootacamund, for the expenses of whose journey to Madras the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Madras at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an officer, or any member of his family entitled to travelling expenses, proceeds to Ootacamund from any place other than Madras or proceeds from Ootacamund to any place other than Madras, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Madras direct.*

13. If an officer makes a journey on public duty on the occasion of the movement of the Government to or from Madras or Ootacamund, instead of accompanying the head-quarters of the Government, he may, if his family proceeds to Madras or Ootacamund (as the case may be), charge the travelling allowances admissible under Rules 4 and 5 for his family.

14. An officer who is absent on privilege leave when the head-quarters of the Government are moved to or from Ootacamund, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Ootacamund or Madras as the case may be, may, if his *locum-tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—MAINTENANCE ALLOWANCES.

SPECIAL MAINTENANCE ALLOWANCE.

15. A Special Maintenance Allowance is granted to each Clerk at the rates shown in Column 3 of the Schedule.

* This Rule is not intended to provide travelling allowance for a member of an officer's family making the journey otherwise than with the head-quarters of the Government, or about the time of the move of the head-quarters of the Government.

16. A Clerk whose family is residing with him at Ootacamund may draw Special Maintenance Allowance at double those rates.

FAMILY MAINTENANCE ALLOWANCE.

17. If a married Clerk, or a Clerk who, though unmarried or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Madras to Ootacamund*, to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in Column 2 of the schedule.

18. Provided that no Clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 16, and Family Maintenance Allowance under Rule 17. The allowances of an officer who takes part of his family to Ootacamund and leaves part in Madras or elsewhere are regulated at the officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement by the Clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance.

20. Subject to the proviso in Rule 18, the Maintenance Allowances admissible under Rules 15, 16, and 17 may be drawn for the period of residence at Ootacamund, and for one week before and after. This claim to allowances for one week before and after the period of residence at Ootacamund is not affected by reason of an officer's being entitled to draw during the same periods any tour allowance for proceeding on tour from Madras or from Ootacamund, instead of accompanying the Head-quarters of the Government.

[NOTE.—The date of arrival at Ootacamund is included in "Residence," but not the date of leaving Ootacamund].

21. (*a*).—A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 15 or 16 and 17, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*).—A Clerk on privivlege leave, if permitted to rejoin office, on the expiry of his leave, at Madras, simultaneously with, or after, the arrival there of the Head-quarters of the Government, may draw these allowances for seven days of his leave.

(*c*).—If a Clerk obtains privilege leave while in Ootacamund and rejoins in Ootacamund, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.

22. Section-writers paid at ordinary Section-rates, and temporary Clerks whose pay is fixed at Madras rates, may, if ordered to accompany the Government from Madras, draw Maintenance Allowances under Rules 15 or 16 and 17. But if the remuneration of such officers is fixed upon the understanding that their work will be done at Ootacamund, Maintenance Allowances are not admissible to them. No Officer engaged, in Ootacamund or elsewhere than in Madras, for temporary duty at Ootacamund, is entitled to any allowance except his salary.

IV.—EDUCATION ALLOWANCE.

23. A Clerk who, on proceeding to Ootacamund, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 17 and 18, receive an Education Allowance equal in amount to the travelling allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Ootacamund: Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Madras after the expiry of his duty with the Government of India at Ootacamund;

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government at Ootacamund and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a-day's attendance].

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V.—HOUSE RENT AT OOTACAMUND.

24. * * *

25. An Officer, not being an Accountant in the Public Works Department, who would be entitled, in virtue of his office, to Presidency house-rent, if his head-quarters were in Madras, may draw Presidency house-rent.

[NOTE.—Presidency Allowance is not continued during absence from Madras].

26. An Aide-de-Camp to the Governor, if not provided with accommodation at the public charge, may draw the Presidency house-rent of his rank during his absence from Madras.

27. Clerks not provided with free-quarters are entitled to an allowance for house-rent at the rates specified in the Schedule. If their family reside with them at Ootacamund, and they do not receive Family maintenance Allowance, they are entitled to twice the said allowance.

28. But if the Officer arrives at Ootacamund on or after August 1st, he will receive only half these rates.

[NOTE.—No Clerk has any claim to free-quarters, and the Government does not undertake to bear the entire expenditure of the Officer for House-rent, but only to give assistance towards it].

VI.—ALLOWANCES TO INFERIOR SERVANTS.

29. Inferior servants are entitled to an extra allowance of Rs. 5 monthly for the period of their stay at Ootacamund, and for the period actually occupied in their journey between Madras and Ootacamund: provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Madras.

30. * * *

31. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government the cost of each clothing not exceeding Rs. 15 per annum.

VII.—ADVANCES OF PAY, &c.

32. Advances to Officers proceeding to or from Ootacamund are regulated as follows:—

(*a*) The advance of the salary or travelling allowance of a gazetted officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Madras or Ootacamund, as the case may be; and his travelling allowance may be advanced by, or on the countersignature of, the Head of the Office.

33. Advances of salary and allowances must be adjusted on the next pay-bill, and advances of travelling allowance by bills within one week after the Officer's arrival at his destination. Meanwhile, they will be held under advances recoverable.

VIII.—DEPUTATION ALLOWANCES.

34. * * *

35. A Clerk officiating as Chief Assistant at Ootacamund in the place of a Chief Assistant remaining in Madras on duty receives, while acually on duty at Ootacamund, a Deputation Allowance of Rs. 80 a-month.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

Salary.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	RS.	RS.	RS.
Less than Rs. 100	40	20	100
Rs. 100, but less than Rs. 150 ..	50	20	100
„ 150, do. „ 200 ..	60	20	100
„ 200, do. „ 300 ..	70	25	100
„ 300, do. „ 400 ..	80	25	125
„ 400, do. „ 500 ..	90	25	150
„ 500, do. „ 600 ..	100	25	175
„ 600, do. „ 700 ..	100	25	200
„ 700, or more	100	25	225

APPENDIX. A.

ALLOWANCES TO PUBLIC OFFICERS IN ATTENDANCE ON THE GOVERNOR ON TOUR.

Public officers, in attendance on His Excellency the Governor on tour, draw allowances in accordance with the following Rules :—

I.—TRAVELLING ALLOWANCE.

Secretaries, Under Secretaries, Assistant Secretaries and Clerks—

Actual travelling expenses during the tour, including the cost of conveyance of their servants, the transport of their personal luggage, and their accommodation in hotels or rest-houses (not of table expenses or refreshments).

Inferior Servants—

Actual travelling expenses during the tour, including the cost of conveyance of their personal luggage.

2. The Accountant-General will pass bills for travelling allowances, without requiring any details, on a certificate as follows :—

I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage or any charge for refreshments or table expenses.

II.—TOUR ALLOWANCE.

	Rs.	
Secretary	250	a month.
Under Secretary	150	,,
Assistant Secretary	100	,,

Clerks - on salaries of less than Rs. 100—Full salary : provided the sum of the salary and allowance does not exceed Rs. 150 a-month ;
on salaries of Rs. 100 to less than Rs 200—Half salary : provided the sum of the salary and allowance does not exceed Rs. 266-10-8 a-month ;
on salaries of Rs. 200 and upwards—One-third of salary, to a maximum of Rs. 200 a-month.

Inferior Servants—One-third of salary.

3. The tour allowances will be drawn for the entire period of the tour.

4. If, in any special case, the allowances for the clerks and inferior servants are insufficient, special additions may be allowed, with the sanction of the Government of Madras in the Financial Department.

III—DEPUTATION ALLOWANCE.

With the sanction of Government in the Financial Department, Deputation Allowance to a Clerk officiating as Chief Clerk in the Office on tour, and to others in the office establishment who may have been detached to perform extra work, may be given according to circumstances.

ORDER THEREON, 29th November 1881, No. 2336.

Ordered that the rules, as now amended, be reforwarded to the Government of India with the following letter :—

[Here enter 29th November 1881, No. 2337].

(True Extract.)

R. DAVIDSON,
Chief Secretary.

Exd. J. Wright.

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Govt. of [1881] Madras.

FINANCIAL.

Dated November, 29th.

Issued

Read. Read.

G.O., 29th November 1881, No. 2336.

NOVEMBER.

Ootacamund Travelling Allowances, &c.—The rules for regulating the allowances of officers and establishments required to accompany the Head-quarters of the Government of Madras to and from Ootacamund, amended, and reforwarded to the Government of India.

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FINANCIAL DEPARTMENT.

Ootacamund Travelling Allowances.

No. 2337.

FROM

THE HON. R. DAVIDSON, C.S.I.,
Chief Secretary to the Government of Fort St. George,

TO

THE SECRETARY TO THE GOVERNMENT OF INDIA,
DEPARTMENT OF FINANCE AND COMMERCE.

SIR,

I am directed to acknowledge the receipt of your letter of the 28th October 1881, No. 3862.

2. The rates of allowances in columns 3 and 4 of the table appended to the fourth of the draft rules have been entered as requested.

3. The corrections suggested in the last paragraph of your letter have been made, and the words "or elsewhere" inserted in the fifth line of Rule 18, as there is seemingly no reason why the allowances should be denied to an officer who takes part of his family to Ootacamund and leaves part, say, at Bangalore.

I have the honor to be,
Sir,
Your most obedient servant,

FORT ST. GEORGE,
29*th November* 1881.

Chief Secretary.

Exd. J. Wright.

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FINANCIAL DEPARTMENT.

From

The Chief Secy. to the Govt. of Fort St. George,

To

The Secy. to the Govt. of India, Dept. of Finance and Commerce.

Dated 29*th November* 1881.

Issued

Recd.

No. 2337.

Enclosure

Octacamund Travelling Allowances, &c.—Stating that certain corrections have been made in the rules for regulating the allowances of officers and establishments required to accompany the Head-quarters of the Government of Madras to and from Octacamund as recommended by the Government of India.

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CODE OF RULES

REGARDING

ALLOWANCES TO PUBLIC OFFICERS

REQUIRED TO

ACCOMPANY THE HEAD-QUARTERS

OF THE

GOVERNMENT OF INDIA TO AND FROM SIMLA

(SIXTH EDITION),

WITH AN APPENDIX CONTAINING RULES FOR ALLOWANCE TO PUBLIC OFFICERS IN ATTENDANCE ON THE GOVERNOR GENERAL ON TOUR.

(RESOLUTIONS OF THE GOVERNMENT OF INDIA IN THE DEPARTMENT OF FINANCE AND COMMERCE, No. 680, DATED 19TH MAY 1881; No. 830, DATED 27TH MAY 1881; No. 848, DATED 1ST JUNE 1881; AND No. 1905, DATED 27TH JULY 1881.)

SIMLA:
GOVERNMENT CENTRAL BRANCH PRESS.
1881.

1881.

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GOVERNMENT OF ~~INDIA~~.

DEPARTMENT OF ~~FINANCE AND COMMERCE~~.

~~Simla~~, the ~~16th September~~ 1881.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of ~~India~~ to and from ~~Simla~~.

[*~~N.B.—From this date, no former Edition or Rules should be quoted. The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of changes in the circumstances of the yearly move to Hill Stations or other Sanitaria, and the conditions of residence there.~~*]

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I.—PRELIMINARY.

[NOTES.—(1) In these Rules—

"Pay" means substantive monthly Pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,* but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an Officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the Officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Viceroy on tour. The bill of an Officer entitled on such occasions to charge his actual travelling expenses will be passed on the certificate contained in Appendix A, Rule 2.

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Simla, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.

* The Deputation Allowance authorised in Part VIII is not treated as a Charge Allowance.

1. Allowances are made to the following Officers and their establishments:—

Ordinary and Additional* Members of Council; Public, Private,† and Military Secretaries; Officers on the Personal Staff of His Excellency the Viceroy and Governor General, and the servants of the Viceregal establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency; Surgeon-General with the Government of India; Sanitary Commissioner with the Government of India; Meteorological Reporter; Accountants General, Public Works and Military Departments; Consulting Engineer for State Railways; Inspector General of Ordnance; and Commissary General.

[NOTES.—(1) The general Rules in this Code do not apply to the Government Press establishments at Simla. The Rules in Part IX only apply to them.]

(2) Arrangements should be carefully made to avoid moving to Simla larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the Offices, Clerks without families should be selected to accompany the Government to Simla. Of inferior servants, as few as possible should be taken backwards and forwards; as it is cheaper to employ such, for the Season only, at Simla and Calcutta.]

2. An Officer residing at Simla may draw his salary and the allowances admissible under these Rules either at Simla or at Calcutta, or partly at Simla and partly at Calcutta. An Officer residing at Calcutta may draw part or the whole of his salary at Simla in anticipation of the removal thither of the Government.

[NOTE.—Last-pay certificate is not required to enable salary to be drawn under this Rule.]

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six Classes—

First.—Officers whose salary exceeds Rs. 1,500.

Second.—Other Officers above the grade of Clerks, and Clerks whose salary is not less than Rs. 400.

Third.—Clerks whose salary is less than Rs. 400 but not less than Rs. 50.

Fourth.—Other Clerks.

Fifth.—Inferior Servants whose salary is not less than Rs. 10.

Sixth.—Other Inferior Servants.

* An Additional Member does not accompany the Government of India to Simla, unless at the Governor-General's special invitation, and when there is some specific work for him to do.

† The allowances to the establishment of the Private Secretary are paid from the Viceroy's Household Allowance and from the annual grant for the Viceroy's tour expenses.

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4. Travelling expenses may be charged according to the following Scale :—

	For the Officer himself.	For his wife, and for each child residing with, and wholly dependent on, him, not less than twelve years old.	For each child less than twelve, but not less than three years old.	Aggregate travelling allowances for the officer himself and his family not to exceed for each journey.
First class	Double 1st class fare by railway and 8 annas a mile by road.*	Rs. *Nil*	Rs. *Nil*	Rs. *Nil.*
Second class	Ditto ditto *†	150	75	850
Third class	Double 2nd class fare by railway and Rs. 40 for the entire journey by road each way.*†	115	65	900
Fourth class	A fixed sum of Rs. 100 for each journey.†	100	50	800
Fifth class; a fixed sum of ...	Do. 36‡ do.	*Nil*	*Nil*	*Nil*
Sixth class; ditto ...	Do. 30‡ do.	*Nil*	*Nil*	*Nil*

5. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

* Under present arrangements, the charges on account of personal travelling expenses for 1st, 2nd and 3rd class officers each way between Calcutta and Simla are as follows :—

	1st or 2nd class officers.	3rd class officers.
	Rs. A. P.	Rs. A. P.
For the journey by Railway ...	... 194 10 0	100 6 0
Ditto Road (96 miles) ...	... 48 0 0	40 0 0
Total	... 242 10 0	140 6 0

† A. B., a Clerk, having, after arrival at Simla, obtained leave on medical certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A. B. under these Rules.

It was also declared that, in the event of A. B.'s being permitted to rejoin the Office at Calcutta after the end of his leave, any Officer brought up from Calcutta to supply his place in the Simla Office was entitled to travelling and other allowances under these Rules.—(*No.* 1310, *30th June* 1876.)

A claim to travelling allowance in behalf of an Officer (a Clerk), who left Simla on privilege leave with permission to rejoin the Office at Calcutta, was negatived on the ground that the Officer's leave expired long before the Head-quarters were established at Calcutta.—(*See Rule* 21 (*b*).) (*No.* 3022, *17th December* 1875.)

‡ An Ordinary Member of Council may distribute among the staff of messengers in his service, at his discretion, the aggregate amount due to them on account of travelling allowance.

6. A Military Officer on the personal staff of the Viceroy may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the ~~Registrar or~~ Chief ~~Clerk~~ of his Office, in addition to his fixed allowance, the difference between intermediate class and third class fare for the distance so travelled.

9. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an Officer of the First or Second Class:—

(*1*) *I certify that I travelled on this journey by the first class in the Railway.*

or

(*2*) *I certify that I paid in Railway fares for myself, my servants, and my personal luggage, or (as the case may be) for myself, my family, my servants and my personal luggage, the amounts charged in this bill, the charge not being in excess of what I would be entitled to draw if I had travelled by the first class in the Railway.*

No such certificate is required from an Officer of any other class.

10. A certificate as follows must also be appended to the bill of an Officer who charges Travelling Allowances for his family:—

The following members of my family made this journey:—

My wife (or my mother or adult sister residing with me, and wholly dependent on me).

child not less than twelve years old, residing with me, and wholly dependent on me.

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child less than twelve years, but not less than three years old.

(*Signed*) A. B.

[NOTE.—This certificate must, in the case of a Clerk other than a ~~Registrar or Chief Clerk~~, be countersigned by the ~~Registrar or~~ Chief ~~Clerk~~.]

11. The widow, mother, adult sister, or eldest motherless child, of an Officer dying at ~~Simla~~, for the expenses of whose journey to ~~Calcutta~~ the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to ~~Calcutta~~ at the rate which would have applied to the deceased Officer personally. For other members of the family of the deceased Officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an Officer, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than ~~Calcutta~~, or proceeds from Simla to any place other than ~~Calcutta~~, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to ~~Calcutta~~ direct.*

13. If an Officer makes a journey on public duty on the occasion of the movement of the Government of ~~India~~ to or from ~~Calcutta~~ or ~~Simla~~, instead of accompanying the head-quarters of the Government, he may, if his family proceeds to Calcutta or Simla (as the case may be) charge the travelling allowances admissible under Rules 4 and 5 for his family.

14. An Officer who is absent on privilege leave when the Head-quarters of the Government of India are moved to or from Simla, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Simla or Calcutta, as the case may be,

* This Rule is not intended to provide travelling allowances for a member of an Officer's family making the journey otherwise than with the Head-quarters of the Government of India, or about the time of the move of the head-quarters of the Government of India. In this view, an Officer's claim to travelling allowance on account of his wife proceeding from Simla to Bombay six weeks before the breaking up of the head-quarters of the Government of India to Simla, was negatived.—(*Financial Resolution No.* 2916, *dated* 13*th December* 1875.)

may, if his *locum tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—MAINTENANCE ALLOWANCES.

Special Maintenance Allowance.

15. A Special Maintenance Allowance is granted to each Clerk at the rates shown in column 3 of the Schedule.

16. A Clerk whose family is residing with him at Simla may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

17. If a married Clerk, or a Clerk who, though unmarried or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Calcutta to Simla or from Simla to Calcutta,* to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in column 2 of the Schedule.

18. Provided that no Clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 16, and Family Maintenance Allowance under Rule 17. The allowances of an Officer who takes part of his family to Simla and leaves part in Calcutta, *or vice versâ,* are regulated at the Officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the Clerk belongs, who will satisfy himself that

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the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement* by the Clerk of the precise circumstances under which he claims the Allowance; and the written statement, and the order upon it, must be repeated each Season, and be attached to the first bill of the Season presented for Family Maintenance Allowance. Family Maintenance Allowance should not be granted to an Officer accompanying the Government from Simla to Calcutta, unless it has been officially announced that the Government of India will return to Simla in the following Season, and there is a strong probability that the Officer will accompany it. If, either in consequence of the Government not moving to Simla the following Season, or of the Officer not being ordered to accompany it, it should be, ultimately, necessary for him to bring his Family down to Calcutta, he may charge their travelling expenses under Rules 4 and 5, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla.

20. Subject to the proviso in Rule 18, the Maintenance Allowances admissible under Rules 15, 16, and 17 may be drawn for the period of residence at Simla or Calcutta, as the case may be, and for one week before and after. This claim to allowances for one week before and after the period of residence at Simla or Calcutta is not affected by reason of an Officer's being entitled to draw during the same periods any Tour Allowance for proceeding on tour from Calcutta or from Simla, instead of accompanying the Head-quarters of the Government of India.

[NOTE.—The date of arrival at Simla or Calcutta is included in "Residence," but not the date of leaving Simla or Calcutta.]

21. (*a*) A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 15 or 16 and 17, and if no extra expense is caused to the Government, draw them in full during his sick leave.

* No charge for Family Maintenance Allowance should be passed without the written statement and the order upon it prescribed in this Rule.—(*Letter to Comptroller General, No.* 4505, *dated* 16*th December* 1872.)

(*b*) A Clerk on privilege leave, if permitted to rejoin Office, on the expiry of his leave, at Calcutta or Simla, as the case may be, simultaneously with, or after, the arrival there of the Head-quarters of the Government of India, may draw these allowances for seven days of his leave.

(*c*) If a Clerk obtains privilege leave while in Simla or Calcutta, as the case may be, and rejoins in Simla or Calcutta as the case may be, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.*

22. Section-writers paid at ordinary Section rates, and temporary Clerks whose pay is fixed at Calcutta rates, may, if ordered to accompany the Government of India from Calcutta or Simla, draw Maintenance Allowances under Rules 15 or 16 and 17. But if the remuneration of such Officers is fixed upon the understanding that their work will be done at Simla, Maintenance Allowances are not admissible to them. No Officer engaged in Simla or elsewhere than in Calcutta, for temporary duty at Simla, is entitled to any allowance except his salary.

IV.—EDUCATION ALLOWANCE.

23. A Clerk who, on proceeding to Calcutta or Simla, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 17 and 18, receive an Education Allowance equal in amount to the travelling allowance which would have been admissible to him on account of the child under Rule 4

* In reply to your letter No. 787-S., dated 10th August 1880, I am directed to say that upon the grant of privilege leave to A. B., 1st class clerk in this Office, who accompanied the Government of India to Simla, acting promotions were given to two clerks in the Office which involved the grant to each of these clerks of Simla allowance at the rate of Rs. 10 a month in excess of the allowance admissible upon his substantive position. A portion only of his Simla allowance of Rs. 125 a month, and not the whole amount of the allowance, having thus had to be paid to officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (*c*) of the Simla Allowances Code to allow to A. B. the benefit of the residue, or Rs. 105 a month, I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(*Letter to Comptroller General, No. 2481, dated 25th August* 1880.)

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if the child had accompanied him to Calcutta or Simla (as the case may be): Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Simla or Calcutta (as the case may be) after the expiry of his duty with the Government of India at Calcutta or Simla (as the case may be);

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government of India at Simla or Calcutta (as the case may be), and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a day's attendance.]

V.—HOUSE RENT AT SIMLA.

24. Any of the undermentioned Officers, who held office on the 16th March 1870, is entitled to an allowance of six hundred rupees as House-rent for the Season if he have a wife, or a mother, or adult sister wholly dependent on him, residing with him at Simla:—

Under Secretary.
Inspector General of Forests.

25. An Officer, not being an Accountant in the Public Works Department, who would be entitled, in virtue of his office, to Presidency House-rent, if his headquarters were in Calcutta, may draw Presidency House-rent.

[NOTE.—Presidency Allowance is not continued during absence from Calcutta.]

26. An Aide-de-Camp to the Viceroy, if not provided with accommodation at the public charge, may draw the Presidency house-rent of his rank during his absence from Calcutta.

27. Clerks not provided with free-quarters are entitled to an allowance for House-rent at the rates specified in the Schedule. If their family reside with them at Simla, and they do not receive Family Maintenance Allowance, they are entitled to twice the said allowance.

28. But if the Officer arrives at Simla on or after August 1st, he will receive only half these rates.

[NOTE.—No Clerk has any claim to free-quarters, and the Government does not undertake to bear the entire expenditure of the Officer for House-rent; but only to give assistance towards it.]

VI.—ALLOWANCES TO INFERIOR SERVANTS.

29. Inferior Servants are entitled to an extra allowance equal to one-third of their salary for the period of their stay at Simla, and for the period actually occupied in their journey between Calcutta and Simla: provided always that not more than seven days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a Servant may be entitled by reason of his proceeding on tour on public duty from Calcutta.

30. An Inferior Servant whose salary does not exceed Rs. 12 draws, while actually at Simla, besides the allowance prescribed in Rule 29, a special allowance of Re. 1 a month.

31. (*a*) Messengers who are not in personal attendance on a Member of Council, Secretary, Deputy Secretary, Under Secretary or Assistant Secretary, and other Inferior Servants, receive a suit of country woollen cloth, costing not more than Rs. 7½ yearly, or Rs. 15 every second year.

(*b*) Every Inferior Servant receives, once a year, either a blanket costing not more that Rs. 2½, or an allowance of Rs. 2½.

VII.—ADVANCES OF PAY, &c.

32. Advances to Officers proceeding to or from Simla are regulated as follows:—

(*a*) The advance of the salary or travelling allowance of a gazetted officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Calcutta or Simla, as the case may be; and his travelling allowance may be advanced by, or on the countersignature of, the Head of the Office.

33. Advances of salary and allowances must be adjusted on the next pay bill, and advances of travelling allowance by bills within one week after the Officer's arrival at his destination. Meanwhile, they will be held under Advances Recoverable.

VIII.—DEPUTATION ALLOWANCES.

34. A Deputy Secretary officiating as Secretary at the Presidency in several Departments, during the absence of the Head-quarters, receives a Deputation Allowance of Rs. 500 a month, and an Assistant Secretary officiating as Deputy Secretary receives a Deputation Allowance of Rs. 150 a month.

35. A Clerk officiating as Registrar or Chief Clerk at Simla in the place of a Registrar or Chief Clerk remaining in Calcutta on duty receives, while actually on duty at Simla, a Deputation Allowance of Rs. 80 a month.

IX.—GOVERNMENT PRESS ESTABLISHMENT, INCLUDING THE PRIVATE SECRETARY'S PRESS AND ALL PRESS ESTABLISHMENTS OF THE GOVERNMENT OF INDIA AT SIMLA.

36. (*a*) An Officer employed in the Press Establishment at Simla receives, during his absence from Calcutta, free quarters and a consolidated salary.

Travelling Allowance is given as follows for each journey:—

Superintendent, Central Branch Press:—under Rules 4 and 5.

Any other Superintendent, Examiners, Foremen (or Section-holders) and Clerks; (*a*) whose salary is not less

than Rs. 100:—Rs. 140 for each journey; (*b*) whose salary is less than Rs. 100 but not less than Rs. 50:—Rs. 100 for each journey.

Copy-holders, Compositors, Distributors, Pressmen, Daftaris, &c., whatever be their salary, and all other employés whose salary is less than Rs. 50:—Rs. 40 for each journey.

[NOTE.—The time allowed for the journey will be fixed by the Superintendent within a maximum of ten days.]

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

SALARY.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	Rs.	Rs.	Rs.
Less than Rs. 100	40	20	100
Rs. 100, but less than Rs. 150 ...	50	20	100
„ 150, ditto „ 200 ...	60	20	100
„ 200, ditto „ 300 ...	70	25	100
„ 300, ditto „ 400 ...	80	25	125
„ 400, ditto „ 500 ...	90	25	150
„ 500, ditto „ 600 ...	100	25	175
„ 600, ditto „ 700 ...	100	25	200
„ 700, or more	100	25	225

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APPENDIX A.

Allowances to Public Officers in attendance on the Governor General on Tour.

(*Resolution by the Government of India, Financial Department,—No. 3448, dated 9th October 1872.*)

Public Officers, in attendance on His Excellency the Viceroy on tour, draw allowances in accordance with the following Rules:—

I.—TRAVELLING ALLOWANCE.

Secretaries, Under Secretaries, Assistant Secretaries,* and Clerks—

Actual travelling expenses during the tour, including the cost of conveyance of their servants, the transport of their personal baggage, and their accommodation in hotels or rest-houses (out of table expenses or refreshments).

Inferior Servants—

Actual travelling expenses during the tour, including the cost of conveyance of their personal baggage.

2. The Accountant General will pass bills for Travelling Allowances, without requiring any details, on a certificate as follows:—

I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal baggage, or any charge for refreshments or table expenses.

II.—TOUR ALLOWANCE.

Secretary	Rs. 250 a month.
Under Secretary	„ 150 „
Assistant Secretary	„ 100 „

Clerks—on salaries of less than Rs. 100—Full salary; provided the sum of the salary and allowance does not exceed Rs. 150 a month;

on salaries of Rs. 100 to less than Rs. 200—Half salary; provided the sum of the salary and allowance does not exceed Rs. 200-10-8 a month;

on salaries of Rs. 200 and upwards—One-third of salary, to a maximum of Rs. 200 a month.

Inferior Servants—One-third of salary.

* Attachés in the Foreign Department rank with Assistant Secretaries in respect of Travelling and Tour Allowances under these Rules (Fr. 2051, 16th July 1878.)

3. The Tour Allowances will be drawn for the entire period of the tour.

4. If, in any special case, these allowances for the Clerks and Inferior Servants are insufficient, special additions may be allowed, with the sanction of the Department of Finance.

III.—DEPUTATION ALLOWANCE.

With the sanction of the Department of Finance, Deputation Allowance to a Clerk officiating as Registrar or Chief Clerk in the Office on tour, and to others in the office establishment who may have been detached to perform extra work, may be given according to circumstances.

G. C. B. P., Simla.—No. 140 C. D.—17-9-81.—450.

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GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

November 1881, No.

Travelling Allowances.

Read the following paper :—

From S. JACOB, Esq., Officiating Under Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Simla, 28th October 1881, *No.* 3862 [*Current No.* 3456].

I am directed to acknowledge the receipt of your letter, No. 1988, dated 13th October 1881, submitting a draft* of proposed Rules for regulating the allowances of officers and establishments required to accompany the Head-quarters of the Government of Madras to and from Ootacamund.

* Herewith returned.

2. In the table appended to Rule 4 of the draft Rules, the sum of Rs. 158 and 79 entered in Columns 3 and 4 respectively are understood to be aggregate allowances. I am however to request that in Column 3 the rate of allowance for an officer's wife or each child not less than twelve years old, and in Column 4, the rate of allowance for each child less than twelve but not less than three years old, may be shown.

3. As it is stated that no allowances are drawn in the Madras Presidency except while the Government have their head-quarters at Ootacamund, I am to enquire whether the following corrections are not also necessary in addition to those already made in the draft Rules :—

Rule 17, the words "or from Ootacamund to Madras" should be struck out.
Rule 18, the words "*or vice versâ*" should be struck out.
Rule 20, *Note*, the words "or Madras" in two places should be struck out.
Rule 21 (*b*), the words "or Ootacamund as the case may be" should be struck out.
Rule 21 (*c*), the words "or Madras as the case be" should be struck out.
Rule 22, the words "or Ootacamund" should be struck out.

ENCLOSURE No. 1.

GOVERNMENT OF MADRAS, FINANCIAL DEPARTMENT OF FORT ST. GEORGE, THE 1881.

Code of Rules regarding Allowances to Public Officers required to accompany the Head-quarters of the Government of Madras to and from Ootacamund.

I.—PRELIMINARY.

[NOTES.—(i) In these Rules—

"Pay" means substantive monthly Pay; "Salary" means the sum of Pay and Acting Allowance or Charge Allowance,* but does not include remuneration for the performance of a special duty.

"Clerk" means an Officer on a Ministerial Establishment not being an Inferior Servant.

"Inferior Servant" means an officer whose service does not count as Superior under the Rules in the Civil Pension Code.

"Family" in Parts III and V includes the officer's wife, his legitimate children residing with, and wholly dependent on, him; and also his parents, sisters, and minor brothers if wholly dependent on, and residing with, him.

* The Deputation Allowance authorized in Part VIII is not treated as a Charge Allowance.

(2) These Rules do not apply to Officers diverging from the direct route in attendance on His Excellency the Governor on tour. The bill of an Officer entitled on such occasions to charge his actual travelling expenses will be passed on the certificate contained in Appendix A, Rule 2.

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Ootacamund, approved by the Head of the Office, is to be considered as "residing with" the clerk. A claim to allowances on this ground must be supported by a certificate signed by the Head of the School to the effect that the child has been a boarder in the school and, in respect of claim to allowance under Rule 16, for the period for which the allowance is claimed.

1. Allowances are made to the following officers and their establishments :—

Ordinary and Additional* Members of Council; Public, Private,† and Military Secretaries; Officers on the Personal Staff of His Excellency the Governor, and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

[Note.—Arrangements should be carefully made to avoid moving to Ootacamund larger establishments than are absolutely necessary. As far also as is compatible with the efficiency of the Offices, Clerks without families should be selected to accompany the Government to Ootacamund. Of inferior servants, as few as possible should be taken backwards and forwards; as it is cheaper to employ such, for the season only, at [Ootacamund].

2. An officer residing at Ootacamund may draw his salary and the allowances admissible under these Rules either at Ootacamund or at Madras, or partly at Ootacamund and partly at Madras.

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

First.—Officers whose salary exceeds Rs. 1,500.

Second.—Other Officers above the grade of Clerks, and Clerks whose salary is not less than Rs. 400.

Third.—Clerks whose salary is less than Rs. 400 but not less than Rs. 50.

Fourth.—Other Clerks.

Fifth.—Inferior Servants whose salary is not less than Rs. 10.

Sixth.—Other Inferior Servants.

4. Travelling expenses may be charged according to the following Scale :—

	For the Officer himself.	For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old.	For each Child less than Twelve but not less than Three Years old.	Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
First Class ..	Double first-class fare by Railway and 8 annas a mile by road (34 miles). 79 0 0	*Nil.*	*Nil.*	79 0 0
Second Class ..	Do. do. 79 0 0	‡ 158 0 0	§ 79 0 0	316 0 0
Third and Fourth Class.	Double second-class fare by Railway and 5 annas a mile by road (34 miles). 34 10 0	‖ 69 4 0	¶ 34 10 0	142 0 0
Fifth and Sixth Class..	Double third-class fare by rail and Rs. 5 by road. 11 13 4	..	..	12 0 0

* An Additional Member does not accompany the Government to Ootacamund, unless at the Governor's special invitation, and when there is some specific work for him to do.

† The allowances to the establishment of the Private Secretary are paid from the Governor's Household Allowance and from the annual grant for the Governor's tour expenses.

	Rs.		Rs. A.		Rs. A.		Rs. A.
‡ For Wife ..	79	§ For one Child ..	39 8	‖ For Wife ..	34 10	¶ For one Child ..	17 5
,, one Child ..	79	,, 2nd do. ..	39 8	,, one Child ..	34 10	,, 2nd do. ..	17 5
Total ..	158	Total ..	79 0	Total ..	69 4	Total ..	34 10

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5. An Officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

6. A Military Officer on the personal staff of the Governor may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

7. If an Officer for any reason (*e.g.*, by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under the Rules in this Code must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

8. An Officer of the Fifth or Sixth Class ordered, for public reasons, to travel by a train containing no third-class accommodation, may draw, under the countersignature of the Chief Assistant of his Office, in addition to his fixed allowance, the difference between second-class and third-class fare for the distance so travelled.

9. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an Officer of the First or Second Class :—

(1) *I certify that I travelled on this journey by the first class in the Railway.*

or

(2) *I certify that I paid in Railway fares for myself, my servants, and my personal luggage, or (as the case may be) for myself, my family, my servants and my personal luggage, the amount charged in this bill, the charge not being in excess of what I would be entitled to draw if I had travelled by the first class in the Railway.*

No such certificate is required from an Officer of any other class.

10. A certificate as follows must also be appended to the bill of an Officer who charges Travelling Allowances for his family :—

The following members of my family made this journey :—

My wife (or my mother or adult sister residing with me, and wholly dependent on me).

child not less than twelve years old, residing with me, and wholly dependent on me).

child less than twelve years, but not less than three years old.

(*Signed*) A. B.

[Note.—This certificate must, in the case of a Clerk other than a Chief Assistant, be countersigned by the Chief Assistant].

11. The widow, mother, adult sister, or eldest motherless child, of an Officer dying at Ootacamund, for the expenses of whose journey to Madras the Officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Madras at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

12. If an officer, or any member of his family entitled to travelling expenses, proceeds to Ootacamund from any place other than Madras or proceeds from Ootacamund to any place other than Madras, his or her travelling expenses may be charged: provided that no higher charge can be admitted than would have been admitted had the journey been made from or to Madras direct.*

13. If an officer makes a journey on public duty on the occasion of the movement of the Government to or from Madras or Ootacamund, instead of accompanying the head-quarters of the Government, he may, if his family proceeds to Madras or Ootacamund (as the case may be), charge the travelling allowances admissible under Rules 4 and 5 for his family.

14. An officer who is absent on privilege leave when the head-quarters of the Government are moved to or from Ootacamund, or who takes privilege leave during the move, and is permitted to rejoin his appointment at Ootacamund or Madras as the case may be, may, if his *locum-tenens* has not received travelling allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—MAINTENANCE ALLOWANCES.

Special Maintenance Allowance.

15. A Special Maintenance Allowance is granted to each Clerk at the rates shown in Column 3 of the Schedule.

* This Rule is not intended to provide travelling allowances for a member of an officer's family making the journey otherwise than with the head-quarters of the Government, or about the time of the move of the head-quarters of the Government.

16. A Clerk whose family is residing with him at Ootacamund may draw Special Maintenance Allowance at double those rates.

Family Maintenance Allowance.

17. If a married Clerk, or a Clerk who, though unmarried or a widower, has a family entirely dependent upon him, is compelled, *in consequence of his proceeding with the Head-quarters of the Government from Madras to Ootacamund*, to maintain an additional domestic establishment for himself or them, which he would not otherwise have maintained, he may draw a Family Maintenance Allowance at the rates shown in Column 2 of the schedule.

18. Provided that no Clerk who has charged on account of any member of his family Travelling Allowance under Rule 4 or 5 may draw Family Maintenance Allowance; and no Clerk may, at the same time, draw double Special Maintenance Allowance under Rule 16, and Family Maintenance Allowance under Rule 17. The allowances of an officer who takes part of his family to Ootacamund and leaves part in Madras are regulated at the officer's option, with respect to the former, ignoring the latter, or, with respect to the latter, ignoring the former.

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the Clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head of the Office are to be passed upon a written statement by the Clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance.

20. Subject to the proviso in Rule 18, the Maintenance Allowances admissible under Rules 15, 16, and 17 may be drawn for the period of residence at Ootacamund, and for one week before and after. This claim to allowances for one week before and after the period of residence at Ootacamund is not affected by reason of an Officer's being entitled to draw during the same periods any tour allowance for proceeding on tour from Madras or from Ootacamund, instead of accompanying the Head-quarters of the Government.

[Note.—The date of arrival at Ootacamund is included in "Residence," but not the date of leaving Ootacamund].

21. (*a*).—A Clerk on sick leave, if not permitted to rejoin his family, may, if his substitute is not entitled to the allowances prescribed in Rules 15 or 16 and 17, and if no extra expense is caused to the Government, draw them in full during his sick leave.

(*b*).—A Clerk on privivlege leave, if permitted to rejoin office, on the expiry of his leave, at Madras, simultaneously with, or after, the arrival there of the Head-quarters of the Government, may draw these allowances for seven days of his leave.

(*c*).—If a Clerk obtains privilege leave while in Ootacamund and rejoins in Ootacamund, he may draw these allowances for the period of his absence, provided they have not to be paid to a substitute.

22. Section-writers paid at ordinary Section-rates, and temporary Clerks whose pay is fixed at Madras rates, may, if ordered to accompany the Government from Madras, draw Maintenance Allowances under Rules 15 or 16 and 17. But if the remuneration of such officers is fixed upon the understanding that their work will be done at Ootacamund, Maintenance Allowances are not admissible to them. No Officer engaged, in Ootacamund or elsewhere than in Madras, for temporary duty at Ootacamund, is entitled to any allowance except his salary.

IV.—EDUCATION ALLOWANCE.

23. A Clerk who, on proceeding to Ootacamund, places at a school approved by the Head of the Office any child not less than seven years old for the purpose of education may, if he is not in receipt of Family Maintenance Allowance under Rules 17 and 18, receive an Education Allowance equal in amount to the travelling allowance which would have been admissible to him on account of the child under Rule 4 if the child had accompanied him to Ootacamund: Provided always—

(i) that this allowance *plus* the Travelling Allowance actually drawn shall not exceed the maximum Travelling Allowance admissible to the Clerk;

(ii) that the allowance shall not be paid until the Officer has returned to Madras after the expiry of his duty with the Government of India at Ootacamund;

(iii) that the Officer's claim to the allowance is supported by a certificate signed by the head of the school to the effect that the child has been borne on the rolls of such school during the whole term of the Officer's absence with the Government at Ootacamund and has during such time either boarded with one of the masters of such school or attended at such school at least three-fourths of the days on which the school was open.

[*N.B.*—If a school has two periods of attendance on each day, an attendance at only one period counts as only half a-day's attendance].

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1b

V.—HOUSE RENT AT OOTACAMUND.

24. * * *

25. An Officer, not being an Accountant in the Public Works Department, who would be entitled, in virtue of his office, to Presidency house-rent, if his head-quarters were in Madras, may draw Presidency house-rent.

[NOTE.—Presidency Allowance is not continued during absence from Madras].

26. An Aide-de-Camp to the Governor, if not provided with accommodation at the public charge, may draw the Presidency house-rent of his rank during his absence from Madras.

27. Clerks not provided with free-quarters are entitled to an allowance for house-rent at the rates specified in the Schedule. If their family reside with them at Ootacamund, and they do not receive Family maintenance Allowance, they are entitled to twice the said allowance.

28. But if the Officer arrives at Ootacamund on or after August 1st, he will receive only half these rates.

[NOTE.—No Clerk has any claim to free-quarters, and the Government does not undertake to bear the entire expenditure of the Officer for House-rent, but only to give assistance towards it].

VI.—ALLOWANCES TO INFERIOR SERVANTS.

29. Inferior servants are entitled to an extra allowance of Rs. 5 monthly for the period of their stay at Ootacamund, and for the period actually occupied in their journey between Madras and Ootacamund: provided always that not more than four days shall be allowed for the journey; and provided also that the allowance during the journey is not drawn in addition to any other allowance to which a servant may be entitled by reason of his proceeding on tour on public duty from Madras.

30. *

31. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government the cost of each clothing not exceeding Rs. 15 per annum.

VII.—ADVANCES OF PAY, &c.

32. Advances to Officers proceeding to or from Ootacamund are regulated as follows:—

(*a*) The advance of the salary or travelling allowance of a gazetted officer requires the written sanction of the Government in the Department to which he belongs.

(*b*) The salary and other allowances of a Clerk or Inferior Servant for the month in which he leaves Madras or Ootacamund, as the case may be; and his travelling allowance may be advanced by, or on the countersignature of, the Head of the Office.

33. Advances of salary and allowances must be adjusted on the next pay-bill, and advances of travelling allowance by bills within one week after the Officer's arrival at his destination. Meanwhile, they will be held under advances recoverable.

VIII.—DEPUTATION ALLOWANCES.

34. *

35. A Clerk officiating as Chief Assistant at Ootacamund in the place of a Chief Assistant remaining in Madras on duty receives, while actually on duty at Ootacamund, a Deputation Allowance of Rs. 80 a-month.

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

Salary.	Monthly Family Maintenance Allowance.	Monthly Special Maintenance Allowance.	House-rent for the Season.
	Rs.	Rs.	Rs.
Less than Rs. 100	.. 40	20	100
Rs. 100, but less than Rs. 150	.. 50	20	100
„ 150, do. „ 200	.. 60	20	100
„ 200, do. „ 300	.. 70	25	100
„ 300, do. „ 400	.. 80	25	125
„ 400, do. „ 500	.. 90	25	150
„ 500, do. „ 600	.. 100	25	175
„ 600, do. „ 700	.. 100	25	200
„ 700, or more ..	.. 100	25	225

APPENDIX. A.

ALLOWANCES TO PUBLIC OFFICERS IN ATTENDANCE ON THE GOVERNOR ON TOUR.

Public officers, in attendance on His Excellency the Governor on tour, draw allowances in accordance with the following Rules :—

I.—TRAVELLING ALLOWANCE.

Secretaries, Under Secretaries, Assistant Secretaries, and Clerks—

Actual travelling expenses during the tour, including the cost of conveyance of their servants, the transport of their personal luggage, and their accommodation in hotels or rest-houses (not of table expenses or refreshments).

Inferior Servants—

Actual travelling expenses during the tour, including the cost of conveyance of their personal luggage.

2. The Accountant-General will pass bills for travelling allowances, without requiring any details, on a certificate as follows —

I certify that I have actually paid the amount of this bill, and that it does not include any charge for the freight of any stores or goods other than my personal luggage or any charge for refreshments or table expenses.

II.—TOUR ALLOWANCE.

	Rs.	
Secretary	250	a month.
Under Secretary	150	,,
Assistant Secretary	100	,,

Clerks—on salaries of less than Rs. 100—Full salary : provided the sum of the salary and allowance does not exceed Rs. 150 a-month ;
on salaries of Rs. 100 to less than Rs. 200—Half salary : provided the sum of the salary and allowance does not exceed Rs. 266-10-8 a-month ;
on salaries of Rs. 200 and upwards—One-third of salary, to a maximum of Rs. 200 a-month.

Inferior Servants—One-third of salary.

3. The tour allowances will be drawn for the entire period of the tour.

4. If, in any special case, the allowances for the clerks and inferior servants are insufficient, special additions may be allowed, with the sanction of the Government of Madras in the Financial Department.

III—DEPUTATION ALLOWANCE.

With the sanction of Government in the Financial Department. Deputation Allowance to a Clerk officiating as Chief Clerk in the Office on tour, and to others in the office establishment who may have been detached to perform extra work, may be given according to circumstances.

Exd. J. Wright.

2336/37

CURRENT No. 34

No. 3862.

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND COMMERCE.

To The Chief Secretary to the Government of Fort St. George.

Simla, the 28th October 1881.

SIR,

I am directed to acknowledge the receipt of your letter No 1988, dated 13th October 1881, submitting with returned a Draft of proposed Rules for regulating the allowances of Officers and establishments required to accompany the Head Quarters of the Government of Madras to and from Ootacamund.

2. In the Table appended to Rule 4 of the draft Rules, the sums of Rs 158 and 79 entered in Columns 3 and 4 respectively are understood to be aggregate allowances. I am however to request that in Column 3 the rate of allowance for an Officer's wife or per child not less than 12 years old entered in Column the rate of allowance for each child less than 12 but not less than 3 years old, may be shown

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18

As it is stated that no allowances are drawn in the Madras Presidency except while the Government have their head quarters at Ootacamund, I am to enquire whether the following corrections are not also necessary in addition to those already made in the draft Rules.-

Rule 17. the words "or from Ootacamund to Madras" should be struck out.

Rule 18.- the words "or Vice versa" should be struck out.-

Rule 20. Note - the words "or Madras" in two places should be struck out.-

Rule 21 (b) - the words "or Ootacamund as the case may be" should be struck out.-

Rule 21 (c) - the words "or Madras as the case may be" should be struck out.

Rule 22 - the words "or Ootacamund" should be struck out.-

I have the honour to be,
Sir,
Your most obedient servant,

Stephen Lee

Offg Under Secy: to the Govt of Madras

Mdc 27/11

Financial (1881) Deptt.
(Colly allowances)

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND COMMERCE.

~~R. D.~~

3 NOV 81

FROM

THE SECY. TO THE GOVT. OF INDIA,

TO

No.

Dated the 188 .

Received 5th Nov 1881.

No. 2337 dt. 3 Nov 81

CURRENT No. 3

Govt

Please

Govt

Govt

Govt. Central Branch Press, Simla.—No. 202 C. F.—26-9-81—500.

Financial Department.

2336/37
19

PROCEEDINGS of the MADRAS GOVERNMENT.

READ the following letter from the Govt of India, Depart^t of Finance and Commerce, dy 28th October 1881 No. 3862.

Order thereon 29th Nov 1881, No. 2336

Ordered that the Rules as now amended be reforwarded to the Government of India with the following letter.

Print 50 copies of the Rules separately

H. E. No 2337

To

Despatch Regd 9/12/81

The Secretary to the Govt of India Deptt of Finance and Commerce.

Sir,

I am directed to acknowledge the receipt of your letter of the 28th ult. October 1881.

I have &c.

No. 3862.

2. The rates of allowances in columns 3 and 4 of the table appended to the fourth of the draft-rules have been entered as requested.

3. The corrections suggested in the last paragraph of your letter have been made and the words "~~and~~ elsewhere" inserted in the fifth line of rule 18, as there is seemingly no reason why the allowances should be denied to an officer who takes part of his family

to

A

2336/37

20.

Fort St. George.
29th Nov. 1881.

B.

to Cotacamund and leaves part, say, at Bangalore.

1/Dec/81

N-15
Collector-W.

2386/37

20

Copies by [illegible]

A.P.
22/12/81.

Govt. of {188} Madras.

Dated
Recd. } 188 , No.

Nos.

2336/37
21

Govt. of India, Madras.

Finl

DISPOSED OF

29 NOV 81

BY. B. O. No.s 2336 & 2337

7 L 120/102

21

Octacamund Travelling Allowances. The Rules for regulating the allowances of Officers and others required to accompany the Head-quarters of the Govt. of Madras to and from Octacamund, amended and referred to the G. of I.

Letter from
Stating that certain
questions have been
the Rules
to
Commander in Chief of I.