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MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

10/5/60

G.O. No. 915 Press Mis.

41-42 2-5-

Dated 18 60.

Not to be folded or roughly handled

No. 41. Read the following letter from Colonel J. H. BELL, Chief Engineer, to J. D. BOURDILLON, Esq., Secretary to Government, dated Chepauk, 30th March 1860, No. 11,911 :—

With reference to the Order of Government of the 7th January 1860, No. 56, I have the honor to re-submit the Draft of Rules on the subject of Leave to Members of this Department. The Rules have been revised and corrected agreeably to the instructions of Government. I request permission to circulate them for the guidance of the Department generally; and I propose to append to them the following Extracts from the Civil Auditor's Manual :—

Civil Auditor's Manual, Appendix,	page xviii.	(1)—Sections XII and XIII of the Rules for the Covenanted Service.
Do.	page xxv, *et seq*	(2)—Military Furlough Regulations.
Do.	page xxix, *et seq.*	(3)—Leave Rules for the Uncovenanted Service.

LEAVE.

General Rules.

1. In all applications for leave of absence, the date from which the applicant wishes the leave to begin, and the place to which he wishes to proceed, shall be specified. The date on which he last received leave, and, if published in the Gazette, the page in which it was notified, shall also be mentioned. All applications which require to be laid before the Chief Engineer, shall be sent in original.

2. When the salary, Civil or Military, of any Member of the Department, or of any Member of an Office Establishment, exceeds Rupees 100, leave shall not be granted to him without a report from the Civil Auditor, or the Military Auditor General, as the case may be, on his eligibility for leave. In the case of Casual leave the report will not be necessary.

3. All applications of this nature which require to be laid before Government, shall be forwarded by the Chief Engineer through the respective Audit Offices for report.

4. The dates of the commencement and termination of every leave of absence shall be reported by letter to the absentee's immediate superior, for the information of the authority by whom the leave was granted.

5. When leave is granted to any of the following grades, it shall be notified in the Gazette :—

(1.) Members of the Engineer Establishment.

(2.) Upper Subordinates.

(3.) Military Lower Subordinates.

(4.) Members of Office Establishments receiving more than Rupees 100 per mensem.

6. The dates of the commencement and termination of all leaves of absence which have been notified in the Gazette shall be reported to the Civil Auditor, by the District Engineer in his own case, and in that of an Officer or Subordinate under him; and by the Chief Engineer, in other cases.

7. All applications for sick leave shall be accompanied by a Medical Certificate, drawn up in one of the forms prescribed in the Rules, and signed by a Medical Officer in Government employ. At stations where there is no Government Medical Officer, the Certificate may be signed by a duly qualified private practitioner.

Form attached.

8. On emergent Medical Certificate, the District Engineer may permit an Officer or Subordinate under his orders, to leave the District in anticipation of sanction.

9. A Member of the Department contemplating a departure from India on leave, shall, if possible, notify his intention three clear months before the proposed date of his departure, that means may be taken in the Central Office to ensure a speedy adjustment of his accounts. Should the Chief Engineer be of opinion that any doubtful items are outstanding against the applicant, or that there is anything suspicious or extraordinary in the state of his accounts, he will report the same to Government, and security shall be required from the applicant before his departure, at the discretion of Government.

10. A Member of the Department intending to leave India, shall procure from the Officer through whom his salary has been drawn, viz., the Collector or the Paymaster of the District, or both, as the case may be, a Certificate, stating that there are no demands against him on account of retrenchments, or unrecovered advances.

11. Five Registers (Forms Nos. 1, 2, 3, 4, 5, attached) shall be kept annually in the Central Office, and in the Office of every District Engineer, to show the amount of each kind of leave granted during the year to all Uncovenanted Servants employed under the orders of the Head of the Office.

12. A monthly statement (Form No. 6) showing all leaves of absence, except Casual leave, granted during the month to all Uncovenanted Servants whose pay exceeds 10 Rupees per mensem, shall be forwarded by the Chief Engineer, and by every District Engineer, to the Civil Auditor.

Privilege Leave.

13. Privilege leave for one month on full pay, under the Rules, will be granted as follows:—

(1.) To the Chief Engineer, by Government.

(2.) To other Members of the Engineer Establishment, to Sub-Engineers, and to the Officials in the Central Office, by the Chief Engineer.

(3.) To all other Upper Subordinates, to Lower Subordinates, and to Members of Office Establishments, by the District Engineer.

14. Cumulated leave for two or three months on full pay, under the Rules, will be granted as follows:—

(1.) To all Members of the Engineer Establishment and Sub-Engineers, by Government.

(2.) To all other Upper Subordinates, to Lower Subordinates, and to the Officials in the Central Office, by the Chief Engineer.

(3.) To Members of Office Establishments, by the District Engineers.

15. In the case of Military men, when Cumulated leave is granted for three months, the full departmental salary will be drawn during the first two months, and half during the third month.

16. Privilege leave, whether Simple or Cumulated, will be granted only on the condition that no inconvenience to the Public Service will be occasioned thereby, and that satisfactory arrangements can be made for carrying on the absentee's duties without extra cost to the State. All applications to the Chief Engineer, or to Government, shall be accompanied by a specific statement to this effect from the District Engineer and the Chief Engineer respectively.

17. In the case of Members of Office Establishments, Privilege leave will be granted or refused with reference to the amount of Casual leave previously given to the applicant.

Casual Leave.

18. Heads of Offices may grant, at their discretion, Casual leave of absence to the Members of their Office Establishments, in cases of sickness, death of relatives, &c., subject to the control of Government, who will see that this discretionary power is not abused.

Leave on Private Affairs, and on Sick Certificate.

19. Leave of absence in excess of that allowed in the foregoing Rules, will be granted in the case of Commissioned, Warrant, and Non-Commissioned Officers, and Soldiers, under the Rules for Military Officers in Civil employ, by Government only.

20. To all other classes, similar leave will be granted under the Rules laid down for the Uncovenanted Service as follows:—

21. Leave on Medical Certificate, under Section V of those Rules, and leave on half salary under Section VII.

(1.) To all Members of the Engineer Establishment and to Sub-Engineers, by Government.

(2.) To all other Upper Subordinates, to Lower Subordinates, and to the Officials in the Central Office, by the Chief Engineer.

(3.) To Members of Office Establishments, by the District Engineers.

22. Furlough for twelve months, without pay, under Section VIII of the above Rules, will be granted by Government only.

Tabular Statement showing the authorities competent to grant leave of every kind to the various grade of the Department of Public Works.

Public Works Department.	Description of leave, and by whom to be granted.					
	Privilege leave for one month on full pay.	Cumulated leave on full pay.	Medical leave on half pay for the first year and ½rd for the second.	Special leave on private affairs on half pay.	Furlough without pay one year.	Casual leave on full pay.
Appointed by Government—						
Chief Engineer.....	Govt.	Govt.	Govt.	Govt.	Govt.	.....
Other Engineer Officers...	Ch.Engr.	Govt.	Govt.	Govt.	Govt.	.....
Sub-Engineers.....	Ch.Engr.	Govt.	Govt.	Govt.	Govt.	.....
Appointed by Subordinate Authorities—						
Military Subordinates.....	Dt Engr.	Ch. Engr.	Govt.	Govt.	Govt.	.....
Subordinates of other classes	Dt. Engr.	Ch. Engr.	Ch. Engr.	Ch. Engr.	Govt.	.....
Office Establishment.....	Dt. Engr.	Dt. Engr.	Dt. Engr.	Dt. Engr.	Govt.	Heads of Offices

FORM OF MEDICAL CERTIFICATE.

I, A. B., Surgeon at ——— or of ——— do hereby Certify, that E. F. (here enter designation of Office) 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 that the circumstances of his case are such as to render leave of absence for the period of ——— absolutely necessary (or highly desirable).

Form for guidance of the Superintending Surgeon and Members of the Medical Board in countersigning the Certificate.

I (or we) do hereby Certify, that according to the best of my (or our) professional judgment, after careful consideration of his case, I (or we) believe the state of health of E. F. to be such as to render leave of absence for a peroid of ——— absolutely necessary (or highly desirable) for his recovery.

FORM No. 1.

Register showing the period of absence of Members of the Establishment of ——— drawing 100 Rupees a month and upwards, on Sick Leave under Section V of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the year.

1	2	3	4												5	6												7
Names.	Salaries.	Clause and Section under which leave is granted.	Number of days absent in each of the following months.												Total number of days absent in the year.	Amount deducted from the salary of the Absentee in each of the following months.												Remarks.
			January	February	March	April	May	June	July	August	September	October	November	December		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	

FORM No. 2.

Register showing the period of absence of Members of the Establishment of ——— drawing 100 Rupees a month and upwards, on Leave on Private Affairs, under Sections VII, VIII and IX of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the year.

(The same Statement as No. 1.)

Note.—Column 6 will, of course, be blank when leave is given under Section VII.

FORM No. 3.

Register showing the period of absence of Members of the Establishment of —— —— drawing more than 10 Rupees a month, on Casual Leave, dated 28th September 1858.

Names.	Salaries.	Number of days absent in each of the following months.												Total number of days absent in the year.	Remarks.
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		

FORM No. 4.

Register showing the period of absence of Members of the Establishment of ——— drawing less than 100 Rupees and more than 10 Rupees a month, on leave granted to them according to the spirit of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the year.

Names.	Salaries.	Nature of leave.	Number of days absent in each of the following months.												Total number of days absent in the year.	Amount deducted from the salary of the Absentee in each of the following months.												Remarks.
			January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	

FORM No. 5.

Annual Absentee Register of Uncovenanted Servants drawing more than 10 Rupees a month in the year, alphabetically arranged.

Name of Absentee.	Office held by Absentee.	Monthly salary.	Absent.						
			Without leave.	On Sick leave under Section V.	On Privilege leave under Section VII.	On Private Affairs leave under Section VIII.	On Private Affairs leave under Section IX.	On Casual leave under the provisions of the Financial Resolution, dated 19th March 1858.	

FORM No. 6.

Monthly Statement of leave of Absence of every description granted to Uncovenanted Servants drawing more than 10 Rupees per mensem in the Office of the —— for the month of ——.

Name of the Absentee.	Office held by Absentee.	Monthly salary.	Without leave.	Sick leave, under Sections IV and V.	Private affairs under Section VIII.	Special leave on private affairs, under Section IX.	Privilege leave, under Section VII.	Period of absence during the month.	Amount of deduction from the salaries.	Rate of deductions.	Name of substitute (if any.)	Amount payable to substitute.	Net amount to be retrenched from Pay Abstract, for the above month.	Remarks.

(Signed) J. H. BELL, Colonel,
Chief Engineer.

Central Office of Public Works,
Chepauk,
30th March 1860.

No. 42. ORDER THEREON, 3rd May 1860, No. 915.

Paragraph 1. The Draft Rules relating to the grant of leave to Members of the Public Works Department received with this letter are revised in conformity with previous Orders; but there is yet a point which is open to question, and it is desirable that this should be adjusted before the Rules are permitted to form a part of the New Code.

2. Rule 15 contemplates the grant of Cumulative leave to Military men. In reply to a reference from this Presidency regarding the grant of Privilege leave to the Military classes, the Government of India observed that Privilege leave was never applied to Warrant Officers, but that in the Public Works Department such Officers were allowed one month's leave in twelve months. Again, under date the 23rd March last, this Government were informed that under G. O. G., 1,636 of 1859, the indulgence of furlough to Non-Commissioned Officers employed in the Department Public Works can be granted to a few only, the selection of whom rests with the Right Honorable the Commander-in-Chief of India. It would seem, therefore, that in Bengal the Civil Rules which regulate the grant of Privilege and Cumulative leave do not apply to the Military classes employed in the Public Works Department; and this view would seem to be borne out by the Notification of the 27th January 1857, which contains the Rules for the grant of leave to Members of the Public Works Department of this Presidency. Paragraph 8 avoids the use of the word "Privilege" and says that "all persons employed in the Department *may* be allowed one month's leave of absence in the Calendar year without loss of salary;" and paragraph 9 says, that "Leave of Absence in excess" of this period, will be granted in the case of Commissioned, Warrant and Non-Commissioned Officers and Soldiers under the Rules applicable to Military Officers in Civil employ, and in other cases under the Rules applicable to the Uncovenanted Service.

From Government of India, Military Department, 12th October 1859, No. 872.

3. That there may be no doubt in respect of this and the other Rules framed by the Chief Engineer, the Government resolve to forward the Draft to the Civil Auditor in view to his reporting whether it contains any provision contrary to the Leave Rules established by the Government of India.

(Signed) J. D. BOURDILLON,
Secretary to Government.

Public Works 1860. Dep.t

Pro: of Govt 10th. May.

No 915.

Pro: of the Madras Govt

Dated 3d May 1860.

No 41 & 42.

Passing observations on the Draft Rules relating to grant of leave to the Members of Department. Public Works, and resolving to forward the Draft to the Civil Auditor. for report as to whether it contains any provision contrary to the Leave Rules of the Government of India.