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MADRAS RECORD OFFICE.

Government of Madras.

Public Works DEPARTMENT.

G.O. No. 2458	Press
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Dated 23 8	1865.

Not to be folded or roughly handled

No. 555. Read the following letter from Lieutenant-Colonel C. H. DICKENS, R. A., Secretary to the Government of India, Public Works Department, (Establishment), to the Secretary to the Government of Madras, Public Works Department, dated Simla, 28th July 1865, No. 1,281 E:—

SIR,

In compliance with the request contained in your letter No. 1,771, of the 26th June 1865, I am directed by His Excellency the Governor General in Council to forward, for the information of the Madras Government, the accompanying copies of the revised Section of the Public Works Code Rules, relating to travelling allowances, and also copy of a Resolution addressed to the Financial Department, proposing a modification of the Rule for halting allowance.

Proceedings of the Right Honorable the Governor General of India in Council, Public Works Department, (Establishment), dated Simla, the 31st July 1865, No. 1,287 E.

Travelling Allowances.

Read the following papers:—

Secretary to the Government, North-Western Provinces, in the Public Works Department, No. 1,379, dated 9th March 1865, and one enclosure.

Secretary to the Government of Punjab, Public Works Department, No. 7,878, dated 13th April 1865, and one enclosure.

Public Works Proceedings (General), 25th July 1862, Nos. 60—64.

Public Works Proceedings (Establishment), November 1864, Nos. 4—8.

Joint Secretary to the Government of Bengal in the Public Works Department, Railway Branch, No. 479 G., dated 10th April 1865, and two enclosures.

Under-Secretary to the Government, North-Western Provinces, Public Works Department, Railway Branch, No. 24 N, dated 26th May 1865.

Public Works Department [Railway Proceedings], January 1865, Table A., No. 52.

Secretary to the Government of Punjab, Public Works Department, No. 516 C., dated 8th July 1865, and enclosure.

RESOLUTION.—The above documents refer to cases that have lately come up before the Government of India in this Department, bearing upon some alleged deficiencies in the Travelling Allowance Rules. They seem all to refer to the point that the present rules in the Public Works Department give no allowance for an Officer halting at a distance from his head quarters, unless he keeps up carriage for a tent.

2. In the first instance, a complaint is urged by the Controller of Accounts, North-Western Provinces, that he and his subordinates when on tour are put to extra expense during the days they may have to halt. As they do not maintain any carriage for a tent, they are consequently debarred from drawing any allowance during the days they may be employed inspecting the Office of any Division, although necessarily incurring expense on such occasions.

3. In the second case, an Assistant Engineer, stationed at Subathoo, marched to Simla and halted there several days whilst inspecting work. He charged for the days he was halting; but not being able to certify to having kept up carriage for a tent or boat (carriage for baggage was maintained), the charge was not passed. The result was that he was put to some expense, no portion of which was reimbursed to him.

4. In the third case, the Consulting Engineer to the Government, North-Western Provinces, in the Railway Department, proceeded by order to Calcutta, and remained there six days. The Controller, North-Western Provinces, refused to pass any allowance for those six days, on the grounds that no carriage for boat or tent had been kept up. Here again expense accrued to the Officer halting whilst in the discharge of his official duties.

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5. The fourth case is a more general one of the inadequacy of the scale of allowances to Deputy Consulting Engineers whilst travelling. The Government of Bengal propose to remedy this by allowing *bonâ fide* hotel expenses to the Officers concerned, this proposed remedy in fact bringing it under the same category as the other cases.

6. His Excellency in Council observes that grants of hotel expenses, so far as they include food and drink, cannot properly be allowed. But there is some claim for lodging and conveyance at a distant station, in cases like the above. And in all of these cases, the present Travelling Allowance Rules applying to halts, bear hardly on the members of the Department. Some allowance appears necessary for Officers whose duties compel them to halt, but which do not necessitate the maintenance of any camp equipage.

7. The Government of India, in this Department, consider that a sum of one-half of the ordinary marching allowances, might be granted to all Officers of the Department as above situated. This will meet these cases as far as it is desirable to provide for them, that is, by an allowance for such expenses as must be incurred, on the most economical scale. The allowance to each Officer would be as follows :—

	Per diem.
Superintending Engineer, Controller, and Consulting Engineer	Rs. 3
Executive Engineer, Deputy Controller, and Deputy Consulting Engineer	„ 2½
Assistant Engineer	„ 2

for members of the Upper Subordinate and Accounts Establishments the allowances would be—

Sub-Engineers, and Accountants, 1st and 2nd Grades	Rs. 1½
Supervisors, and Accountants, 3rd and 4th Grades	„ 1
Overseers... ..	„ ½

8. The grant of this half halting allowance should be guarded by the same rules, to prevent abuse, as obtain in the case of the full halting allowance.

9. The entire cost of the Public Works Establishments, according to the Accountant General, Department Public Works' Report on the Budget, for 1865-66, is £873,435, of this about 1-10th is absorbed in travelling allowances, or £87,343. If to this be added the travelling allowances of the Railway Officers, a total of about £100,000 would be attained.

10. It is not likely that the increased cost of the proposed half allowances, would be more than 5 per cent. on the above sum. That is to say, the additional expense for all India would not exceed £5,000.

11. Such a charge annually is no doubt a matter of importance. But it would supply a want that has long been felt in this Department, in which the rules regulating marching allowances are believed to be more stringent than in other Departments in regard to daily allowance while halting. In this Department also inspections are more likely to result in direct saving of expenditure to Government, than in any other service. It is therefore especially worth while to encourage them, and the extra charge so incurred would, it is believed, be money well laid out.

ORDER.—Ordered that a copy of the foregoing, together with the letters now read, be forwarded to the Financial Department for consideration and orders, with a copy of the existing Travelling Allowance Rules, on a draft of the additions recommended.

(Signed) C. H. DICKENS, Lieut.-Colonel, R. A.,
Secy. to the Govt. of India, P. W. D.

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SECTION 3.—TRAVELLING ALLOWANCES.

1. *Travelling Allowances of the Engineer Establishment.*—Travelling Allowances will be granted to the Officers of the Engineer Establishment under the following Rules. These Allowances will in all cases be in addition to the regular Departmental salaries.

I.—No Travelling Allowance shall, (except as provided for in Rule III) be granted in any case, where an Officer does not proceed to a greater distance than five miles beyond the boundary of his Station, or from his ordinary residence, permanent, temporary, or standing camp.

II.—For travelling on public duty, any distance not exceeding 20 miles (whether, as in an excursion, 10 miles out and 10 back, or the whole in one direction) in one day, Officers shall, (subject to the limitation in Rule I) be allowed as follows :—

Chief Engineers, Superintending do.,	} Rupees 6 per diem.
Executive Engineers, Superintendents of works,	
Assistant Engineers, Apprentices,	} Rupees 5 per diem.
	} Rupees 4 per diem.

This allowance is, in each case, to cover all expenses, including the provision of tents or boats, and other travelling equipage.

III.—The same allowance shall be passed to an Officer halting, and obliged to maintain carriage for his tents complete, or to continue to pay the hire or crew of a boat, or the hire of a full set (8) of palkee bearers, provided, that when within 10 miles of his ordinary residence, permanent or temporary, he does not halt more than three days. Travelling Allowances are not admissible under this rule, to Officers halting, when Inspection houses are provided by Government, unless specially sanctioned by the Superintending Engineer.

IV.—For travelling on public duty any distance greater than 20 miles (whether as an excursion, 10 miles out and 10 miles back, or the whole in one direction) in one day, Officers shall, (subject to the limitation in Rule I) be allowed 8 Annas per mile for the whole distance travelled, in lieu of the daily allowance under Rule II; but if any part of the distance be travelled by Railway, the allowance for such portion will only be at the rate of 3 Annas a mile.

V.—When an Officer makes a journey by Post or Railway, leaving his camp standing, or moves it on, he may draw allowances under both Rules III and IV. The fact of the camp having been moved from one place to another during the absence of the Officer will not prejudice the claim to allowances under Rule III.

VI.—Officers travelling on duty by Rail, when obliged to carry their tents with them, are permitted to charge the actual cost of carriage of such tents in a Contingent bill supported by proper vouchers, in addition to the 3 Annas a mile allowed under Rule IV to cover personal expenses. The countersignature of the Superintending Engineer will be requisite, as in other bills, for Travelling Allowances.

VII.—As an exceptional arrangement, Officers when travelling on duty and taking their horses with them, the necessity for so doing being fully explained and admitted by the Chief Engineer on each occasion, may recover the actual Railway charge incurred on this account, in addition to their ordinary Travelling Allowances, in a Contingent bill, as in the preceding rule. In no case will more than two horses be permitted to be thus carried for any Officer at the public charge, and under ordinary circumstances all horses should be sent to their destination by the ordinary roads.

VIII.—An Officer transferred from one situation to another, whether on promotion or not, will be allowed 8 Annas a mile as Travelling Allowance to join his new appointment, for all journeys exceeding 20 miles a day; for shorter journeys, or for portions of journeys performed at a less rate than 20 miles a day, allowances under Rule II may be granted. These allowances will be payable from the new Office after joining, but will be subject to the same conditions as the claim for salary in similar cases (see Section 2, paragraph 26). If an Officer is transferred while on

leave, he is allowed Travelling Allowance to join his new appointment either from his old station, or from the place where he receives the order, whichever may be the least expense to Government.

IX.—Officers of the Royal Engineers, passed Students of the Civil Engineering Colleges appointed to the Engineer Establishment, and Civil Engineers under Covenant with the Secretary of State, will be allowed Travelling Allowance under Rule VIII for joining their first appointments in the Public Works Department from the Sapper.

X.—In the case of Chief Engineers, Superintending Engineers, and Assistants to Chief Engineers, the Travelling Allowances shall be passed on bills supported by statements of the places visited, with the dates of arrival at, and departure from, each, and of the distances travelled, with a certificate by the traveller according to Form No. that the journeys were performed in the discharge of public duty.

XI.—In the case of Executive Engineers and Assistant Engineers, the charges shall be passed on the submission of Journals (Form No.) showing in addition to the particulars required in Rule X, the object of each journey, the duties performed and the results of the inspection made on each day. The Journals of Assistant Engineers must be passed on to the Superintending Engineer by the Executive Engineer, with any remarks he may think proper, and all Journals must bear the countersignature of the Superintending Engineer in token of his belief, that the journeys were properly undertaken (and carriage for tents, boat establishment, or a set of palkee bearers, necessarily kept up) in the performance of public duty.

2. *Travelling Allowances of the Upper Subordinate Establishment.*—Travelling Allowances will be granted to the Officers of the Upper Subordinate Establishment under the following rules. Their allowances will, in all cases, be in addition to the regular Departmental salaries.

I.—A Subordinate Officer who is required to move daily or frequently, to a greater distance than he can easily travel on foot, shall be allowed Horse Allowance at the rate of Rs. 15 per mensem to be drawn on a certificate from the Executive Engineer in Form No.

II.—Double Horse Allowance shall on a similar certificate be allowed to any Subordinate Officer who is in charge of a Sub-division of a road, canal, or embankment.

III.—Double Horse Allowance may also be granted under sanction of the Superintending Engineer, to a Subordinate Officer, in any case in which ordinary Horse Allowance is insufficient to cover the necessary expenses of travelling.

IV.—Treble Horse Allowance may, under sanction of the Superintending Engineer, be allowed to a Subordinate employed in Calcutta, or on embankments in the rainy season, in any case in which Double Horse Allowance may be considered by the Superintending Engineer as insufficient to cover the necessary expenses of travelling.

V. The foregoing rules are applicable to cases where buildings for shelter are provided, or where the Subordinate Officer is not required to proceed so far from his Head Quarters as to render the provision of shelter necessary.

VI. A Subordinate Officer performing duty, which renders it necessary for him to keep up a tent and carriage for it, or to continue to pay the hire of a boat or its crew, or to keep up a full set (8) of palkee bearers, shall, during the continuance of such duty, be allowed as follows, on the Executive Engineer's certificate (Form) that carriage for a tent, or a full set of palkee bearers was actually and necessarily kept up, or a boat actually and necessarily hired :—

Overseer	...	Rs. 1½ a day.
Supervisor	...	" 2 "
Sub-Engineer	...	" 3 "

Horse Allowance is not admissible in addition to the above tentage.

VII.—This allowance is to cover all expenses of travelling, including the provision of tents, to assist in the purchase of which advances may be made under paragraph 48, Section 1 of this Chapter.

VIII.—A Subordinate Officer, above the rank of Overseer, shall be allowed 5 Annas a mile (reckoning the whole distance) for all journeys exceeding 20 miles in one day, made under the special sanction of the Executive Engineer, or any Superior Officer. If any portion of these journeys be made by Rail, the allowance for such portion will be at the rate of 1½ Annas a mile.

IX.—Under the same circumstances, an Overseer shall be allowed 2 Annas per mile, except for journeys by Rail, when 1½ Annas per mile will be given. But if ordered by the Superintending Engineer to proceed by palkee or carriage dawk, the dawk shall be laid by the Executive Engineer and the cost charged in his accounts as a contingent expense.

X.—Mileage cannot, as a rule, be drawn in addition to Horse Allowance or Tentage, and must usually be considered to cover the whole expense of the journeys exceeding 20 miles in one day. But should it in any case be necessary for a Subordinate Officer to make a dawk journey, and leave a standing camp, the necessity being certified by the Executive Engineer, the Local Government or Administration, on consideration of the merits of each case as it occurs, may pass the regulated mileage, in addition to the ordinary Tentage.

XI.—A Soldier Student appointed to this Establishment from the Roorkee C. E. College, shall (whether married or single) be allowed Travelling Allowance to join his first appointment at the rate of 2 Annas a mile, unless with the sanction of the Local Government he is sent by dawk, in which case the cost of his dawk will be allowed.

XII.—Subordinate Officers in progress to join appointments (except when returning from leave), will, with the exception noted in the last rule, be allowed travelling expenses under Rules I, III, VI, VIII, or IX, according to the mode in which they may be directed to proceed, and the rank which they hold in the Department. This will be payable from the new office after joining, subject to the same conditions as the claim for salary in similar cases (see paragraph 26, Section 2.) If a Subordinate Officer is transferred while on leave, he is allowed Travelling Allowance to join his new appointment, either from his old Station, or from the place where he received the order, whichever may be the least expense to Government.

3. *Lower Subordinate Establishment.*—Sub-Overseers and Sub-Surveyors are entitled to Travelling Allowance as follows :—

I.—When on duty at fixed Head Quarters, but with occasion to travel frequently 10 miles or more in one day, or when marching on duty, and being provided with shelter, Rupees 7½ per mensem.

II.—When on Field duties, that is, in the active inspection of a Sub-division of roads, canals, or embankments, or when marching on duty, distances not exceeding 20 miles a day, and being unprovided with shelter, Rupees 15 per mensem.

III.—For journeys of upwards of 20 miles a day, performed under sanction of the Executive Engineer or his Assistant, they shall be allowed 1 Anna per mile, except for such portions of those journeys as may be performed by Rail, when the allowance will be ½ an Anna per mile.

4. *Expenses which these allowances are to cover.*—The Travelling Allowances granted in the last three paragraphs are to cover all expenses of travelling, including the cost of conveying and protecting personal baggage, as well as such public records, stationary, books and instruments, as an Officer or Subordinate usually carries with him, without requiring any separate means of conveyance, or extra protection. But when any extra conveyance is necessary for public property, the *bona fide* expenses may be passed as a contingent charge at the Superintending Engineer's discretion.

5. *Superintending Engineers to enquire into Travelling Allowances.*—It will be the duty of Superintending Engineers, on their tours of inspection, to make enquiries as to the Travelling Allowances drawn by the Officers of the Upper Subordinate Establishment, and by Sub-Overseers, and to ascertain whether the allowance in each case is adequate to meet the necessary expenses of travelling on duty, and not higher than is fairly admissible under the foregoing rules.

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6. *Officiating Officers.*—An Officer appointed to officiate in any appointment in regular course, will be entitled to Travelling Allowances under the rules applicable to that appointment. This rule does not apply to the case of persons holding mere temporary charge of offices or appointments, consequent on any sudden casualty or vacancy.

7. *Staging Bungalows.*—An Officer travelling on public duty, is not entitled to occupy Government Staging Bungalows free of expense, nor to charge the expense to Government when he is in receipt of Travelling Allowances.

8. *Payment of tolls.*—No Officer is exempt from the payment of tolls, unless he has received a special exemption from the Local Government or Administration, or from some Officer vested with the power of granting such exemption.

9. *General travelling allowances of Clerks and others.*—All Departmental public servants, not expressly engaged for field duty, for whom no special travelling allowance is authorized, will be allowed an addition of 30 per cent. to their salaries, when travelling under the orders of the Superintending Engineer or higher authority, except in the following cases.

10. *Travelling allowance of Clerks, &c., by Rail.*—When ordered to travel by Rail, Clerks drawing Rupees 50 a month or upwards, will be entitled to double the 2nd class Railway fare, and Clerks drawing less than Rupees 50 a month, and office servants, to double the 3rd class fare.

11. *And by other means of conveyance.*—When ordered to travel by any particular conveyance, other than a Railway, public servants of this class, when the allowance mentioned in paragraph 9, is not sufficient, will have their expenses paid by the Officer under whose immediate orders they are serving, and charged in the Travelling Allowance bill of the Office concerned.

12. *Passage in Government vessels.*—The rules and rates of charge for persons provided with a passage in Government vessels are given in Appendix B. No Travelling Allowance is admitted in such cases.

13. *Passages in sea-going vessels.*—When Officers travel at the public expense in private sea-going vessels, the actual passage money will be allowed.

14. *Private river steamers.*—For journeys by private river steamers, Travelling Allowance is admissible to Officers of the Engineer Establishment, at the usual mileage rate.

15. *Passages of Subordinates in private vessels.*—When Upper Subordinates are transferred from one station to another, and are sent by suitable authority by private steamers or vessels, the passages of themselves and their families will be defrayed by Government. No Travelling Allowance will be granted in addition.

16. *Travelling allowance to Officers proceeding to, or returning from Field Service.*—No Travelling Allowance is admissible to an Officer proceeding to, or returning from Field Service in ordinary course. If he be specially ordered to travel by dawk, his *bona fide* expenses will be paid through the Military Pay Office if ordered to join the Army by dawk, and under audit of the Controller, if ordered to re-join his Departmental situation by dawk.

No. 556. ORDER THEREON, 23rd August 1865, No. 2,458.

ESTABLISHMENT, No. 72.

1. The Government of India having ruled that travelling allowance cannot be drawn continuously as an addition to salary, His Excellency the Governor in Council resolves to circulate the accompanying Rules, which regulate the grant of travelling allowance in the Public Works Departments of the Governments and Administrations more directly under the Government of India, for the information and guidance of all Officers and Subordinates in this Presidency. These Rules will have effect from the 1st proximo.

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2. The rates of travelling allowance prescribed for the several grades are as follow:—

Superintending Engineers ...	6	Rupees per diem.
Controller ...	6	do. do.
Deputy do. ...	4	do. do.
Executive Engineers ...	5	do. do.
Assistant do. ...	4	do. do.
Sub-Engineers in charge of Ranges ...	3	do. do.
Supervisors in charge of do. ...	2	do. do.
Overscers in charge of Tālūqs ...	1½	do. do.

3. The Sub-Engineer attached to the Presidency will be allowed double horse allowance. Single horse allowance will be passed to all Tālūq Overseers who may be employed in Cantonments, the Presidency, and Bangalore. The allowances to be granted to such members of the Upper Subordinate Establishment as are not in charge of Ranges, or are employed in Cantonments, will be regulated by the Superintending Engineers on consideration of the merits of each case. The carriage allowance of the Executive Officers at the Presidency, and that sanctioned for the General Superintendent of the Presidency Stores and Workshop, and for the Mathematical Instrument Maker will continue to be passed as heretofore. The Executive Engineer Bangalore will, for the future, be allowed the same rate of carriage allowance as is granted to the Executive Officers at the Presidency.

4. The form of Inspection Report in use prior to July 1863 will be adopted, and these Reports will invariably accompany all Bills for travelling allowance which may be submitted to the Controller for audit.

5. Ordinary Bills for travelling allowance must be supported by Certificates from the Officers and Subordinates concerned, in conformity with paragraph 1, Rule III., and paragraph 2, Rule VI.

6. The Inspection Reports and Travelling Allowance Bills of Tālūq Overseers will be countersigned by their Range Officers and by the Superintending Engineers of the Divisions to which they are attached; and those of Range Officers, and of Subordinates above the rank of Overseer who are not in charge of Ranges, will bear the countersignature of the Superintending Engineers only. The Travelling Allowance Bills of the Superintending Engineers will not require the countersignature of any superior Officer, and those of the Deputy Controller will be passed on the countersignature of the Controller. The Travelling Allowance Bills of the Controller will be submitted to Government for sanction.

7. The form of Inspection Report to be adopted by the Superintending Engineers, and by the Controller and Deputy Controller of Public Works Accounts is that prescribed in paragraph 1, Rule X.

8. Whenever mileage is claimed by Range Officers (either in the Engineer or Upper Subordinate grades) under paragraph 1, Rule V., and paragraph 2, Rule X., the charge must be supported by a Certificate from the Superintending Engineer that the journey by post or railway was indispensably necessary. All such claims may be disposed of without a reference to Government.

9. Under paragraph 1, Rule IV., and paragraph 2, Rule VIII., Officers and Subordinates above the rank of Overseer may claim mileage allowance for travelling

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on public duty any distance greater than 20 miles. It will, however, be the duty of the Superintending Engineers to prevent the abuse of this Rule by refusing their sanction to all claims which cannot be supported by clear evidence that the journeys above 20 miles were absolutely necessary.

10. The words "*Superintending Engineer*" will be substituted for "*Chief Engineer*" in paragraph 1, Rule VII.

11. The allowances detailed in the Rules will cover all expenses which have hitherto been met from the fixed travelling allowances sanctioned in G. O. No. 1,599, dated 18th June 1863, and No. 1,137, dated 28th April 1865. Claims for special allowances for the carriage of office tents, records, &c., will not be admitted by Government except under very exceptional circumstances.

12. The system under which the compilation of accounts will devolve upon Executive Officers will shortly be brought into operation, and it will then be inexpedient to require more than one or two members of the Range Establishments to accompany the officers on their tours of inspection, and even these servants should not unnecessarily be moved from head quarters.

13. The Controller of Public Works Accounts will issue such subsidiary instructions as may be necessary, and he will arrange, in communication with the Superintending Engineers, for the same forms of Inspection Report, Travelling Allowance Bills, and Certificates being adopted throughout the Presidency.

(Signed) CHARLES A. ORR, Colonel, R. E.,
Secretary to Government.

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VIII.—An Officer transferred from one situation to another, whether on promotion or not, will be allowed eight annas a mile as Travelling Allowance to join his new appointment, for all journeys exceeding 20 miles a day; for shorter journeys, or for portions of journeys performed at a less rate than 20 miles a day, allowances under Rule II may be granted. These allowances will be payable from the new Office after joining, but will be subject to the same conditions as the claim for salary in similar cases (see Section 2 para. 26). If an Officer is transferred while on leave, he is allowed Travelling Allowance to join his new appointment either from his old station, or from the place where he receives the order, whichever may be the least expense to Government.

IX.—Officers of the Royal Engineers, passed Students of the Civil Engineering Colleges appointed to the Engineer Establishment, and Civil Engineers under Covenant with the Secretary of State, will be allowed Travelling Allowance under Rule VIII for joining their first appointments in the Public Works Department from the Sapper.

X.—In the case of Chief Engineers, Superintending Engineers, and Assistants to Chief Engineers, the Travelling Allowances shall be passed on bills supported by statements of the places visited, with the dates of arrival at, and departure from, each, and of the distances travelled, with a certificate by the traveller according to Form No. that the journeys were performed in the discharge of public duty.

XI.—In the case of Executive Engineers and Assistant Engineers, the charges shall be passed on the submission of Journals (Form No.) showing in addition to the particulars required in Rule X, the object of each journey, the duties performed and the results of the inspection made on each day. The Journals of Assistant Engineers must be passed on to the Superintending Engineer by the Executive Engineer, with

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any remarks he may think proper, and all Journals must bear the countersignature of the Superintending Engineer in token of his belief, that the journeys were properly undertaken (and carriage for tents, boat establishment, or a set of palkee bearers, necessarily kept up) in the performance of public duty.

2. Travelling Allowances will be granted to the Officers of the Upper Subordinate Establishment under the following rules. Their allowances will in all cases be in addition to the regular Departmental salaries.

I.—A Subordinate Officer who is required to move daily or frequently, to a greater distance than he can easily travel on foot, shall be allowed Horse Allowance at the rate of Rs. 15 per mensem to be drawn on a certificate from the Executive Engineer in Form No.

II.—Double Horse Allowance shall on a similar certificate be allowed to any Subordinate Officer who is in charge of a Subdivision of a road, canal, or embankment.

III.—Double Horse Allowance may also be granted under sanction of the Superintending Engineer, to a Subordinate Officer, in any case in which ordinary Horse Allowance is insufficient to cover the necessary expenses of travelling.

IV.—Treble Horse Allowance may, under sanction of the Superintending Engineer, be allowed to a Subordinate employed in Calcutta, or on embankments in the rainy season, in any case in which Double Horse Allowance may be considered by the Superintending Engineer as insufficient to cover the necessary expenses of travelling.

V.—The foregoing rules are applicable to cases where buildings for shelter are provided, or where the Subordinate Officer is not required to proceed so far from his Head Quarters as to render the provision of shelter necessary.

VI.—A Subordinate Officer performing duty, which renders it necessary for him to keep up a tent and carriage for it, or to continue to pay the hire of a boat or its crew, or to keep up a full set (8) of palkee bearers,

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appointment to which an Officer is transferred; but no deduction will be made on their account from the allowances drawn in the ordinary course either by the person who relieves the transferred Officer or by the person who in turn is relieved by him.

Section 3.—TRAVELLING ALLOWANCES.

I. Travelling Allowances will be granted to the Officers of the Engineer Establishment under the following Rules. These allowances will in all cases be in addition to the regular Departmental salaries.

I.—No Travelling Allowance shall, (except as provided for in Rule III) be granted in any case, where an Officer does not proceed to a greater distance than five miles beyond the boundary of his Station, or from his ordinary residence, permanent, temporary, or standing camp.

II.—For travelling on public duty, any distance not exceeding 20 miles (whether, as in an excursion, 10 miles out and 10 back or the whole in one direction) in one day, Officers shall, (subject to the limitation in Rule I) be allowed as follows.

Chief Engineers,	} Rs. 6 per diem.
Superintending do.,	
Executive Engineers,	} Rs. 5 per diem.
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This allowance is, in each case, to cover all expenses, including the provision of tents or boats, and other travelling equipage.

III.—The same allowance shall be passed to an Officer halting, and obliged to maintain carriage for his tents complete, or to continue to pay the hire or crew of a boat, or the hire of a full set (8) of palkee bearers, provided, that when within 10 miles of his ordinary residence, permanent or temporary, he does not halt more than three days. Travelling Allowances are not

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admissible under this rule, to Officers halting, when Inspection houses are provided by Government, unless specially sanctioned by the Superintending Engineer.

IV.—For travelling on public duty any distance greater than 20 miles (whether as an excursion, 10 miles out and 10 miles back, or the whole in one direction) in one day, Officers shall, (subject to the limitation in rule I) be allowed eight annas per mile for the whole distance travelled, in lieu of the daily allowance under rule II.; but if any part of the distance be travelled by Railway, the allowance for such portion will only be at the rate of three annas a mile.

V.—When an Officer makes a journey by Post or Railway, leaving his camp standing, or moves it on, he may draw allowances under both rules III and IV. The fact of the camp having been moved from one place to another during the absence of the Officer will not prejudice the claim to allowances under Rule III.

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VII. As an exceptional arrangement, Officers when travelling on duty and taking their horses with them, the necessity for so doing being fully explained and admitted by the Chief Engineer on each occasion, may recover the actual Railway charge incurred on this account, in addition to their ordinary Travelling Allowances, in a contingent bill, as in the preceding rule. In no case will more than two horses be permitted to be thus carried for any Officer at the public charge, and under ordinary circumstances all horses should be sent to their destination by the ordinary roads.

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[Section 3.

Travelling Allowances.

shall during the continuance of such duty be allowed as follows, on the Executive Engineer's certificate (Form) that carriage for a tent, or a full set of palkee bearers was actually and necessarily kept up, or a boat actually and necessarily hired:—

Overseer	Rs. 1½ a day
Supervisor	2 "
Sub-Engineer	3 "

Horse Allowance is not admissible in addition to the above Tentage.

VII.—This allowance is to cover all expenses of travelling, including the provision of tents, to assist in the purchase of which advances may be made under para. 48 Section 1 of this Chapter.

VIII.—A Subordinate Officer above the rank of Overseer shall be allowed 5 annas a mile (reckoning the whole distance) for all journeys exceeding 20 miles in one day made under the special sanction of the Executive Engineer, or any Superior Officer. If any portion of these journeys be made by Rail, the allowance for such portion will be at the rate of 1½ annas a mile.

IX.—Under the same circumstances, an Overseer shall be allowed 2 annas per mile, except for journeys by rail, when 1½ annas per mile will be given. But if ordered by the Superintending Engineer to proceed by palkee or carriage dawk, the dawk shall be laid by the Executive Engineer and the cost charged in his accounts as a contingent expense.

X.—Mileage cannot, as a rule be drawn in addition to Horse Allowance or Tentage, and must usually be considered to cover the whole expense of the journeys exceeding 20 miles in one day. But should it in any case be necessary for a Subordinate Officer to make a dawk journey, and leave a standing camp, the necessity being certified by the Executive Engineer, the Local Government or Administration, on consideration of the merits of each case as it occurs, may pass the regulated Mileage, in addition to the ordinary Tentage.

passed. The result was that he was put to some expense, no h was reimbursed to him.

XI.—A Soldier Student appointed to this Establishment from the Roorkee C. E. College, shall (whether married or single) be allowed Travelling Allowance to join his first appointment at the rate of 2 annas a mile, unless with the sanction of the Local Government he is sent by dawk, in which case the cost of his dawk will be allowed.

XII.—Subordinate Officers in progress to join appointments (except when returning from leave) will, with the exception noted in the last rule, be allowed travelling expenses under Rules I, III, VI, VIII, or IX, according to the mode in which they may be directed to proceed and the rank which they hold in the Department. This will be payable from the new Office after joining, subject to the same conditions as the claim for salary in similar cases (see para. 26, sec. 2.) If a Subordinate Officer is transferred while on leave, he is allowed Travelling Allowance to join his new appointment, either from his old Station or from the place where he received the order, whichever may be the least expense to Government.

Lower Sub-
ordinate Es-
tablishment.

3. Sub-Overseers and Sub-Surveyors are entitled to Travelling Allowance as follows:—

I.—When on duty at fixed Head Quarters, but with occasion to travel frequently 10 miles or more in one day, or when marching on duty, and being provided with shelter, Rs. 7½ per mensem.

II.—When on Field duties, that is, in the active inspection of a Subdivision of roads, canals, or embankments, or when marching on duty, distances not exceeding 20 miles a day, and being unprovided with shelter, Rs. 15 per mensem.

III.—For journeys of upwards of 20 miles a day, performed under sanction of the Executive Engineer or his Assistant, they shall be allowed one anna per mile, except for such portions of those journeys as may be performed by rail, when the allowance will be half an anna per mile.

4. The Travelling Allowances granted in the last three paragraphs are to cover all expenses of travelling, including the cost of conveying and protecting personal baggage, as well as such public records, stationery, books and instruments, as an Officer or Subordinate usually carries with him, without requiring any separate means of conveyance, or extra protection. But when any extra conveyance is necessary for public property, the *bond fide* expenses may be passed as a contingent charge at the Superintending Engineer's discretion. —

5. It will be the duty of Superintending Engineers on their tours of inspection, to make enquiries as to the Travelling Allowances drawn by the Officers of the Upper Subordinate Establishment, and by Sub-Overseers, and to ascertain whether the allowance in each case is adequate to meet the necessary expenses of travelling on duty, and not higher than is fairly admissible under the foregoing rules.

6. An Officer appointed to officiate in any appointment in regular course will be entitled to Travelling Allowances under the rules applicable to that appointment. This rule does not apply to the case of persons holding mere temporary charge of offices or appointments, consequent on any sudden casualty or vacancy.

7. An Officer travelling on public duty, is not entitled to Staging Bungalows free of expense, nor to occupy Government Staging Bungalows free of expense, nor to charge the expense to Government when he is in receipt of Travelling Allowances.

8. No Officer is exempt from the payment of tolls, unless he has received a special exemption from the Local Government or Administration, or from some Officer vested with the power of granting such exemption.

9. All Departmental public servants, not expressly engaged for field duty, for whom no special travelling allowance is authorized, will be allowed an addition of 30 per cent. to their salaries, when travelling under the orders of the Superintending Engineer or higher authority, except in the following cases.

... passed. The result was that he was put to some expense, no of which was reimbursed to him.

Chapter IV.]

PERSONAL MATTERS.

Section 3.]

Travelling Allowances.

Travelling allowance of Clerks, &c., by rail,

and by other means of conveyance.

Passage in Government vessels.

Passages in sea-going vessels.

Private river steamers.

Passages of Subordinates in private vessels.

Travelling allowance to officers proceeding to or returning from Field Service.

10. When ordered to travel by Rail, Clerks drawing Rs. 50 a month or upwards, will be entitled to double the 2nd class Railway fare, and Clerks drawing less than Rs. 50 a month, and office servants, to double the 3rd class fare.

11. When ordered to travel by any particular conveyance, other than a Railway, public servants of this class, when the allowance mentioned in paragraph 9, is not sufficient, will have their expenses paid by the Officer under whose immediate orders they are serving and charged in the Travelling Allowance bill of the Office concerned.

12. The rules and rates of charge for persons provided with a passage in Government vessels are given in Appendix B. No Travelling Allowance is admitted in such cases.

13. When Officers travel at the public expense in private sea-going vessels, the actual passage money will be allowed.

14. For journeys by private river steamers, Travelling Allowance is admissible to Officers of the Engineer Establishment, at the usual mileage rate.

15. When Upper Subordinates are transferred from one station to another, and are sent by suitable authority by private steamers or vessels, the passages of themselves and their families will be defrayed by Government. No Travelling Allowance will be granted in addition.

16. No Travelling Allowance is admissible to an Officer proceeding to or returning from Field service in ordinary course. If he be specially ordered to travel by dawk, his *bona fide* expenses will be paid through the Military Pay Office, if ordered to join the Army by dawk, and under audit of the Controller if ordered to rejoin his Departmental situation by Dawk.

No. 1287E.

PROCEEDINGS OF THE RIGHT HON'BLE THE GOVERNOR GENERAL OF INDIA IN COUNCIL.

Establishment.

PUBLIC WORKS DEPARTMENT;

Simla, the 31st July 1865.

Travelling Allowances.

READ the following papers:—

- Secretary to the Government, North-Western Provinces, in the Public Works Department, No. 1379, dated 9th March 1865, and one enclosure.
- Secretary to the Government of Punjab, Public Works Department, No. 7878, dated 13th April 1865, and one enclosure.
- Public Works Proceedings (General), 25th July 1862, Nos. 60—64.
- Public Works Proceedings (Establishment), November 1864, Nos. 4—8.
- Joint Secretary to the Government of Bengal in the Public Works Department, Railway Branch, No. 479G., dated 10th April 1865, and two enclosures.
- Under-Secretary to the Government, North-Western Provinces, Public Works Department, Railway Branch, No. 24N., dated 26th May 1865.
- Public Works Department [Railway Proceedings], January 1865, Table A., No. 52.
- Secretary to the Government of Punjab, Public Works Department, No. 516C., dated 8th July 1865, and enclosure.

RESOLUTION.—The above documents refer to cases that have lately come up before the Government of India in this Department, bearing upon some alleged deficiencies in the Travelling Allowance Rules. They seem all to refer to the point that the present rules in the Public Works Department, give no allowance for an Officer halting at a distance from his head quarters, unless he keeps up carriage for a tent.

2. In the first instance, a complaint is urged by the Controller of Accounts, North-Western Provinces, that he and his subordinates when on tour are put to extra expense during the days they may have to halt. As they do not maintain any carriage for a tent, they are consequently debarred from drawing any allowance during the days they may be employed inspecting the office of any division, although necessarily incurring expense on such occasions.

3. In the second case, an Assistant Engineer, stationed at Subathoo, marched to Simla and halted there several days whilst inspecting work. He charged for the days he was halting; but not being able to certify to having kept up carriage for a tent or boat (carriage for baggage was maintained), the charge was not passed. The result was that he was put to some expense, no portion of which was reimbursed to him.

4. In the third case, the Consulting Engineer to the Government, North-Western Provinces, in the Railway Department, proceeded by order to Calcutta, and remained there six days. The Controller, North-Western Provinces, refused to pass any allowance for those six days on the grounds that no carriage for boat or tent had been kept up. Here again expense accrued to the Officer halting whilst in the discharge of his official duties.

5. The fourth case is a more general one of the inadequacy of the scale of allowances to Deputy Consulting Engineers whilst travelling. The Government of Bengal propose to remedy this by allowing *bond fide* hotel expenses to the Officers concerned, this proposed remedy in fact bringing it under the same category as the other cases.

6. His Excellency in Council observes that grants of hotel expenses, so far as they include food and drink, cannot properly be allowed. But there is some claim for lodging and conveyance at a distant station, in cases like the above. And in all of these cases, the present Travelling Allowance Rules applying to halts, bear hardly on the members of the Department. Some allowance appears necessary for Officers whose duties compel them to halt, but which do not necessitate the maintenance of any camp equipage.

7. The Government of India, in this Department, consider that a sum of one-half of the ordinary marching allowances, might be granted to all Officers of the Department as above situated. This will meet these cases as far as it is desirable to provide for them, that is, by an allowance for such expenses as must be incurred, on the most economical scale. The allowance to each Officer would be as follows:—

	Per diem.
Superintending Engineer, Controller, and Consulting Engineer	Rs. 3
Executive Engineer, Deputy Controller, and Deputy Consulting Engineer ..	2½
Assistant Engineer	2

for members of the Upper Subordinate and Accounts Establishments the allowances would be—

Sub-Engineers, and Accountants 1st and 2nd Grades	Rs. 1½
Supervisors, and Accountants 3rd and 4th Grades	1
Overseers	¾

8. The grant of this half halting allowance should be guarded by the same rules, to prevent abuse, as obtain in the case of the full halting allowance.

9. The entire cost of the Public Works Establishments, according to the Accountant General, Department Public Works' Report on the Budget for 1865-66, is £873,435, of this about 1-10th is absorbed in travelling allowances, or £87,343. If to this be added the travelling allowances of the Railway Officers, a total of about £100,000 would be attained.

10. It is not likely that the increased cost of the proposed half allowances, would be more than 5 per cent. on the above sum. That is to say, the additional expense for all India would not exceed £5,000.

11. Such a charge annually is no doubt a matter of importance. But it would supply a want that has long been felt in this Department, in which the rules regulating marching allowances are believed to be more stringent than in other Departments in regard to daily allowance while halting. In this Department also inspections are more likely to result in direct saving of expenditure to Government, than in any other service. It is therefore especially worth while to encourage them, and the extra charge so incurred would, it is believed, be money well laid out.

ORDER.—Ordered that a copy of the foregoing, together with the letters now read, be forwarded to the Financial Department for consideration and orders, with a copy of the existing Travelling Allowance Rules, on a draft of the additions recommended.

Signed C. H. S. Lieut.-Col., R. A.
Secy. to the Govt. of India, P. W. D.

Long print to the

No 1281 C.

also

Establishment

RESOLUTION.

To

100/1004/165

From

THE SECT. TO THE GOVT. OF INDIA
THE PUBLIC WORKS DEPT.

No. 12872

Dated 31st July 1865.

Received

8/1/58

23rd July 1865

Printed and bound by
100 Copies of this
81-8-13

21/58
Travelling Allowance.

7th 1865 Depo
Prin. of Govt. for Augt

No 3084

From the Secretary
to the Govt of India

D/ 28 July 1865

Recd 17 Augt.

G. 2. No 12816.

Forwarding copies
of the revised Section of
the P. W. Code rules regarding
travelling allowances,
also copy of a Resolution
addressed to the Prin.
Dept. proposing a modifi-
cation of the rule for
halting allowance.

NC 555

2125 Augt 1865 G. 2. 2. 2.

No 2458. 23 Augt 1865

No 12816.

From

The Secy to the Govt of India.

To

The Secy to Govt P. W. Dept.
Madras.

Public Works Dept.,

Simla 28th July 1865.

Establishment

Sir,

In compliance with the
request contained in your letter
No 1771 of the 26th June 1865, I am
directed by His Excellency the
Governor General in Council, to
forward for the information of
the Madras Government, the
accompanying Copies of the
revised Section of the Public
Works Code rules, relating to
travelling allowances and
also

also Copy of a Resolution addressed
to the Financial Department,
proposing a modification of
the rule for bathing allowance—

I have the honour to be,
Sir,
Your Most Obedt Servt.

W. D. Smith, Secy. to Govt. of India.

Secy to the Govt. of India.

Public Works Dept
No 2458
Proceedings of the Madras Government
Under date the 23rd August 1865
Read the following
From the Govt. of India
P. W. D.
Forwarding
copy of the revised
Section of the P. W.
Code regarding
travelling allow-
ances —

13✓

H. E. 12818 of 28
Jul 1865

W. D.

W. D.

The Government of India having ruled that travelling allowance cannot be drawn continuously as an addition to salary, but must be in the shape of a daily or mileage allowance, His Excellency the Governor in Council resolves to circulate the accompanying rules, which regulate the grant of travelling allowance in the P. W. Departments of the Governments and Administrations more directly under the Govt.

of India, for the information and guidance of all Officers and Subordinates in this Presidency.

These rules will have effect from the 1st proximo.

2. The rates of travelling allowance prescribed for the several grades are as follows.

Sup ^r Engineers - 6 Rupees for daily	
Contractor	6
By Do	4
By Engineers	5
Asst Do	4
Sub Engineers in charge of Ranges	3
Superintendents in charge of Do	2
Overseers in charge of bullocks	1 1/2

3. The Sub Engineer attached to the Presidency will be allowed double horse allowance. Single horse allowance will be passed to all taking Overseers who may be employed in Cantonments, the Presidency, & Bangalore. The allowances to be granted to such members of the Upper Subordinate as

Establishment as are not in charge of Ranges, or employed in Cantonments will be regulated by the Sup^r Engineers in consideration of the merits of each case. The carriage allowance of the Executive Officers at the Presidency and that sanctioned for the General Superintendent of the Presidency Stores and Workshop and for the Mathematical Instrument Maker will continue to

The Dy Sup^r Bangalore will, for the future, be passed as heretofore. The carriage allowance granted to the Dy Officers at the Presidency

be passed as heretofore. 4. The form of Inspection Report in use prior to July 1863 will be adopted, and these Reports will invariably accompany all Bills for travelling allowance which may be submitted to the Contractor for audit. 5. Ordinary Bills for travelling allowance must be supported by certificates from the Officers & Subordinates concerned in conformity with Para 1 Rule III, and Para 2, Rule VI. 6. The Inspection Reports and Travelling Allowance Bills of the Taking Overseers will be countersigned by their Range Officers and by the Sup^r Engineers of the Divisions to which they are attached, and those of Range Officers, and

of Subordinates above the rank of Overseer who are not in charge of Ranges, will bear the countersignature of the Supy Engineer only - The travelling allowance bills of the Supy Engineers will not require the countersignature of any superior Officer, and those of the Dy. Comdants will be passed on the countersignature of the Comdant. The travelling allowance bills of the Comdants will be submitted to Govt. for sanction.

7. The form of Inspection Report to be adopted by the Supy Engrs and by the Comdants and Dy. Comdants of P.W. Accounts is that prescribed in Para 1, Rule X.

8. Whenever mileage is claimed by Range Officers (either in the Engineer or Upper Subordinate grades) under Para 1, Rule V, and Para 2, Rule X, the charge must be supported by a Certificate.

from the Supy Engineer that the journey by Post or Railway was indispensably necessary. All such claims may be disposed of without a reference to Govt.

9. Under Para 1, Rule ¹⁵² II, and Para 2, Rule VIII, Officers and Subordinates above the rank of Overseer may claim mileage allowance for travelling on public duty any distance greater than 20 miles. It will however, be the duty of the Supy Engineer to prevent the abuse of this rule by refusing their sanction to all claims which cannot be supported by clear evidence that the journey above 20 miles were absolutely necessary.

10. The words "Supy Engineer" will be substituted for "Chief Engineer" in Para 1, Rule VII.

11. The allowances detailed in the Rules ~~above~~ will cover all expenses which have hitherto been met from the fixed

travelling allowance
canceled in G.O. No 1599

718 June 1863 and No 1137

728 April 1865 - Claims
for special allowances
for the carriage of office
tools, records &c. will not
be admitted ^{by book} except
under very exceptional
circumstances -

The system under
which the compilation
of accounts will de-
pend upon Sq Officers
will shortly be brought
into operation, and it
will then be inexpedient
to require more than
one or two ~~of the~~ members
of the Range ~~Office~~
Establishments to accom-
pany the Officers
on their tours of inspec-
tion, and even these servants
should not unnecessarily
be moved from
Head Quarters -

The contents of
P.R. Accounts will
include such subsidiary
instructions as may

be necessary, and
he will arrange, in
common with the Sup-
erintendent, for the
same forms of Inspec-
tion Report, Travelling
Allowance Bills, and
Certificates being
adopted throughout
the Presidency -

162
W.B.

To Superintendents with copies of Rules
To Fort Mev ~~do~~
To Officer in charge of Standard ~~do~~
To Spl. Sq. Engineers ~~do~~

Done 24th August 1865.

400 copies
15

to W 1865 Depa
Pro: of Govt for Augt

N^o 2458
Pro: of the Algot
D^o 23 Augt: /65

The ...
Circulating to the
officers concerned with
certain instructions letter
from the Government of
India forwarding copy of the
revised section of the O. M. Code
regarding Travelling Allow-
ances

N^o 555 & 556