

P. M. C. No. 1700
Gobt. of (1882) Madras.

FINANCIAL.

1699
1700 No. 723 W of 20th March 82

Communicated
to the Examiner
Public Works
Accounts.



16.3.82



17.3.82

2-1

Recd. 16 Mar. 82

Order, dated 10th March 1882, No. 282.

10. J. C.

No. 723 W of 20th March 82

Ootacamund Travelling, &c., Allowance Rules.—
Directing the issue of these rules as amended with
reference to Resolution of the Government of
India, No. 459 of 1882.

Entd. in Receipt Rpt.

with order.

Desd
27/3/82

Ex P. to W. with Rules.
Cons. Enr for Rs - 80
Ch. 3. for Rs - 20
(x already supplied 173/200)

10TH MARCH 1882, No. 282, FINANCIAL.

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT.

*Ans. of no. 282
available.*

READ—again G.O., dated 27th January 1882, No. 165.

READ—also the following Proceedings of the Government of India, Department of Finance and Commerce, dated 30th January 1882, No. 561 :—

Read—the following Resolution of the Government of India, Department of Finance and Commerce, dated Calcutta, 23rd January 1882, No. 459 (Leave, &c.) :—

His Excellency the Governor-General in Council has decided that travelling allowances on the following scale shall be granted to officers of the first class mentioned in Rule 3 of the Simla Allowances Code, that is, officers whose salary exceeds Rupees 1,500, in lieu of the allowance authorized in Rule 4 of that Code :—

Actual authorized expenses within the limit of—		RS.
For the officer himself	400	For each journey between Simla and Calcutta.
For his wife and for each child residing with, and wholly dependent on, him, not less than twelve years old	150	
For each child less than twelve, but not less than three years old	75	
Aggregate travelling allowances for the officer himself and his family not to exceed for each journey between Simla and Calcutta	1,000	

The allowance will be drawn upon 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 the personal luggage for myself and my family, as the case may be), or any charge for refreshments, or hotels, or staging bungalows.

This Rule may be applied retrospectively to the journey from Simla in the year 1881.

2. This decision does not affect Ordinary Members of the Council of the Governor-General.

Ordered—that this Resolution be communicated to the several Departments of the Government of India, the Private Secretary to His Excellency the Viceroy, the Comptroller-General, and the Accountant-General, Bengal.

(Signed) R. LOGAN,
Offg. Under Secy. to the Govt. of India.

ORDERED—that copy of the foregoing be forwarded to the Governments of Bengal, North-Western Provinces and Oudh, Punjab, Madras, and Bombay for information.

(Signed) R. LOGAN,
Offg. Under Secy. to the Govt. of India.

Reference on the above, dated 13th February 1882, No. 315.

Referred to the Accountant-General for report as to what modifications in the figures contained in this Resolution will be necessary to adapt the rule to this Presidency.

(Signed) R. DAVIDSON,
Chief Secretary.

READ—the following letter from H. F. CLOGSTOUN, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 24th February 1882, No. 809 :—

Gazetted Audit Department.

In reply to your memorandum, dated the 13th February 1882, on the Government of India Resolution regarding travelling allowances to officers of the first class for proceeding to the hills, I have the honor to state that the following modifications seem necessary in adapting the rule to this Presidency :—

Actual authorized expenses within the limits of—		RS.
For the officer himself		130
For his wife and each child not less than twelve years		50
For each child less than twelve but not less than three years		25
Aggregate travelling allowances		330

2. The amount of travelling allowance usually admissible, *i.e.*, double first-class fare by rail and eight annas a-mile by road to an officer of the class to which the rule refers, would be for the journey from Calcutta to Simla Rs. 242-10-0, and for the journey from Madras to Ootacamund Rs. 79-8-0, and the amounts mentioned in the first paragraph are arrived at thus—

Rs. 242-10 :	79-8 ::	400 = Rs. 130 in round numbers.
„ 400 :	150 ::	130 = „ 50 do.
„ „ :	$\frac{50}{2}$::	= „ 25 do.
„ 625 :	205 ::	1,000 = „ 330 do.

ORDER—dated 10th March 1882, No. 282, Financial.

Ordered that the Rules as amended with reference to the foregoing Resolution of the Government of India be now issued.

(True Extract.)

R. Davidson
Chief Secretary.

To the Departments of the Secretariat, *and*
„ Private Secretary to the Right Honorable the Governor, } with Rules.
„ Accountant-General,

Exd. J Wright.

P. M. C. No. 1700
Govt. of (1882) Madras.
FINANCIAL.

1699
1700 No. 723 W of 20th March 82

Communicated
to the Examiner
Public Works
Accounts.



16.3.82



17.3.82

2-1

Recd. 16 Mar: 82

Order, dated 10th March 1882, No. 282.

10. J. C.

No. 723 W of 20th March 82

Ootacamund Travelling, &c., Allowance Rules.—
Directing the issue of these rules as amended with
reference to Resolution of the Government of
India, No. 459 of 1882.

Entd. in Receipt Repr.

with order.

P. M. C. No. 160
Govt. of (1882) Madras.
FINANCIAL.

The ACCOUNTANT GENERAL
&c. &c.

Dated January 27th.

Recd.

Recd. 16 Mar: 82

G.O. 27th January 1882, No. 186.

5. J. C.

JANUARY.

Ootacamund Travelling Allowance, &c.—
passed on letter from Government of India
communicating remarks on the proposed rules for
grant of allowances to officers accompanying
Government to and from Ootacamund and
issue of the modified rules directed.

Despatch

W/ 3/82

Ex F. to W. with Rules.
Copy sent for Pers - 80
Ch. S. for Pers - 20
& already supplied 173/200
22382

P. W. C. No. 1700
 Govt. of (1882) Madras.
 FINANCIAL.

1692
 1700 No. 723 W of 20th March 1882

Communicated
 to the Examiner
 Public Works
 Accounts.

16.3.82

Att

17.3.82

Recd. 16 Mar. 82

Order, dated 10th March 1882, No. 282.

10.5.82

Be. No. 723 W of 20th March 1882

Ootacamund Travelling, &c., Allowance Rules.—
 Directing the issue of these rules as amended with
 reference to Resolution of the Government of
 India, No. 459 of 1882.

Entd. in Receipt Regr.

with the order.

Depd
 W/3/82

Ex P.W. with Rules.
 Cons. Encl. for Rs. — 00
 (Ch. 8. for Rs. — 00)
 (x already supplied 173/22382)

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

27th January 1882, No. 165.

Ootacamund Travelling Allowances, &c.

Read the following paper:—

From R. LOGAN, Esq., Officiating Under Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Calcutta, 12th January 1882, No. 197 [Current No. 128].

I am directed to acknowledge the receipt of your letter, No. 2337, dated 29th November 1881, regarding the proposed Rules for the grant of allowances to officers required to accompany the head-quarters of the Government of Madras to and from Ootacamund, and in reply to say that His Excellency the Governor-General in Council thinks that these Rules should, as far as possible, be brought into general conformity with the Simla Allowance Rules. I am accordingly to communicate the following remarks.

2. The amounts proposed as travelling allowances on account of the families of officers are proportionately higher than those granted by the Simla Allowance Rules. For instance, in the second class, a wife or child of twelve years of age gets under the Simla Allowance Rules only Rs. 150 as compared with Rs. 242-10-0 payable for the officer himself; but in the Ootacamund Allowance Rules it is proposed to give the same allowance for the wife or for a child not less than twelve years old as for the officer himself. The Governor-General in Council is of opinion that the principle in the Simla Allowance Rules, by which the allowance for a wife or for a child is fixed at a somewhat less sum than is given to the officer himself, is right; and, applying that principle to the Ootacamund Allowance Rules, the following would be the proper allowances to grant under these Rules:—

	Wife or Child not less than 12 years old	Child less than 12 but not less than 3 years old.	Aggregate admissible for the officer himself and family.
	RS.	RS.	RS.
Second Class	50	25	280
Third and Fourth Classes	30	15	155

3. In Rule 29 the amount of extra allowance for inferior servants is fixed at Rs. 5 a-month irrespective of salary. The Governor-General in Council is of opinion, however, that one-third of salary with the addition of one rupee to those whose salary does not exceed Rs. 12 a-month, as in the Simla Allowance Rules, is quite sufficient.

4. The allowance of Rs. 15 a-year fixed in the Ootacamund Allowance Rules on account of warm clothing to inferior servants is double the amount allowed under the Simla Allowance Rules.

5. I am also to state, with reference to the correspondence ending with your letter, No. 1208, dated 12th August 1880, that "Additional Members" of Council should be excluded from Rule 1 of the Ootacamund Allowance Rules. Any Additional Member of Council, if in attendance at Ootacamund, must be in attendance, not in his capacity as Additional Member, but in some other capacity, in which, if entitled, he will draw allowances for the journey; and there is, therefore, no necessity for a rule regarding the allowances of an Additional Member of Council.

6. I am to request that the Government of Madras will consider these suggestions and then issue the rules with such modifications as His Excellency the Governor in Council may think fit to adopt. No further reference to the Government of India need be made on the subject.

Copy forwarded to the Accountant-General, Madras, for information.

ORDER THEREON, 27th January 1882, No. 165.

The rules will be now issued with the modification indicated in the second and fifth paragraphs of this letter.

2. The Government desire to maintain Rule 29, which was carefully considered; the majority of the office servants concerned draw not more than 7 or 8 rupees, and the amount which they could draw under the Simla Rules would be insufficient to meet the additional cost of living at Ootacamund. The allowance on account of their warm clothing will be fixed at Rs. 10.

(True Extract.)

A. Davidson
Chief Secretary.

To the Accountant-General,
" Departments of Government, ^{20th} with Rules. *not used*

Private Secy to RR the Gov

P. W. L. No. 169
Govt. of 1882, Madras.
FINANCIAL.

The ACCOUNTANT-GENERAL

Filed January, 27th.

Issued

Recd. 16 Mar: 82

G.O. 27th January 1882, No. 169.

5-10

JANUARY.

Outstanding Travelling Allowances, &c.—
passed on letter from Government of India, com-
municating remarks on the proposed rules for the
grant of allowances to officers accompanying the
Government to and from Zulacumb, and the
date of the modified rules issued.

8

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.	a-month.
Secretary	250	
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.

R. DAVIDSON,
Chief Secretary.

GOVERNMENT OF MADRAS.
FINANCIAL DEPARTMENT OF FORT ST. GEORGE.
The 10th Mar. 1882.

CODE OF RULES REGARDING ALLOWANCES TO
PUBLIC OFFICERS REQUIRED TO ACCOMPANY
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.

(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 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].

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

† 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.

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 ...	130 0 0	50 0 0	25 0 0	330 0 0
Second Class ..	Double first-class fare by Railway and 8 annas a mile by road (34 miles). 79 0 0	50 0 0	25 0 0	280 0 0
Third and Fourth Class.	Double second-class fare by Railway and 5 annas a mile by road (34 miles). 34 10 0	30 0 0	15 0 0	155 0 0
Fifth and Sixth Class.	Double third-class fare by rail and Rs. 5 by road. 11 13 4	...	...	...

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 to Madras from any place other than Ootacamund, 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 than 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.

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

* 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.

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 privilege 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 Madras 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].

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. 10 per annum.

VIII.—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	160
" 300, do. " 400	80	25	125
" 400, do. " 500	90	25	150
" 500, do. " 600	100	25	175
" 600, 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.

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. 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.

R. DAVIDSON,
Chief Secretary.