*FOURTH EDITION.*

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT OF FORT ST. GEORGE.

*The 9th June* 1883.

# 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) An ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey :—

| | RS. |
|---|---|
| For the Officer ... ... ... ... ... ... | 350 |
| For his wife and each child residing with and wholly dependent on him, more than twelve years old ... | 100 |
| For each child less than twelve, but more than three years old ... ... ... ... ... ... ... | 75 |

(4) For the purposes of Rules 17 and 28, 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,

* 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.

and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

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

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

## II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

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

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

| —— | For the Officer himself. | For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old. | For each Child less than Twelve but not less than three Years old. | Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey. |
|---|---|---|---|---|
| | | RS. A. P. | RS. A. P. | RS. A. P. |
| 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 8 annas a mile by road (34 miles). 41 0 0 | 30 0 0 | 15 0 0 | 161 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 the following form must be attached to the bill for travelling allowances of an ordinary Member of Council or an Officer of the First Class :—

*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.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the 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.

11. 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.]

12. 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.

13. 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.*

14. 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.

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

## III.—MAINTENANCE ALLOWANCES.

### Special Maintenance Allowance.

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

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

### Family Maintenance Allowance.

18. 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.

19. 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

* 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.



time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. 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.

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

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 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.]

22. (*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 16 or 17 and 18, 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.

23. 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 16 or 17 and 18. 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.

24. 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 18 and 19, 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.

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. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government, the cost of each man's clothing not exceeding Rs. 10 per annum.

## VIII.—ADVANCES OF PAY, &c.

31. 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.

32. 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.

33. 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.

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## SCHEDULE.

*Maintenance Allowances and House-rent of Clerks.*

| Salary. | Monthly Special Maintenance Allowance. | Salary. | Monthly Family Maintenance Allowance. | House-rent for the Season. |
|---|---|---|---|---|
| | RS. | | RS. | RS. |
| Less than Rs. 75. | 20 | Less than Rs. 100 ... ... | 40 | 100 |
| Rs. 75, but less than Rs. 200... | 30 | Rs. 100, but less than Rs. 150 .. | 50 | 100 |
| Rs. 200, or more. | 40 | „ 150, do. „ 200... | 60 | 100 |
| | | „ 200, do. „ 300... | 70 | 100 |
| | | „ 300, do. „ 400... | 80 | 125 |
| | | „ 400, do. „ 500... | 90 | 150 |
| | | „ 500, do. „ 600... | 100 | 175 |
| | | „ 600, or more ... ... | 100 | 225 |

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(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) An ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey :—

| | RS. |
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| For the Officer ... ... ... ... ... ... | 350 |
| For his wife and each child residing with and wholly dependent on him, more than twelve years old ... | 100 |
| For each child less than twelve, but more than three years old ... ... ... ... ... ... ... ... | 75 |

(4) For the purposes of Rules 17 and 28, 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,

* 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.

and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

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

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

## II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

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

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

| — | For the Officer himself. | For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old. | For each Child less than Twelve but not less than three Years old. | Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey. |
|---|---|---|---|---|
| | RS. A. P. | RS. A. P. | RS. A. P. | RS. A. P. |
| First Class ... | —— 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 |
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5. An officer who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.



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

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

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

9. A certificate in the following form must be attached to the bill for travelling allowances of an ordinary Member of Council or an Officer of the First Class :—

*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.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the 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.

11. 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.]

12. 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.

13. 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.*

14. 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.

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

## III.—MAINTENANCE ALLOWANCES.

### Special Maintenance Allowance.

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

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

### Family Maintenance Allowance.

18. 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.

19. 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

* 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.



time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. 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.

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

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 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.]

22. (*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 16 or 17 and 18, 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.

23. 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 16 or 17 and 18. 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.

24. 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 18 and 19, 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—

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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. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government, the cost of each man's clothing not exceeding Rs. 10 per annum.

## VIII.—ADVANCES OF PAY, &c.

31. 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.

32. 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.

33. 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 Special Maintenance Allowance. | Salary. | Monthly Family Maintenance Allowance. | House-rent for the Season. |
|---|---|---|---|---|
| | RS. | | RS. | RS. |
| Less than Rs. 75. | 20 | Less than Rs. 100 ... ... | 40 | 100 |
| Rs. 75, but less than Rs. 200 ... | 30 | Rs. 100, but less than Rs. 150 .. | 50 | 100 |
| Rs. 200, or more. | 40 | „ 150, do. „ 200 ... | 60 | 100 |
| | | „ 200, do. „ 300 ... | 70 | 100 |
| | | „ 300, do. „ 400 ... | 80 | 100 |
| | | „ 400, do. „ 500 ... | 90 | 125 |
| | | „ 500, do. „ 600 ... | 100 | 150 |
| | | „ 600, or more ... ... | 100 | 175 |
| | | | | 225 |

MADRAS: Printed by E. KEYS, at the Government Press, Fort St. George.

*FOURTH EDITION.*

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT OF FORT ST. GEORGE.

*The 9th June* 1883.

# 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) An ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey :—

| | RS. |
|---|---|
| For the Officer ... ... ... ... ... ... | 350 |
| For his wife and each child residing with and wholly dependent on him, more than twelve years old ... | 100 |
| For each child less than twelve, but more than three years old ... ... ... ... ... ... ... | 75 |

(4) For the purposes of Rules 17 and 28, 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,

* 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.

and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

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

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

## II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

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

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

| — | For the Officer himself. | For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old. | For each Child less than Twelve but not less than three Years old. | Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey. |
|---|---|---|---|---|
| | | RS. A. P. | RS. A. P. | RS. A. P. |
| 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 8 annas a mile by road (34 miles). 41 0 0 | 30 0 0 | 15 0 0 | 161 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 the following form must be attached to the bill for travelling allowances of an ordinary Member of Council or an Officer of the First Class :—

*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.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the 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.

11. 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.]

12. 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.

13. 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.*

14. 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.

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

## III.—MAINTENANCE ALLOWANCES.

### Special Maintenance Allowance.

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

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

### Family Maintenance Allowance.

18. 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.

19. 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 17, and Family Maintenance Allowance under Rule 18. 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.

* 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.



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

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 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.]

22. (*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 16 or 17 and 18, 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.

23. 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 16 or 17 and 18. 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.

24. 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 18 and 19, 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.

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.]

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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.

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## VII.—ADVANCES OF PAY, &c.

31. 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.

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33. 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 Special Maintenance Allowance. | Salary. | Monthly Family Maintenance Allowance. | House-rent for the Season. |
|---|---|---|---|---|
| | RS. | | RS. | RS. |
| Less than Rs. 75. | 20 | Less than Rs. 100 ... ... | 40 | 100 |
| Rs. 75, but less than Rs. 200... | 30 | Rs. 100, but less than Rs. 150 .. | 50 | 100 |
| Rs. 200, or more. | 40 | „ 150, do. „ 200... | 60 | 100 |
| | | „ 200, do. „ 300... | 70 | 100 |
| | | „ 300, do. „ 400... | 80 | 125 |
| | | „ 400, do. „ 500... | 90 | 150 |
| | | „ 500, do. „ 600... | 100 | 175 |
| | | „ 600, or more ... ... | 100 | 225 |

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GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From W. DONALD, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 16th June 1883, No. 2046.

Gazette Audit Department.

With reference to your Official Memorandum, No. 1024, Financial Department, dated the 28th May 1883, I have the honor to state that as Appendix A of the Simla Allowance Code appears to have been superseded by the Civil Travelling Allowance Code, since it is not republished in Appendix B of the latter, I am of opinion that Appendix A of the Ootacamund Code must be viewed as similarly superseded.

ORDER—dated 22nd June 1883, No. 1271, Financial.

Appendix A will accordingly be omitted from the revised edition of the Ootacamund Allowance Code.

(True Extract.)

C. G. MASTER,
*Chief Secretary.*

To the Revenue Department.
" Military Department.
" Public Works Department.
" Private Secretary to His Excellency the Governor.
" Accountant-General.

Exd. J. Henricus.

# Govt. of {1883} Madras.

## FINANCIAL.

*Issued*

*Recd.* *Encl.*

**G.O., 22nd June 1883, No. 1271.**

**JUNE.**

**Ootacamund Allowance Code.**

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(True Extract.)

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*Chief Secretary.*

To the Revenue Department.
„ Military Department.
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GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From D. BARBOUR, Esq., Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Simla, 5th May 1883, No. 691.

I am directed to acknowledge the receipt of your letter, No. 531, dated 7th March 1883, regarding certain changes made by the Government of Madras in the Ootacamund Allowance Rules.

2. In reply, I am desired to say that His Excellency the Governor-General in Council regrets that he is unable to concur with the Government of Madras in the arguments adduced in support of the changes ordered by that Government to be made in the Ootacamund Allowance Rules. In deference, however, to the wishes of the Government of Madras, His Excellency in Council is willing to authorize the following scale of special maintenance allowance to be substituted for the scale in the schedule appended to the draft rules submitted with your letter, No. 2337, dated 29th November 1881, and approved by the Government of India in my letter, No. 197, dated 12th January 1882 :—

| | Rs. |
|---|---|
| Salary less than Rs. 75 a-month . . . . . | 20 a-month. |
| " of Rs. 75, but less than Rs. 200 a-month . . | 30 " |
| " of Rs. 200 and upwards . . . . . | 40 " |

This scale will supersede that recently sanctioned by the Government of Madras.

3. Regarding the limit of salary for clerks who are entitled to travel first class by the railway, the Governor-General in Council requests that, as in the Simla Allowances Code and in the draft Rules referred to above, the minimum limit of salary may be fixed at Rs. 400 a-month.

4. The extra allowance to inferior servants on salaries exceeding Rs. 10 a-month should, as in the case of other inferior servants, be fixed at Rs. 5 a-month.

5. The Governor-General in Council will not object to the increase sanctioned by the Government of Madras in the rate for journeys by road in the case of third and fourth class officers from Annas 5 to Annas 8 a-mile.

6. I am to say that the Government of India trusts that the Government of Madras will be willing to accept the decision now arrived at as final, and to request that the Rules may be reprinted and that twelve copies may be furnished to this Department.

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

ORDER—dated 9th June 1883, No. 1165, Financial.

Ordered that the Ootacamund Allowance Rules be modified and issued accordingly, and twelve copies be supplied to the Government of India. The rules, as revised, will have effect from the 1st June 1883.

(True Extract.)

C. G. MASTER,
*Chief Secretary.*

To the Departments of the Secretariat,
„ Private Secretary to His Excellency the Governor, } with Rules.
„ Accountant-General,

---

ENDORSEMENT—dated 9th June 1883, No. 1166, Financial.

Copy to the Government of India, Department of Finance and Commerce, with twelve copies of the Rules.

C. G. MASTER,
*Chief Secretary.*

Exd. J. Wright.



## GOVERNMENT OF MADRAS.

## FINANCIAL DEPARTMENT.

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I am directed to acknowledge the receipt of your letter, No. 531, dated 7th March 1883, regarding certain changes made by the Government of Madras in the Ootacamund Allowance Rules.

2. In reply, I am desired to say that His Excellency the Governor-General in Council regrets that he is unable to concur with the Government of Madras in the arguments adduced in support of the changes ordered by that Government to be made in the Ootacamund Allowance Rules. In deference, however, to the wishes of the Government of Madras, His Excellency in Council is willing to authorize the following scale of special maintenance allowance to be substituted for the scale in the schedule appended to the draft rules submitted with your letter, No. 2337, dated 29th November 1881, and approved by the Government of India in my letter, No. 197, dated 12th January 1882 :—

| | Rs. |
|---|---|
| Salary less than Rs. 75 a-month . . . . . | 20 a-month. |
| „ of Rs. 75, but less than Rs. 200 a-month . . . . | 30 „ |
| „ of Rs. 200 and upwards . . . . . | 40 „ |

This scale will supersede that recently sanctioned by the Government of Madras.

3. Regarding the limit of salary for clerks who are entitled to travel first class by the railway, the Governor-General in Council requests that, as in the Simla Allowances Code and in the draft Rules referred to above, the minimum limit of salary may be fixed at Rs. 400 a-month.

4. The extra allowance to inferior servants on salaries exceeding Rs. 10 a-month should, as in the case of other inferior servants, be fixed at Rs. 5 a-month.

5. The Governor-General in Council will not object to the increase sanctioned by the Government of Madras in the rate for journeys by road in the case of third and fourth class officers from Annas 5 to Annas 8 a-mile.

6. I am to say that the Government of India trusts that the Government of Madras will be willing to accept the decision now arrived at as final, and to request that the Rules may be reprinted and that twelve copies may be furnished to this Department.

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

Order—dated 9th June 1883, No. 1165, Financial.

Ordered that the Ootacamund Allowance Rules be modified and issued accordingly, and twelve copies be supplied to the Government of India. The rules, as revised, will have effect from the 1st June 1883.

(True Extract.)

C. G. MASTER,
*Chief Secretary.*

To the Departments of the Secretariat,
„ Private Secretary to His Excellency the Governor, } with Rules.
„ Accountant-General,

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Endorsement—dated 9th June 1883, No. 1166, Financial.

Copy to the Government of India, Department of Finance and Commerce, with twelve copies of the Rules.

C. G. MASTER,
*Chief Secretary.*

Exd. J. Wright.



GOVERNMENT OF MADRAS.

## FINANCIAL DEPARTMENT.

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C. G. MASTER,
*Chief Secretary.*

Exd. J. Wright.

# Govt. of {1883} Madras.

## FINANCIAL.

*Issued*

*Recd.* *Encl.*

G.O., &c., 9th June 1883,
Nos. 1165, 1166.

## JUNE.

### Ootacamund Allowance Rules.

Ordering that the — be modified as suggested by the Government of India, and that the Rules as revised have effect from the 1st June 1883. Copy to the Government of India.

# Govt. of {1883} Madras.

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B/h 1881 w 5/7/83

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GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From W. DONALD, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 16th June 1883, No. 2046.

Gazette Audit Department.

With reference to your Official Memorandum, No. 1024, Financial Department, dated the 28th May 1883, I have the honor to state that as Appendix A of the Simla Allowance Code appears to have been superseded by the Civil Travelling Allowance Code, since it is not republished in Appendix B of the latter, I am of opinion that Appendix A of the Ootacamund Code must be viewed as similarly superseded.

ORDER—dated 22nd June 1883, No. 1271, Financial.

Appendix A will accordingly be omitted from the revised edition of the Ootacamund Allowance Code.

(True Extract.)

C. G. MASTER,
*Chief Secretary.*

To the Revenue Department.
„ Military Department.
„ Public Works Department.
„ Private Secretary to His Excellency the Governor.
„ Accountant-General.

Exd. J. Henricus.

*FOURTH EDITION.*

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT OF FORT ST. GEORGE.

*The 9th June* 1883.

# 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) An ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey :—

| | RS. |
|---|---|
| For the Officer ... ... ... ... ... ... | 350 |
| For his wife and each child residing with and wholly dependent on him, more than twelve years old ... | 100 |
| For each child less than twelve, but more than three years old ... ... ... ... ... ... ... | 75 |

(4) For the purposes of Rules 17 and 28, 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,

---

* 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.

and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

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

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

## II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

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

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

| —— | For the Officer himself. | | For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old. | | For each Child less than Twelve but not less than three Years old. | | Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey. | |
|---|---|---|---|---|---|---|---|---|
| | | RS. A. P. | | RS. A. P. | | RS. A. P. | | RS. A. P. |
| First Class ... | —— | 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 8 annas a mile by road (34 miles). | 41 0 0 | | 30 0 0 | | 15 0 0 | | 161 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 the following form must be attached to the bill for travelling allowances of an ordinary Member of Council or an Officer of the First Class :—

*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.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the 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.

11. 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.]

12. 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.

13. 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.*

14. 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.

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

## III.—MAINTENANCE ALLOWANCES.

### Special Maintenance Allowance.

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

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

### Family Maintenance Allowance.

18. 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.

19. 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

* 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.



time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. 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.

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

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 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.]

22. (*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 16 or 17 and 18, 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.

23. 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 16 or 17 and 18. 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.

24. 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 18 and 19, 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.

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. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government, the cost of each man's clothing not exceeding Rs. 10 per annum.

## VII.—ADVANCES OF PAY, &c.

31. 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.

32. 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.

33. 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.

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## SCHEDULE.

*Maintenance Allowances and House-rent of Clerks.*

| Salary. | Monthly Special Maintenance Allowance. | Salary. | Monthly Family Maintenance Allowance. | House-rent for the Season. |
|---|---|---|---|---|
| | RS. | | RS. | RS. |
| ss than Rs. 75. | 20 | Less than Rs. 100 ... ... | 40 | 100 |
| . 75, but less | | Rs. 100, but less than Rs. 150 .. | 50 | 100 |
| han Rs. 200... | 30 | „ 150, do. „ 200... | 60 | 100 |
| . 200, or more. | 40 | „ 200, do. „ 300... | 70 | 100 |
| | | „ 300, do. „ 400... | 80 | 125 |
| | | „ 400, do. „ 500... | 90 | 150 |
| | | „ 500, do. „ 600... | 100 | 175 |
| | | „ 600, or more ... ... | 100 | 225 |

MADRAS: Printed by E. KEYS, at the Government Press, Fort St. George.

# Govt. of {1883} Madras.

## FINANCIAL.

*Issued*

*Recd.* *Encl.*

G.O., 22nd June 1883, No. 1271.

**JUNE.**

**Ootacamund Allowance Code.**

Directing that Appendix A be omitted from the revised edition of the Ootacamund Allowance Code.



GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

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| „ of Rs. 200 and upwards .. .. .. .. | 40 „ |

This scale will supersede that recently sanctioned by the Government of Madras.

3. Regarding the limit of salary for clerks who are entitled to travel first class by the railway, the Governor-General in Council requests that, as in the Simla Allowances Code and in the draft Rules referred to above, the minimum limit of salary may be fixed at Rs. 400 a-month.

4. The extra allowance to inferior servants on salaries exceeding Rs. 10 a-month should, as in the case of other inferior servants, be fixed at Rs. 5 a-month.

5. The Governor-General in Council will not object to the increase sanctioned by the Government of Madras in the rate for journeys by road in the case of third and fourth class officers from Annas 5 to Annas 8 a-mile.

6. I am to say that the Government of India trusts that the Government of Madras will be willing to accept the decision now arrived at as final, and to request that the Rules may be reprinted and that twelve copies may be furnished to this Department.

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

ORDER—dated 9th June 1883, No. 1165, Financial.

Ordered that the Ootacamund Allowance Rules be modified and issued accordingly, and twelve copies be supplied to the Government of India. The rules, as revised, will have effect from the 1st June 1883.

(True Extract.)

C. G. MASTER,
*Chief Secretary.*

To the Departments of the Secretariat,
" Private Secretary to His Excellency the Governor,
" Accountant-General,
} with Rules.

---

ENDORSEMENT—dated 9th June 1883, No. 1166, Financial.

Copy to the Government of India, Department of Finance and Commerce, with twelve copies of the Rules.

C. G. MASTER,
*Chief Secretary.*

Exd. J. Wright.

No. 1881 W dated 5th July/83

Communicated

to the Govt. St. Pd. accts

S&F. CB.

Govt. of {1883} Madras.

FINANCIAL.

*Issued*

*Recd.* *Encl.*

**G.O., &c., 9th June 1883,**
**Nos. 1165, 1166.**

B. No 1881 W dated 5th July/83

**JUNE.**

**Ootacamund Allowance Rules.**

Ordering that the — be modified as suggested by the Government of India, and that the Rules as revised have effect from the 1st June 1883. Copy to the Government of India.

Withorder

Exr. P.W. accts

& Co. for d

C. E. for Rep.



*FOURTH EDITION.*

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT OF FORT ST. GEORGE.

*The 9th June* 1883.

# 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) An ordinary Member of Council of the Governor of Madras will be reimbursed the actual cost of the conveyance between Madras and Ootacamund and *vice versâ* of himself, his family, his servants, and his personal luggage within the undermentioned maxima for each journey :—

| | RS. |
|---|---|
| For the Officer ... ... ... ... ... ... | 350 |
| For his wife and each child residing with and wholly dependent on him, more than twelve years old ... | 100 |
| For each child less than twelve, but more than three years old ... ... ... ... ... ... ... | 75 |

(4) For the purposes of Rules 17 and 28, 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,

* 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.

Exd. J. Henricus.

and the servants of the Government house establishment paid from public funds, subject to any special orders to the contrary which may be issued by His Excellency.

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

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

## II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six classes—

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

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

| — | For the Officer himself. | | | For his Wife and for each Child residing with, and wholly dependent on him, not less than Twelve Years old. | | | For each Child less than Twelve but not less than three Years old. | | | Aggregate Travelling Allowances for the Officer himself and his Family not to exceed for each Journey. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | RS. | A. | P. | RS. | A. | P. | RS. | A. | P. | RS. | A. | P. |
| First Class ... | —— | 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 8 annas a mile by road (34 miles). | 41 | 0 | 0 | 30 | 0 | 0 | 15 | 0 | 0 | 161 | 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 the following form must be attached to the bill for travelling allowances of an ordinary Member of Council or an Officer of the First Class :—

*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.*

10. A certificate in one or other of the following forms must be attached to the bill for travelling allowances of an officer of the 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.

11. 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.]

12. 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.

13. 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.*

14. 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.

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

## III.—MAINTENANCE ALLOWANCES.

### Special Maintenance Allowance.

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

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

### Family Maintenance Allowance.

18. 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.

19. 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

* 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.



time, draw double Special Maintenance Allowance under Rule 17, and Family Maintenance Allowance under Rule 18. 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.

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

21. Subject to the proviso in Rule 19, the Maintenance Allowances admissible under Rules 16, 17, and 18 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.]

22. (*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 16 or 17 and 18, 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.

23. 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 16 or 17 and 18. 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.

24. 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 18 and 19, 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.

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. Warm clothing will be supplied to inferior servants on any establishment moved to Ootacamund with the head-quarters of Government, the cost of each man's clothing not exceeding Rs. 10 per annum.

## VIII.—ADVANCES OF PAY, &c.

31. 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.

32. 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.

33. 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.

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## SCHEDULE.

*Maintenance Allowances and House-rent of Clerks.*

| Salary. | Monthly Special Maintenance Allowance. | Salary. | Monthly Family Maintenance Allowance. | House-rent for the Season. |
|---|---|---|---|---|
| | RS. | | RS. | RS. |
| Less than Rs. 75. | 20 | Less than Rs. 100 ... ... | 40 | 100 |
| Rs. 75, but less than Rs. 200... | 30 | Rs. 100, but less than Rs. 150 .. | 50 | 100 |
| Rs. 200, or more. | 40 | „ 150, do. „ 200... | 60 | 100 |
| | | „ 200, do. „ 300... | 70 | 100 |
| | | „ 300, do. „ 400... | 80 | 125 |
| | | „ 400, do. „ 500... | 90 | 150 |
| | | „ 500, do. „ 600... | 100 | 175 |
| | | „ 600, or more ... ... | 100 | 225 |

MADRAS: Printed by E. KEYS, at the Government Press, Fort St. George.

GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From W. DONALD, Esq., Officiating Accountant-General, to the Chief Secretary to Government, dated Fort St. George, 16th June 1883, No. 2046.

Gazette Audit Department.

With reference to your Official Memorandum, No. 1024, Financial Department, dated the 28th May 1883, I have the honor to state that as Appendix A of the Simla Allowance Code appears to have been superseded by the Civil Travelling Allowance Code, since it is not republished in Appendix B of the latter, I am of opinion that Appendix A of the Ootacamund Code must be viewed as similarly superseded.

ORDER—dated 22nd June 1883, No. 1271, Financial.

Appendix A will accordingly be omitted from the revised edition of the Ootacamund Allowance Code.

(True Extract.)

C. Arwen. Major R.E.
Under Secretary
for Chief Secretary.

To the Revenue Department.
" Military Department.
" Public Works Department.
" Private Secretary to His Excellency the Governor.
" Accountant-General.

Exd. J. Henricus.

I.U.C.N. 55

# Govt. of {1883} Madras.

## FINANCIAL.

8. S.C.

Issued

Recd. 2/7/83 Encl.

G.O., 22nd June 1883, No. 1271.

Bro 10th m 5.7.83

JUNE.

## Ootacamund Allowance Code.

Directing that Appendix A be omitted from the revised edition of the Ootacamund Allowance Code.



GOVERNMENT OF MADRAS.

FINANCIAL DEPARTMENT.

READ—the following paper :—

From D. BARBOUR, Esq., Secretary to the Government of India, Department of Finance and Commerce, to the Chief Secretary to Government, dated Simla, 5th May 1883, No. 691.

I am directed to acknowledge the receipt of your letter, No. 531, dated 7th March 1883, regarding certain changes made by the Government of Madras in the Ootacamund Allowance Rules.

2. In reply, I am desired to say that His Excellency the Governor-General in Council regrets that he is unable to concur with the Government of Madras in the arguments adduced in support of the changes ordered by that Government to be made in the Ootacamund Allowance Rules. In deference, however, to the wishes of the Government of Madras, His Excellency in Council is willing to authorize the following scale of special maintenance allowance to be substituted for the scale in the schedule appended to the draft rules submitted with your letter, No. 2337, dated 29th November 1881, and approved by the Government of India in my letter, No. 197, dated 12th January 1882 :—

| | RS. | |
|---|---|---|
| Salary less than Rs. 75 a-month .. .. .. .. .. | 20 | a-month. |
| „ of Rs. 75, but less than Rs. 200 a-month .. .. | 30 | „ |
| „ of Rs. 200 and upwards .. .. .. .. | 40 | „ |

This scale will supersede that recently sanctioned by the Government of Madras.

3. Regarding the limit of salary for clerks who are entitled to travel first class by the railway, the Governor-General in Council requests that, as in the Simla Allowances Code and in the draft Rules referred to above, the minimum limit of salary may be fixed at Rs. 400 a-month.

4. The extra allowance to inferior servants on salaries exceeding Rs. 10 a-month should, as in the case of other inferior servants, be fixed at Rs. 5 a-month.

5. The Governor-General in Council will not object to the increase sanctioned by the Government of Madras in the rate for journeys by road in the case of third and fourth class officers from Annas 5 to Annas 8 a-mile.

6. I am to say that the Government of India trusts that the Government of Madras will be willing to accept the decision now arrived at as final, and to request that the Rules may be reprinted and that twelve copies may be furnished to this Department.

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

ORDER—dated 9th June 1883, No. 1165, Financial.

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(True Extract.)

C. Master. Major R.C. Undersecy P.W.D. for Chief Secretary.

To the Departments of the Secretariat,
" Private Secretary to His Excellency the Governor,
" Accountant-General,
} with Rules.

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ENDORSEMENT—dated 9th June 1883, No. 1166, Financial.

Copy to the Government of India, Department of Finance and Commerce, with twelve copies of the Rules.

C. G. MASTER,
*Chief Secretary.*

Exd. J. Wright.

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No 1881 xx 5 Jul 83 B

B Communicated to the Govt P.W. Dept.

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7-SC

Govt Proceedings with the Rules.
Ch. S. for I. ✓ — 10 SC
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Secretariat Dept

P.W.C. No 5533

# Govt. of {1883} Madras.

## FINANCIAL.

8.S.C.

*Issued*

*Read.* 2/7/83 *Encl.* 1 + 5 S.C.

G.O., &c., 9th June 1883,
Nos. 1165, 1166.

B No 1881 xx 5. 7. 83

**JUNE.**

### Ootacamund Allowance Rules.

Ordering that the — be modified as suggested by the Government of India, and that the Rules as revised have effect from the 1st June 1883. Copy to the Government of India.