

CODE OF RULES

REGARDING

ALLOWANCES TO PUBLIC OFFICERS

REQUIRED TO

ACCOMPANY THE HEAD-QUARTERS

OF THE

GOVERNMENT OF INDIA TO AND FROM SIMLA

(SEVENTH EDITION),

WITH APPENDICES CONTAINING RULES FOR ALLOWANCES TO PUBLIC OFFICERS IN ATTENDANCE ON THE GOVERNOR GENERAL ON TOUR, AND RULES REGARDING ALLOWANCES TO CLERKS AND INFERIOR SERVANTS IN OFFICES ATTACHED TO THE GOVERNMENT OF INDIA, THE HEAD-QUARTERS OF WHICH ARE PERMANENTLY LOCATED IN SIMLA.

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GOVERNMENT OF INDIA.
DEPARTMENT OF FINANCE AND COMMERCE.

Calcutta, the 20th December 1882.

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

[N.B.—From this date, no former Edition or Rules should be quoted.

The Rules in this Code are liable to alteration, should such a course be deemed necessary, in consequence of changes in the circumstances of the yearly move to Hill Stations or other Sanatoria, and the conditions of residence there.]

I.—PRELIMINARY.

[NOTES.—(1) In these Rules—

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

“Clerk” means an officer on a Ministerial Establishment not being an Inferior Servant.

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

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

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

(3) For the purposes of Rules 16 and 27, a child boarding at a school at Simla, approved by the Head of the Office, is to be considered as “residing

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

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:—

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

[NOTES.—(1) An Ordinary Member of Council, whether travelling on or off the line of Railway, is not entitled to travelling allowances; but whenever he travels over any line of railway, he is entitled to a reserved carriage for himself and party, and to a reserved compartment of a third class carriage for his personal servants.‡

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

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

‡ Extract from the *Proceedings of the Government of India, PUBLIC WORKS DEPARTMENT*,—No. 200 R.T., dated 7th March 1882.

RESOLUTION.—His Excellency the Governor General in Council is pleased to rule that when an Ordinary Member of the Supreme Council travels over any line of railway in India, he is entitled, on his own requisition, to a reserved carriage for himself and party.

2. The reserved carriage, while so used, is to be entirely at the Honourable Member's disposal, and can be detached and detained at any station.

3. A compartment of a third class carriage may also be reserved for the personal servants of the Honourable Member.

4. This reserved accommodation will be provided by the several Guaranteed and State Railways at the ordinary rates stated in their printed tariffs.

5. In the ordinary course of movement between Calcutta and Simla, the arrangements for reserved carriages will be made through the Secretary to the Government of India, Public Works Department, on the written requisition of the Honourable Member; in other cases, the Honourable Member will take the usual steps by addressing the Railway Administration of the line on which his journey commences, giving as long notice as possible.

6. As it is not desirable that any fares, &c., should be exacted during transit, the Station Master at the initial station should give the Honourable Member a warrant or pass for the reserved carriage and third class compart-

(2) The general Rules in this Code do not apply to the Government Press establishments at Simla. The Rules in Part IX only apply to them.

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

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

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

II.—TRAVELLING ALLOWANCE.

3. Officers are divided into six Classes—

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

Second.—Other officers above the grade of clerks; and clerks whose salary is not less than Rs. 400.

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

Fourth.—Other clerks.

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

Sixth.—Other Inferior Servants.

ment; and the Honourable Member will sign a form stating the reserved accommodation provided by the railway. The vouchers in support of reserved accommodation provided for Ordinary Members of the Supreme Council, whilst travelling by railway, shall in future be submitted by the Auditor or Examiner of Accounts of the railway on which the journey is commenced to the Civil Accountant General with whom he is in account for payment, all such vouchers being accepted as sufficient authority for pre-audit payment. Should the Accountant General desire further information before according final audit, he should refer the matter to the Secretary to the Government of India in the Public Works Department.

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

	For the officer himself.	For his wife; and for each child residing with, and wholly dependent on, him, not less than twelve years old.	For each child less than twelve, but not less than three years old.	Aggregate travelling allowances for the officer himself and his family not to exceed for each journey.
First class Actual authorised expenses* within the limit of	R 400	R	R	R
Second class	Double 1st class fare by railway, and 3 annas a mile by road.††	150	75	1,000
Third class	Double 2nd class fare by railway, and Rs. 40 for the entire journey by road each way.††	115	55	600
Fourth class; a fixed sum of	R 100 for each journey †	100	50	500
Fifth class; ditto	„ 30 § do. do.	Nil.	Nil.	Nil.
Sixth class; ditto	„ 30 § do. do.	Nil.	Nil.	Nil.

* Government does not undertake to bear the cost of the conveyance of horses or other animals, and no charge should be made for their conveyance by an officer entitled to charge for actual expenses. (Resolution No. 625, dated 6th May 1875.)
† Under present arrangements, the charges on account of personal travelling expenses for 1st, 2nd, and 3rd class officers each way between Calcutta and Simla are as follows:—

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

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

† A. B., a clerk, having, after arrival at Simla, obtained leave on medical certificate to go to sea, his actual personal travelling expenses to Calcutta and back to Simla were granted. These expenses were to be carefully limited to what was absolutely necessary, not exceeding the amount admissible to A. B. under these Rules. A. B. was also required to refund such portion of the house-rent allowance drawn by him as he had not been compelled to spend.

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

Resolution No. 4390, dated 19th October 1882.

Read again—

Resolution in the Financial Department, No. 1310, dated 30th June 1876, in which it was decided in the case of a clerk in the office establishment of the Revenue Department of the Government of India, who was on duty at Simla that year, that the clerk having, shortly after his arrival in Simla, been advised on medical grounds to go to Calcutta on sick leave, he should get his actual personal travelling expenses to Calcutta and back to Simla after the expiry of his leave, the allowance not to exceed the allowance admissible under the Simla Allowance Rules; and that he should be required to refund such portion of the house-rent allowance drawn by him as he might not have been compelled to spend.

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 Viceroy may charge for the conveyance of his horses according to his rank under the general Rules in force for Military Officers.

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

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

RESOLUTION.—C. D., a clerk on the establishment of the Secretary in the Department of Finance and Commerce, was compelled, shortly after his arrival at Simla, in the present season, to return to Calcutta on leave in consequence of ill-health. He at first obtained Privilege leave which, in consequence of extension on medical certificate being necessary, was converted into leave on medical certificate. C. D. has applied to be granted travelling allowances for himself and his family for his journey from Simla to Calcutta.

2. On the precedent of the decision in the Resolution of the 30th June 1876 read above, actual personal travelling allowances are admissible to C. D.; and though the Resolution of the 30th June 1876 makes no provision for the grant of family travelling expenses, such expenses should be paid in the case of C. D. The travelling expenses on account of the family of C. D. should, as in his own case, be carefully scrutinised in this office, and only what is absolutely necessary should be passed. The amount must not on any account exceed what would be admissible under the Rules in the Simla Allowances Code. He should be required to refund such portion of the house-rent allowance as he may not have been compelled to spend.

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

9. A certificate in the following form must be attached to the bill for travelling allowances of 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.

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.

10. A certificate, as follows, must also be appended to the bill of an officer who charges travelling allowances for his family:—

The following members of my family made this journey:—

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

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

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

(Signed) A. B.

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

11. The widow, mother, adult sister, or eldest motherless child, of an officer dying at Simla, for the expenses of whose journey to Calcutta the officer, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to

Calcutta at the rate which would have applied to the deceased officer personally. For other members of the family of the deceased officer, for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

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

13. If an Officer makes a journey on public duty, on the occasion of the movement of the Government of India to or from Calcutta or Simla, instead of accompanying the Head-quarters of the Government, he may, if his family proceeds to Calcutta or Simla (as the case may be), and if he is an officer

(a) of the first class—draw the travelling expenses admissible for himself and his family for the journey between Calcutta and Simla, reduced by Rs. 242, and charge separately for his personal travelling expenses during his whole journey beginning at Calcutta and ending at Simla, or *vice versa* (as the case may be), including any divergence from the direct route;

(b) of the second, third, or fourth class—charge the travelling allowances admissible under Rules 4 and 5 for his family.

14. An officer who is absent on Privilege leave when the Head-quarters of the Government of India are moved to or from Simla, or who takes Privilege leave during the move, and is permitted to rejoin his appointment at Simla or Calcutta, as the case may be, may, if his *locum tenens* has not received travelling

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

allowance, draw after his return to duty the travelling allowance which he would have received if he had accompanied the Government on its removal.

III.—MAINTENANCE ALLOWANCES.

Special Maintenance Allowance.

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

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

Family Maintenance Allowance.

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

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

19. Family Maintenance Allowance may not be drawn without the special orders of the Head of the Office to which the clerk belongs, who will satisfy himself that the allowance is properly due. The orders of the Head

of the Office are to be passed upon a written statement* by the clerk of the precise circumstances under which he claims the allowance; and the written statement, and the order upon it, must be repeated each season, and be attached to the first bill of the season presented for Family Maintenance Allowance. If, for reasons which appear sufficient to the Head of the Office, it should be ultimately necessary for a clerk who has drawn Family Maintenance Allowance, to bring his family to Calcutta or Simla, he may charge their travelling expenses, but must refund the Family Maintenance Allowance drawn for any period after the departure of the Government from Simla or Calcutta, as the case may be.

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

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

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

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

(c) If a clerk obtains Privilege leave while in Simla or Calcutta, as the case may be, and rejoins in Simla or Calcutta as the case may be, he may draw these allow-

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

ances for the period of his absence, provided they have not to be paid to a substitute.*

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

IV.—EDUCATION ALLOWANCE.

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

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

(ii) that the allowance shall not be paid until the officer has returned to Simla or Calcutta (as the case may be) after the expiry of

* In reply to your letter No. 787-S., dated 10th August 1880, I am directed to say that upon the grant of Privilege leave to A. B., 1st class clerk in this office, who accompanied the Government of India to Simla, acting promotions were given to two clerks in the office, which involved the grant to each of these clerks of Simla Allowance at the rate of Rs. 10 a month in excess of the allowance admissible upon his substitutive position. A portion only of his Simla Allowance of Rs. 125 a month, and not the whole amount of the allowance, having thus had to be paid to officers temporarily promoted in consequence of his absence, it is within the meaning of Rule 21 (c) of the Simla Allowances Code to allow to A. B. the benefit of the residue, or Rs. 105 a month. I am accordingly to request that you will withdraw the retrenchment referred to in your letter.—(Letter to Comptroller General, No. 2481, dated 29th August 1880.)

his duty with the Government of India at Calcutta or Simla (as the case may be);

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

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

V.—HOUSE-RENT AT SIMLA.

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

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

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

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

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

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

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

VI.—ALLOWANCES TO INFERIOR SERVANTS.

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

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

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

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

VII.—ADVANCES OF PAY, &c.

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

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

(b) The salary and other allowances of a clerk or Inferior Servant for the month in which he leaves Calcutta or Simla, as the case may be; and his travelling allowance may be

advanced by, or on the countersignature of, the Head of the Office.

33. Advances of salary and allowances must be adjusted on the next pay bill, and advances of travelling allowance by bills within one week after the officer's arrival at his destination.

VIII.—DEPUTATION ALLOWANCES.

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

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

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

36. An officer employed in the Press Establishment at Simla receives, during his absence from Calcutta, free quarters and a consolidated salary. Men employed on Piece-work receive, in addition to free quarters, 15 per cent. over Calcutta rates.

Travelling Allowance is given, as follows, for each journey between Simla and Calcutta:—

	Rs.
I.—Minor Superintendents, Examiners, Foremen (Section-holders), Clerks—	
(a) On salary not less than Rs. 100 a month .	140
(b) On salary less than Rs. 100 a month .	100
II.—Compositors (including men employed on Piece-work), Copy-holders, Computers, Impositors, Press Jemadars (whatever be their salary) .	50
III.—Distributors, Pressmen, Inkmen, Daftaris, &c. (whatever be their salary) .	40

[NOTE.—The time allowed for the journey will be fixed by the Superintendent within a maximum of 10 days.]

SCHEDULE.

Maintenance Allowances and House-rent of Clerks.

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

APPENDIX A.

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

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

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

I.—TRAVELLING ALLOWANCE.

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

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

Inferior Servants—

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

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

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

II.—TOUR ALLOWANCE.

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

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

Inferior Servants—One-third of salary.

* Attachés in the Foreign Department rank with Assistant Secretaries in respect of Travelling and Tour Allowances under these Rules.—(No. 2084, 16th July 1876.)

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

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

III.—DEPUTATION ALLOWANCE.

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

APPENDIX B.

(Resolution by the Government of India in the Department of Finance and Commerce, No. 3939, dated the 31st October 1881.)

READ the following papers regarding the question of the necessity of the presence with the Government of India in Simla of certain Offices under the direct control of the Government of India, which either come up to Simla every year or are permanently located at Simla:—

* * * * *

RESOLUTION.—On full consideration of the circumstances of each Office and of the requirements of the Government of India, the Governor General in Council has decided as follows:—

1st.—The Offices of the Accountant General, Military Department, the Accountant General, Public Works Department,* the Surgeon General with the Government of India, the Director General of the Post Office of India, the Director General of Telegraphs in India, the Meteorological Reporter with the Government of India,

* It was decided in 1879 that the Booking Branch of the Office of the Accountant General, Public Works Department, should be permanently located at Simla.—(*Public Works Department No. 1419G., dated 9th November 1881.*)

and the Press Commissioner with the Government of India, shall accompany the Head-quarters of the Government of India to and from Simla in connection with the Departments to which they are attached; and from next year the Rules in the Simla Allowances Code shall extend to all these officers and the establishments attached to them.

2nd.—The Head-quarters of the Director General of the Archæological Survey of India during the hot and rainy seasons are at Simla. There is no extra expense by this arrangement, which is allowed to continue.

3rd.—The Offices of the Inspector General of Ordnance and of the General Superintendent of Horse-breeding Operations shall in future cease to accompany the Government of India to Simla. The Head-quarters of the former will in future be permanently located in Calcutta; and of the latter at Meerut.

4th.—The Offices of—

the Surgeon General of Her Majesty's Forces in Bengal;

the Sanitary Commissioner with the Government of India;

the Director General of Railways;

the Inspector General of Military Works;

the Examiner of Accounts, Military Works;

the General Superintendent of Operations for the Suppression of Thuggee and Dacoity,

already have their Head-quarters permanently located at Simla, and the present arrangements regarding them will continue. Besides these, the Offices of the Commissary General, Bengal, and of the Director of Army Remount Operations shall from next year be permanently located at Simla.

2. His Excellency in Council has further decided that the rulings in the Resolutions of the Government of India in the Financial Department, No. 1749, dated 4th December, and No. 1884, dated 12th December 1879, shall apply to the clerks of the Office of the Commissary General and of the Director of Army Remount Operations, but that, instead of the benefits of the Resolutions being restricted only to clerks who have hitherto

moved with the Head-quarters of the Government of India to and from Simla, the Rules shall be applied to all clerks in permanent employ in those offices on this date; that is to say, any clerk now in permanent employ in either of those offices will be allowed to move his family to or from Simla once at the public expense under the contemporary Simla Allowances Rules,* and will in future, subject to the provisions of Section 8 of the Pay and Acting Allowances Code,† receive throughout the year a personal allowance, equal to two-thirds of the allowances, other than travelling allowances, to which he would be entitled under the Simla Allowances Code, if he accompanied the Government of India to and from Simla;‡ but any clerk appointed hereafter to these offices will receive no allowance beyond his sanctioned pay. In modification of the rules of the 4th and 12th December 1879, the Governor General in Council has also decided that any clerk in the Office of the Director General of Railways, who before the date of the establishment of the Head-quarters of the office at Simla was in permanent employ in that office, though he had not at any time before accompanied the Head-quarters of the Government of India to and from Simla, shall be granted the personal allowance to which he would have been entitled if he had previously so accompanied the Government of India.§

* There is no limit of time during which the concession of Family Travelling Allowance is to be availed. It may be availed of at any time during a clerk's employment.—(No. 1212, dated 28th February 1882.)

† The allowance should be reduced by all increases to salaries, except annual increments in Progressive pay.—(Public Works Department No. 183 R.E., dated 10th April 1880; Financial Department No. 1461, dated 30th June 1880.)

‡ The personal allowance shall be calculated on the salary of the clerks from time to time, and not on their salary at the time of the issue of the order; any increase of salary being of course deducted therefrom as directed in the order.—(No. 1508, dated 30th June 1880.)

§ The extension applies to "Petty Establishment."—(No. 1760, dated 2nd December 1881.)

To Inferior Servants the allowances prescribed in Rules 29 and 30 of the Simla Allowances Code should be passed at two-thirds rates under the conditions which apply in regulating the allowances of clerks.—(Office Memorandum to Military Department, No. 2300, dated 18th July 1882.)

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No 938 Wd 14th March 83

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No. 383 *ly*

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To

The Secretary to the Government of Madras.
Public Works Department

Fort William, 8th March 1883.

Sir,

I am directed to forward 5 copies of
Finance Department Resolution No. 1070 of 23rd ultimo
making certain corrections in the 7th edition of the
Simla allowance Code. Copies of which were
forwarded to you with Public Works Department No. 39 *ly*
of 5th January last.

I have the honor to be,

Sir,

Your most obedient servant

G. W. Walker

Off. Under Secy. to the Govt. of India

*Documents accompanying
5 copies of corrections referred to.*

1883.

GOVERNMENT OF INDIA.

DEPARTMENT OF FINANCE AND
COMMERCE.

ERRATA.

To

No. 1070.

Dated Calcutta, the 28th February 1883.

Corrections in the 2nd footnote on page 4, Simla
Allowances Code.

1883.

GOVERNMENT OF INDIA.
DEPARTMENT OF FINANCE AND
COMMERCE.

ERRATA.

To

No. 1070.

Dated Calcutta, the 28th February 1883.

Corrections in the 2nd footnote on page 4, Simla
Allowances Code.

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GOVERNMENT OF INDIA.
DEPARTMENT OF FINANCE AND COMMERCE.

Calcutta, the 28th February 1883.

ERRATA.

SIMLA ALLOWANCES CODE.

(Seventh edition.)

In the second footnote on page 4 for "1st, 2nd, and 3rd class officers" read "2nd and 3rd class officers;" and for "1st or 2nd class officers" read "2nd class officers."

R. LOGAN,

Offg. Under-Secy. to the Govt. of India.

Copy forwarded to—

The several Departments of the Government of India;
The Private Secretary to His Excellency the Viceroy;
The Director General of the Post Office of India;
The Comptroller General;
The Accountant General, Bengal;
The Accountant, Punjab;
The Superintendent of Government Printing;

with reference to Resolution in the Department of Finance and Commerce,
No. 3274, dated 20th December 1882.

R. LOGAN,

Offg. Under-Secy. to the Govt. of India.

1883.

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DEPARTMENT OF FINANCE AND
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G. I. C. P. O., No. 643 C.F., 7-3-83, -25.

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