

Public Works (1898) Department.

RAILWAY BRANCH.

G.O., No. 1253-54 Ry.

DATED 11th October 1898.

[Despatch Abstract.]

Alterations in the Travelling Allowance
Rules of the S. I. Ry. Sanction accorded
to the proposed ——— subject to the approval
of the Board of Directors & a copy of the
Prov. together with a copy of the Rules
as amended forwarded to the Govt of
India for information.

[illegible]

An officer or subordinate who remains *more than ten days* halted at a place may, after he ceases to draw the daily allowance, draw travelling allowance under these rules for any journey made on one day from and to the halting place if he reaches a point more than 5 miles distance from it. A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

6. Subordinates of the Traffic and Locomotive Departments who are not entitled to daily allowance under rule 2 will, if they are required in the interests of the Company's service to remain absent from their head-quarters for periods over 48 hours, draw the scale of allowances laid down in rule 1 (b). This allowance may be granted for halts from head-quarters not exceeding 15 days on the recommendation of heads of departments, but may not be drawn in addition to any batta or travelling allowance to which subordinates may be entitled under other rules.

7. Officers and subordinates travelling on transfer are not entitled to daily allowance for halts made in the course of the journey unless such halts are made in connection with their duty. Daily allowance is admissible to an officer or subordinate who on transfer takes privilege leave after giving over charge of his office and before joining his new office or who is transferred during privilege leave. The allowance will be calculated from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less travelling allowance.

8. Officers and subordinates travelling on duty over the home line or over a foreign railway in India, and who are not given a free pass, may be granted in addition to the daily allowances permissible under these rules, the fares for themselves and for the servants and baggage accompanying them to which they are entitled under the Company's free pass regulations.

9. In cases where any officer or subordinate drawing daily allowances under these rules makes a road or steamer journey in combination with a railway journey, he may, if he travels to a place distant 5 miles or more from the point where he leaves the railway, be granted in addition to his daily allowance such allowances as are provided for in rules 10, 11 and 12.

10. A mileage allowance for journeys by road to a place not less than 5 miles distant from the point where the railway is left, and which are made within the period of one calendar day, will be allowed as follows:—

Officers	...	...	...	...	...	8 annas per mile.
Subordinates drawing over Rs. 100	...	...	...	...	...	4 "
" " " " 15 and up to Rs. 100	...	...	...	...	...	2 "
" " " " Rs. 15 and under	...	...	...	...	...	1 anna

In calculating this allowance fractions of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill. A road journey includes travelling by sea or river otherwise than in a steamer (e.g., by steam launch or boat) and travelling by canals. The time thus spent on a road or steamer journey must be neglected in calculating the duration of absence for the purpose of claiming daily allowance.

11. An officer or subordinate travelling by sea or in a river steamer is allowed free accommodation on the undermentioned scale, or the amount of passage money actually paid for accommodation on that scale, in addition to the daily allowance admissible under these rules:—

Officers.—First-class accommodation for himself and lowest class accommodation for two servants.

Subordinates.—Middle or second-class accommodation for himself and lowest class accommodation for one servant.

No more personal luggage can be carried at the expense of the Company than the quantity the freight on which by custom is included in the charge for passage. If board is provided on the vessel, either by its owners or its commander or otherwise, the charge for such board, whether actually included in the passage money or not, is reckoned as passage money under this rule, and except in the case of a

subordinate, or of a native of India hindered by caste or other scruples from availing himself of the board so provided, shall be recovered at the following rates for every day on which dinner is provided on board:—

- (1) If the board includes wines and liquors, three-twentieths of salary up to a maximum of Rs. 8.
- (2) If the board does not include wines and liquors, three-fortieths of salary up to a maximum of Rs. 4.

12. In addition to passage money an officer or subordinate travelling by sea shall be reimbursed the actual expenses incurred by him in embarking and disembarking at ports, i.e., the charges from the quay to the vessel such as wharfage fees, boat hire and the like. Charges incurred on shore may not be reimbursed under this rule.

13. For a journey by road other than one in continuation of a railway journey the scale of daily allowances permissible under rule 1 (a) (b) will be drawn, unless the length of the journey exceeds 20 miles when the mileage allowances specified in rule 10 will be granted.

14. For the purpose of calculating mileage allowance a journey between two stations shall be held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short. If a journey is performed by a route which is not the shortest, but which is cheaper than the shortest, travelling allowance will be allowed by the route by which the journey is made. The shortest route is that by which destination can be most speedily reached by the ordinary modes of travelling.

15. When the Agent is satisfied that it is in the interests of the Company's service that an officer of the open line establishment required to travel on duty should send his horses or camp equipment or both by steamer or railway, he may by special order in each case permit him to recover, in addition to the allowances admissible under these rules, the actual cost of their carriage and the conveyance of one horsekeeper and one grasscutter for each horse. The Agent may prescribe such limitation as he thinks fit regarding the maximum weight of camp equipment and number of horses to be carried.

16. The Agent is empowered to lay down the scale of tents to be supplied by the Company for the use on tour of any particular officer or subordinate of the open line establishment for office, and if he thinks fit, private purposes. When Company's tents are used only for office purposes they will be carried at Company's expense, when used partly for office and partly for private purposes the officer or subordinate using them must pay half the cost of carriage, and when used entirely for private purposes the officer or subordinate using them must pay the whole cost of carriage unless the case is met by rule 14.

17. Whenever any person is employed temporarily, by competent authority as an extra servant on the open line establishment, he is entitled to travelling allowance under the rules applicable to permanent employés of corresponding rank. This does not apply to petty establishments expressly engaged for services in the field.

18. The sanction of his immediate superior is sufficient authority for any officer or subordinate proceeding on duty beyond the limits of his charge, but within the jurisdiction of such superior. The Agent may authorise any of the Company's officers (including himself) or subordinates to proceed on duty to any part of British India, Burma or Ceylon, provided their total absence from the home line does not exceed one calendar month. Any deputation beyond this period and not exceeding six months must be sanctioned by the Local Government, and any period longer than six months by the Government of India.

ENO 1 TO E 4412 1898
 877 20.9.98
 FROM A

19. An officer or subordinate summoned to give evidence in a Court of Law in a case in which the Company is interested or to which it is a party, may draw daily or travelling allowance under these rules, provided that he obtains from the court any travelling or subsistence allowance to which he is entitled by the rules of the court, and deducts such amount from the daily or travelling allowance claimed under this rule. An officer or subordinate summoned to give evidence under other circumstances is not entitled to a free pass, or to any allowances other than those admissible by the rules of the court. If in this case the court pays him any sum by way of subsistence allowance or compensation, apart from any allowance for travelling expenses he must repay that amount to the Company before drawing full pay for the day or days of absence.

20. Mileage allowance may be increased above the scale laid down in rule 10 in accordance with the provisions of Article 1252 of the Civil Service Regulations to cover the extra cost of travelling in specially expensive districts.

21. The following scale of daily allowances may be drawn in addition to that detailed in rule 1 for journeys in Ceylon or Burma:—

(a) Officers:—	
Salary drawn Rs. 1,600 per mensem and upwards	Rs. 4
" " " 1,100 and up to, but exclusive of, Rs. 1,600	" 6
" " " 500	" 8
" " " less than Rs. 500 per mensem	" 10
(b) Subordinates:—	
European or Eurasian	4
Native	2

22. An officer is entitled to travelling allowance twice, but not more, for journeys to and from, consequent on attendance at an obligatory departmental or language examination.

23. Except as provided for in these rules, an officer or subordinate is not entitled to travelling allowance for a journey.

- (i) on proceeding on leave,
- (ii) or rejoining from leave,
- (iii) during leave of any kind,
- (iv) on retirement or dismissal from the Company's service.

24. The actual cost of any suitable conveyance may be paid on the certificate of the head of the department to any subordinate who attends court or is despatched on railway duty to any public office or place of business not in the immediate vicinity of a railway station.

25. All bills for travelling allowance must in the case of any subordinate or officer, not a head of department, be certified by his head of department. In the case of heads of departments and the Agent, the bills will be certified by the latter officer. It is the duty of the certifying officer to scrutinize the necessity, frequency and duration, of journeys or halts for which travelling allowance is claimed. The certifying officer may disallow the whole or a portion of the travelling allowance claimable for any journey or halt if he considers that the journey was unnecessary or that it was not completed with due expedition or that the halt was of excessive duration.

26. Any contingency which may arise and is not provided for in these rules will be dealt with in conformity with the Civil Service Regulations.

Travelling Allowance Rules for the Construction Staff.

The travelling allowances admissible to the permanent and temporary staff employed on construction duty will be governed entirely by the Civil Service Regulations.

AGENT'S OFFICE,
 TRICHINOPOLY,
 19th September, 1898.

CAPTAIN, R. E.,
 Agent.

No. 877

South Indian Railway Co., Ltd.,

AGENT'S OFFICE,

TRICHINOPOLY, 20th September 1898.



The CONSULTING ENGINEER FOR RAILWAYS,

MADRAS.

Sir,

With reference to Government Order No. 1044 Ry dated 13th August 1898, I have the honour to inform you that it is proposed to make the following slight alterations in the Travelling Allowance Rules submitted to you with my letter No. 164 dated 26th February 1898. I am requesting the approval of my Board to the modifications and shall be obliged, should you consider it necessary, by the sanction of the Government of India being also solicited.

- (a) Rule 1. Third line. after "absent" add "on duty"
- (b) Rule 5. Eleventh line. for "travelling" substitute "mileage"
- (c) Rule 6. First line. omit "of the Traffic and Locomotive Departments".

2. The first two alterations are proposed in order to make the rules clearer and the third has become necessary in consequence of certain workmen who were employed under the Traffic Department when the rules were drafted being since transferred to the Engineering Department. As a similar contingency might again arise it is thought advisable to provide for it by omitting the words in question.

3. I enclose three copies of the rules as amended, and also one copy of the rules as sanctioned.

I have the honor to be

Sir

Your most obedient servant

A. D. S. Shetty

Captain R. E. Agent

4 Enclosures, herewith

OFFICE OF THE CONSULTING ENGINEER FOR RAILWAYS,
Madras, 23rd September 1898.



No 2657

OFFICE NOTE.

Letter from the Agent, *South Indian* Railway, No 877,
dated 20th September 1898, forwarded to the Examiner of Railway
Accounts. *for favor of remarks.*

for E. R.

will be intimated afterwards.

EXAMINER'S REPLY.

The proposed alterations may be
sanctioned by the local Govt;
Subject to the approval of the Board,
and record in the minutes of an
Official Meeting.

E. R.

C. R.
28.9.98.

*Sanction subject to
approval of board
J. R.*

29/9/98

Dated
Received

No.

189

ENCLOSURE.

From
THE AGENT,
South Indian Railway,
Trichinopoly,
To
THE CONSULTING ENGINEER FOR
RAILWAYS,
Madras.

Papers to be read in Proceedings:—

Again G.O., dated

13th August 1898, No. 1044 R²

Again G.O., dated

189 , No.

E¹/2 Current No. 4412 of 1898, dated 22-8-98, from A

" "

" 189 , "

" "

" "

" 189 , "

" "

ORDER.

No 1253. Dated 11/10/98.

Sanction is accorded to the proposed alterations in the Travancore Allore Rules of the South Indian Railway embodied in G.O. No 737 R² of 17th Aug 1898 subject to the approval of the Board of Directors.

2. This sanction should be recorded in the Minutes of the next off meeting.

3. A copy of these Propo- together with a copy of the Rules as amended, will be forwarded for the information of the Govt of India with reference to its letter

2 Dec April 5 R²Examine R² - (Cable) 102 2361 G 72-8-98.Cms: Engr. for R² R. E. N. 1254. R² 7 11. Oct 1898

Forwarded.

Despatched on 14/10/98

Jd.
DR
3-10-98