Public Works (1899) Department.

RAILWAY BRANCH.

G.O., No. 1186. Ry

DATED 21st Octr 1899.

[Despatch Abstract.]

Draft Standing orders.

Recording a letter from the Govt of India forwarding for info & guidance the — Rules incorporated in the next edition of the P. W. Code.

[P. W. Ry. 500—1-15-99]

Indexed.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

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Circ called for 16/10

Public Works (189) Department.

CURRENT No. 1283

From The Govt of India

Order 1186 Ry dt 21st Oct 1899.

Recorded. No. 1446 Gs

Gd
S.R.
18.10.99.

R

Dr 25.10.99

To C.R.

24/10/99

Dated 20th Septr '99

Received

Registered

Enclosures

Spare copies

SUBJECT.

Standing Orders

Forwarding for information & guidance the enclosed draft — which will be incorporated in the next edition of the P.W. Code, now in press.

24/10/99
Dr
24/10/99

BACK PAPERS.

No.	Date.

FURTHER PAPERS.

No.	Date.

No. 1446 G. of 1899.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, the 20th September 1899.

To

The Secretaries to the Governments of Madras and Bombay, Public Works Department, General and Railway Branches.

The Secretaries to the Governments of Bengal, the North-Western Provinces and Oudh and the Punjab, Public Works Department.

The Secretaries to the Government of Burma, Public Works Department, General and Railway Branches.

The Chief Commissioners of the Central Provinces, Assam and Coorg.

The Resident at Hyderabad.

The Agents to the Governor General for Central India, Rajputana, and Baluchistan.

The Accountant General, Public Works Department.

The Director General of Military Works.

The Consulting Engineers to the Government of India for Railways Calcutta, Lucknow and Assam.

The Director General of Telegraphs.

The Managers, North Western, Oudh and Rohilkhand, East Coast, and Eastern Bengal State Railways.

The Engineers-in-Chief, Hardwar-Dehra and Ghaziabad-Moradabad Railways.

The Engineers-in-Chief, Godavery and Indus Bridge Works.

The Engineers-in-Chief, Kohat-Bunno, Ranaghat-Ganges and Katihar, and Bara-Ajmere-Marwar Railway Surveys.

The Port Storekeeper, State Railway Department, Calcutta.

Sir,

I am directed to forward, for information and guidance, the accompanying draft Standing Orders which will be incorporated in the next edition of the Public Works Department Code, now in press.

I have the honour to be,

Sir,

Your most obedient servant,

G. H. Walker

Under Secy. to the Govt. of India.

G. I. C. P. O.—No. 356 P. W. D.—30-9-99.—1,304—N. C. D.

To The Secy. to the Govt. of Madras.
P.W. Dept. Railway Branch.
Spare copy will follow from Calcutta Office

Date.

Accompaniment to P. W. D. letter No. 1446 G., dated 20th September 1899.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

DRAFT STANDING ORDERS.

P. W. D. CODE, VOLUME I, 7TH EDITION.

Chapter I, para. 59 (1)—Number present note to this paragraph as Note 2 and add the following as note 1 :—

NOTE (1).—In dividing off the Cadre number, if any of the percentages 25, 40 50, 70, 85, on the Cadre numbers exceed a whole number by a fraction exceeding ·5, unity may be added to the grade in which the excess occurs.

Chapter II, para 43.—In the foot-note for the words, as notified in Foreign Department Notification No. 814, dated 12th August 1885, *substitute the words,* as notified in Punjab Government, General Department, Notification No. 432, dated 9th May 1899.

Chapter II, para. 74.—Add the following as Note 2 :—

NOTE 2.—Certain Upper Subordinates of the Irrigation Branch in the Punjab will be liable to the rules for examination and rewards as notified in Punjab Government, General Department, Notification No. 432, dated 9th May 1899. To such Subordinates this Code rule will not, therefore, apply as regards Pashtu or Baluchi.

Chapter II.—Substitute the following for paras. 77 to 79 :—

77. The Establishment of the Superior Accounts Branch is recruited partly in England and partly in India in the manner indicated below :—

In England.—By the appointment of students selected by the Secretary of State from the Royal Indian Engineering College, Coopers Hill. The recruitment from this source is limited to $\frac{2}{3}$ths of the vacancies to be filled.

In India.—(1) By the promotion of deserving subordinates to the extent of $\frac{3}{3}$ths of the vacancies to be filled.

(2) By competitive examination of nominated candidates to the extent of $\frac{2}{3}$ths of the vacancies to be filled.

78. The Government of India reserve the power of making special and exceptional appointments to the Superior Accounts Establishment otherwise than in the manner described above.

79. The recruitment in India is restricted to natives of India within the meaning of the Statute 33 Vict., Chapter 3, section 6. The definition in the Statute is :—

"The words 'Native of India' shall include any person born and domiciled within the dominions of Her Majesty in India of parents habitually resident in India, and not established there for temporary purposes only."

Chapter II, para. 80.—For 2 *in the second line substitute* 6.

Chapter II, para. 85.—Substitute the following for this paragraph.

85. The number of vacancies to be competed for and the date on which the examination will be held, will be notified by Government in the *Gazette of India* about the end of November.

The Accountant General will report annually to the Government of India, in January, the names of the Accountants, if any, in the subordinate service, whom he recommends for promotion to the superior service.

Chapter IV, para. 7.—After the words, other employment, *in the third line of Rule 11, add the words,* under Government.

Chapter IV, para. 8.—Substitute the following for this paragraph : —

8. When a gazetted officer desires to take up service other than under Government, the special orders of the Government of India are in all cases necessary, and without the special orders of the Government of India no gazetted officer of Government, who is in receipt of furlough or leave allowance, may take service under any other employer in India, and no such

officer, whose services have been lent to any other employer in India, can take leave or obtain leave allowances from the Government of India, unless he actually quits his employment for the period of such leave.

In the case of a non-gazetted officer the previous consent of his departmental superior is sufficient authority for the taking of leave with the object of obtaining such employment and for the acceptance of such employment during leave.

Chapter IV, para. 77, as amended by Standing Order No. 312, dated 4th May 1899. After the words, Coopers Hill Engineers, *add the words,* appointed before 1902; *and add the following at the end of the paragraph :—*

In the case of those who are appointed in 1902 and thereafter Indian pay commences from the date of landing in India. This also applies to officers of the Superior Accounts Branch appointed from Coopers Hill in 1901 and thereafter.

Chapter IV, para. 80.—Add the following as a note to this paragraph :—

NOTE.—The intention of this rule is that temporary employés are not *ordinarily* entitled to transit pay and travelling allowance. When, however, temporary employés are engaged for general duties to supplement the permanent establishment, and not for particular works, it is within the competence of the authority who would be competent to transfer them if permanently employed, to transfer them according to the necessities of the public service in the same manner as the ordinary permanent staff, and to grant transit pay in such cases. When the transfer has been so ordered, and transit pay granted by the authority referred to, this order should be held to carry with it the grant of the usual travelling allowance under Civil Service Regulations, subject always to the approval of the Controlling Officer.

Chapter IV, para. 103.—Cancel this paragraph.

Chapter VI, para. 19.—Add the following to the first portion of this paragraph after the word, edition :—

This rule is also applicable to officers employed on construction in cases where quarters have not been constructed or cannot be obtained.

Chapter VI.—Add the following as para. 33 B :—

33 B. Consulting Engineers to the Government of India for Railways, the Accountant General, Public Works Department, and Managers of open lines of

State Railways, will be considered Heads of Departments authorized to sanction the supply of type-writers for use in their own offices, and in those subordinate to them. The Director of Railway Construction will exercise the powers of sanction for the offices of the Engineers-in-Chief of State Railways under construction and survey, and for the office of the Port Storekeeper, State Railway Department.

Chapter VII.—Cancel para. 55 as introduced by Standing Order No. 273, dated 29th April 1898, and substitute the following :—

35. The following is the procedure to be observed in dealing with all applications for permission to erect buildings in the vicinity of any fort or cantonment :—

(i) When the fort or cantonment concerned is in charge of the officers of the Military Works Department, the application should be referred by the local Executive Engineer of the Military Works Department, with an expression of his opinion, to the General Officer Commanding the District, by whom it will be returned, with his remarks, to the Executive Engineer, for transmission, through the Superintending Engineer of the Circle, to the Chief or Superintending Engineer of the Command, who will, under the orders of the Lieutenant-General Commanding, consult the Local Government or Administration concerned, and submit the application to the Director General of Military Works. The Director General of Military Works will refer the application to the Quarter-Master General in India, for the opinion of His Excellency the Commander-in-Chief, as also for the opinion of the Defence Committee, should he consider the latter course desirable; he will then submit the application for the orders of the Government of India with any observations he may consider necessary.

e.g., Quetta. Multan.

(ii) In those cases in which the fort or cantonment concerned is not in charge of the officers of the Military Works Department, the application should be referred by the local Executive Engineer to the General Officer Commanding the District, by whom it will be forwarded to the Lieutenant-General Commanding, who, after consulting the Local Government or Administration concerned and the Chief or Superintending Engineer of the Command, will forward the application through the latter officer to the Director General of Military Works. The last-mentioned officer will deal with the case as in the preceding paragraph (i) after having deputed an officer of the Military Works Department to visit the place and furnish a report, if considered necessary.

e.g., Kohat.

(iii) The procedure indicated above will not apply to the case of Fort William, Calcutta, and the adjoining lands, building operations in the vicinity of this fort being controlled under special rules.

Appendix C.—Substitute the following for paras. 1 to 8 : —

1. The following rules are prescribed for the recruitment of candidates in India :—

Not less than three candidates shall be nominated for each vacancy, and only nominated candidates will be allowed to compete.

2. Persons desiring to obtain nominations should apply, in their own hand-writing, not later than the 15th January of each year, to the Accountant General, Public Works Department, who is vested with an absolute discretion as to the nomination of candidates to compete at the examination.

3. Applications from Natives of India, who are not possessed of high educational qualifications, will not be considered. Clear and distinct hand-writing, and a business familiarity with the English language, are in any case indispensable.

4. Each application must be accompanied by the following certificates :—

(i) Certificate of age from the officer in charge of the District in which the applicant's family reside, or, if they reside in a Presidency Town or a Native State, from the Presidency Magistrate or Political Agent respectively. To obtain this certificate the date and place of the applicant's birth must be proved before the District Officer, Presidency Magistrate or Political Agent, as the case may be, by documentary evidence, supplemented, where this is not con-

clusive proof, by statements on oath, or solemn affirmation of relatives and others. In the case of Christians, a Baptismal certificate will take the place of the certificate mentioned above.

(ii) Certificate of physical fitness for the public service by a commissioned medical officer or by a medical officer in charge of a civil station.

(iii) Certificate that the applicant (if not a Native) is a Statutory Native of India as defined in para. 79, Chapter II, P. W. D. Code, Vol. I.

(iv) Testimonials of good moral conduct from the instructor under whom the applicant has been educated, or from some employer, or other superior under whom he has been employed, or brought up.

NOTE.—These testimonials should have special reference to conduct during the two years immediately preceding the date of application. Copies of all certificates should be sent with the originals.

5. No candidate will be nominated whose age at the date of completion of the examination will be below 18 or above 23 years.

6. The subjects for the examination are detailed below. No candidate will be held to have passed the examination who obtains less than 650 marks in all, or less than half marks in mathematics.

Subjects for Examination.	*Marks.*
Writing and Composition, impromptu essay upon some given subject	150
Arithmetic (no special text-book) and Euclid, Books I to IV and VI; also easy deductions.	325
Algebra, including progressions, permutations and combinations, binomial theorem, and logarithms * (Text-book—Todhunter's Algebra) and Plane Trigonometry as far as Properties of triangles (Text-book—Todhunter's Plane Trigonometry); Mensuration. . . .	325
Latin, Greek, Sanskrit, French, German, Arabic, Persian, or Pali	200
English History and Literature, and Indian History (Elementary)	200
Geography, Asia (especially India) and Europe	150
TOTAL .	1,350

* The use of tables will be allowed at the time of examination; with this exception no books are permitted in any of the papers.

7. No candidate will be allowed to compete at the entrance examination more than twice, and then only on being re-nominated by the Accountant General.

8. The examination will be conducted by written questions and answers, the questions being prepared in such manner as His Excellency the Governor General in Council may, from time to time, direct.

8A. The examination is held by the Principal, Thomason Civil Engineering College, Rurki, in June, and nominated candidates should apply to that officer to arrange the place at which they are to be examined, and should remit to him an examination fee of Rs. 32 which should reach him, together with their applications, not later than the 30th April. The second language, it is proposed to take up, should be stated in the application.

8B. A candidate may be examined at the Thomason Civil Engineering College, Rurki, or at the office of any Examiner of Public Works or Railway Accounts.

Appendix D.—Substitute the following :—

APPENDIX D.

Civil Engineers' Provident Fund.

(Vide *Chapter IV, para.* .)

	Rule.		Rule.
General Rules	1	Deceased Depositors	13
Deposits	5	Accounts	14
Withdrawals	7	Rules relating to deposits placed on a sterling basis	22
Interest	10		

General Rules.

1. The Provident Fund has been instituted* for the following officers of the Public Works and Telegraph Departments :—

* Government of India, Public Works Department, Resolution No. 1625 G., dated 6th August 1887.

1. Civil Engineers on the effective list of the Public Works Department.
2. Civil Engineers transferred to the Accounts Branch, or the Superior Railway Revenue establishment, or to Foreign service under Chapters XXXVI and XXXVII of the Civil Service Regulations.
3. All Civil members of the Superior Accounts establishment who are not Civil Engineers.
4. Superior Civil Officers of the Indian Telegraph Department.
5. All Civil Officers of the Superior Revenue establishment of State Railways who are pensionable.
6. Civil Under and Assistant Secretaries in the Public Works Branch of the Secretariat of the Government of India or of a Local Government or Administration.

2 The conditions under which these officers will join the Fund are as follows :—

(*i*) The monthly deposit may be not less than 5 per cent. and not more than 10 per cent. on the salary (as defined in the Civil Service Regulations) of each depositor for that month.

(*ii*) The deposits will be voluntary, and may be discontinued and renewed at the option of the depositor in the case of :—

(*a*) Officers in the Public Works Department on the 4th February 1885, or in the Telegraph Department on the 13th October 1886.

(*b*) Officers of the Public Works and Telegraph Departments who were in the Subordinate Establishment of those Departments on the dates mentioned above, and who have subsequently been promoted to the Engineer Establishment, or to the Superior Accounts Establishment or to the Superior Establishment of the Telegraph Department.

(*c*) Officers of the State Railway Superior Revenue Establishment to whom these rules apply.

(*iii*) Officers joining either of these departments after the dates given above for the department concerned *must* contribute 5 per cent. of their salary to the Fund and may contribute up to 10 per cent of salary.

NOTE.—Apprentices may contribute to the Fund, but will not be compelled to do so.

(*iv*) An officer on leave of any kind may, at his option, subscribe any sum he pleases, subject to a minimum of 5 per cent. on his leave allowances, and maximum of 10 per cent. on the salary he would draw if on duty.

NOTE.—When an officer's leave allowances are drawn in *India* the subscriptions will be dealt with as usual on audit of pay bills—see Rule 5.

When, however, they are payable *out of India*, or when an officer is on leave without allowances, he can contribute such amount as he pleases between the minimum and maximum as above, but must make his own arrangements for the payments. During such leave these payments may be made by instalments which need not necessarily be monthly; the whole or any balance of the contributions may be paid after return to duty, but the payments must be completed within three months of return to duty, after which no arrear payment will be accepted.

(*v*) Compound interest at 4 per cent. on such payments will be annually credited by Government to each officer subscribing.

NOTE.—The Government may at any time, at its option, and without giving any right to withdrawal of subscriptions, reduce the rate of interest to any rate not less than half per cent. in excess of that at which it is raising rupee loans in India.

(*vi*) The sum which will thus accumulate to the credit of an officer will be his absolute property, to be handed over to him unconditionally on quitting the service, or in the event of his death before retirement to his legal representatives. Government will not be bound by or recognise any assignment or trust executed or attempted to be created by any officer during his lifetime, and will only make payments (1) during the lifetime of the officer on his own receipts or those of his duly authorised agent in cases where the officer himself is absent from India, (2) after his death in accordance with rule 13 *infra*.

3. The deposits received under the foregoing Resolution will be placed in a Government Savings Bank named "Civil Engineers' Provident Fund." The administration of the Fund will rest with the Government of India in the Public Works Department.

4. For the proper admission of depositors, the correct realization of the receipts, and the admission and payment of the withdrawals, the Examiners, as Audit officers, will be entirely responsible except as provided in rule 6.

Deposits.

5. Deposits will be recovered by deduction from the pay bills, or may be made in cash. They cannot, except in the cases provided for in the next rule, be made otherwise than through an Examiner of Accounts or a disbursing officer who is in account with an Examiner.

6. An officer who is not on the books of any Examiner, but receives his allowances either from the Civil Department or from a Local Fund or a Foreign State, may, if he has already been admitted as a depositor, pay his contributions either in cash into the nearest treasury, or, if he is paid by the Civil Department, by deduction from his salary bill. He must in either case specify the

number of his account. His contributions will be passed on by the Civil Accountant General in the case of an officer of the Public Works Department, to the Examiner, Public Works Accounts, of the Province, and in the case of an officer of the Telegraph Department to the Examiner of Telegraph Accounts. The Examiner to whom the contributions are passed on will exercise the responsibility mentioned in rule 4, except in the case of officers whose salary bills are audited in the Civil Department, in which case the Civil Audit officer concerned will exercise the responsibility.

An officer of this class who has not already been admitted must apply for admission to the Examiner of Accounts, State Railway Stores.

NOTE 1.—For the purposes of this rule, so far as concerns officers of the Public Works Department, the Examiner for the Province is, in the case of India Treasuries, the Examiner of State Railway Stores, and in all other cases, the Examiner of the Province in which the contribution is realized.

2.—In the case of officers in Foreign service, deposits are calculated on the "assumed pay," and the Examiner of the Province accounting for the deposits in each case should, where necessary, ascertain on the 1st of April of each year from the Examiner maintaining the leave and pension contribution register, the amount of the officer's assumed pay in order to be in a position to control the monthly contributions to the Fund.

Withdrawals.

7. No withdrawal will ordinarily be allowed from the deposit until the depositor quits the service or dies. But on Local Governments or Administrations being satisfied that the pecuniary circumstances of a depositor are such that the indulgence is absolutely necessary, a deposit may be temporarily withdrawn under orders issued by the respective Local Governments and Administrations—

(*i*) to pay for the passage of the depositor going on leave out of India on account of ill-health, whether the leave be technically leave on medical certificate or not, or returning after such absence ;

(*ii*) to pay for the passage of any member of the depositor's family coming from beyond the sea, to join him, or going beyond the sea, sick, or from some urgent cause.

A withdrawal thus sanctioned will be made after reference to the Examiner of Accounts, State Railway Stores, to ascertain that it is covered by the amount at credit.

NOTE.—In the case of depositors of the Telegraph Department, the Director General of Telegraph's exercises the powers of a Local Government

Withdrawals may be allowed in the case of officers who, by reverting from the Superior to the Subordinate establishment, become ineligible to subscribe to the Fund.

8. The equivalent of the cost of a passage by sea only is admissible under rule 7, and sums not exceeding such amount should alone be permitted to be withdrawn.

When applying for leave to withdraw such sums from the fund, the expenses of the passage for the officer himself only, or the members of his family, or both, as the case may be, should be fully stated for the orders of the sanctioning authority.

When return passages are required for officers, or their families, who are in India, the cost of these will be allowed, if desired, provided that an assurance is given that the money advanced will be actually spent on the purchase of a return ticket.

9. Withdrawals under rule 7 will be recovered in twenty equal monthly instalments compulsorily deducted from salary in addition to contributions under rule 2, whenever full salary (*i.e.*, employed pay whether subject to deductions on some other account or not), is drawn, until the whole is refunded. Such instalments may be paid in advance.

Interest.

10. Interest will be allowed at the prescribed rate for each calendar month upon the minimum balance of the depositor's account, between the close of the fourth day and the end of the month. The interest will be calculated monthly, but will not be added to principal until the end of the official year, except when the account is to be finally closed, in which case the interest will be paid, after reference, as prescribed in rule 20.

Date.

11. In calculating interest under the preceding rule, the deposits received by deduction from salary will ordinarily be considered as paid into the Fund on the 1st of the month succeeding that from which the salaries from which the deductions are made are due.

(*a*) In those cases, however, where, owing to transfer or to departure on long leave out of India, an officer's salary is paid to him before the time when it would ordinarily have been due, the date of receipt for the purpose of calculating interest will be, in the case of transfer, the date on which the officer made over charge of his duties, and, in the case of leave, the date on which the officer is settled up with prior to embarkation.

(*b*) Deductions from salaries paid in arrears in consequence of promotion given with retrospective effect should be considered as having been made on the first of the month in which the arrears are drawn. In the case of reversions made with retrospective effect the write-back of the amount originally received in conformity with the rules, should be considered as having been made on the first of the month in which the recovery is effected.

12. Interest will ordinarily be allowed up to the end of the month immediately preceding that in which the depositor's account is to be closed. But in the case of deceased depositors interest may be allowed on the balance at the credit of their estates until it is withdrawn, subject to the following rule :—

Interest on the account of a deceased depositor shall cease from the date of tender or payment to the person legally entitled to receive the balance at credit of the account accompanied by notice that the account will be closed in accordance with the rules. After such tender and issue of notice, the account will be closed and dealt with as a closed account under rule 20. When long delay is likely to occur in establishing the

legal ownership, and the sum involved is large, the Local Government should take legal advice as to how, by issuing notice or otherwise, the liability to interest can be terminated.

It should be borne in mind that there is no limitation of time to the legal liability to pay deposits in the Provident Fund with interest already accrued.

Deceased depositors.

13. The balances of deceased depositors are regulated by the Indian Succession Act (X of 1865), the Administrator General's Act (II of 1874), and the Succession Certificate Act (VII of 1889), in cases where the balance at credit of the deceased member exceeds two thousand rupees; and, in cases where the balance at credit does not exceed two thousand rupees, by section 3 of the Provident Funds Act (IX of 1897) which is quoted below :—

Payment from Government or Railway Provident Fund on death of subscriber or depositor.

3. (1) When a subscriber to, or depositor in, any Government or Railway Provident Fund dies, and the sum standing to his credit in the books of the Fund does not exceed two thousand rupees, the officer or person whose duty it is to make payment of such sum may pay it as follows :—

(*a*) he may pay it to any person entitled to receive it according to the rules of the Fund, or, in the absence of any rules of the Fund to the contrary, to any person nominated in writing by the deceased subscriber or depositor to receive it;

(*b*) in any case not hereinbefore provided for, he may pay it to any person appearing to him to be entitled to receive it.

(2) The provisions of sub-section (1) shall apply to any such sum which, at the commencement of this Act, stands to the credit of any subscriber or depositor already deceased.

(3) Nothing in this section shall affect the validity of the rules of any Fund in so far as such rules may provide for the disposal of sums exceeding two thousand rupees.

Accounts.

14 All sums received from depositors will be credited and all sums withdrawn will be charged in transfer to

the Examiner of Accounts, State Railway Stores, in whose books the transactions of the whole fund will be recorded.

15. The accounts of each depositor will be posted in a ledger. Every account in this ledger will receive a distinct number. The number so given to the depositors' accounts will be consecutive. When a new depositor is admitted, the Examiner, State Railway Stores, will on reference, notify to the Examiner concerned, the number to be given to his account, and this number will be quoted against all further deposits, and all withdrawals in the statements prescribed in rules 18 and 19. A depositor's number will not be altered, nor will the numbers of closed accounts be given to new depositors. In the event of the depositor's transfer, a certificate should be forwarded to the accounts officer of the Province or Railway to which he is transferred, showing the number given to the depositor's account, the amount contributed by him during the last four months of his service prior to transfer, and the sum, if any, withdrawn under rule 7 which remains to be compulsorily recovered.

16. As soon as possible after the accounts of the year have been finally closed the Examiner, State Railway Stores, will make up each depositor's account, with interest, to March 31st, and will send him a statement of his account, through the Examiner in whose account his last subscription was received. Depositors are required to satisfy themselves as to the correctness of these statements, and unless errors in them are brought to the notice of the Examiner, State Railway Stores, within one month from the date of their receipt, Government will not be responsible for any sums not thus acknowledged.

17. Any depositor may, once in the official year, but not oftener, receive, on application to the Examiner, State Railway Stores, a copy of his account for the last official year, and for so many months of the current year as may have been posted and agreed with the accounts of the department.

18. The Examiner of the Province or Railway will send a statement in Public Works Department Form No. 82 A, so as to reach the Examiner, State Railway

Stores, not later than the 15th of the month following that to which the transactions relate. This statement will give in detail the contributions realized by him in the previous month and will contain (1) the dates of receipts; (2) the numbers of the depositors' accounts; (3) names and official designations of the depositors; (4) the amounts paid as salary from which the contribution is made; and (5) amounts of deposits.

19. The Examiner will similarly forward a monthly statement of withdrawals in Public Works Department Form No. 82B. This statement will give the following particulars :—(1) dates of payments; (2) numbers of depositors' accounts; (3) names and official designations; (4) amounts paid; (5) number and date of the orders of the Local Government or Administration for payment as prescribed in rule 6. The payees' receipts must accompany the statement. For numbers of accounts see rule 15.

20. When an account is to be closed, the Examiner, who at the time is charged with the receipt of the deposits, will submit to the Examiner of Accounts, State Railway Stores, a statement of the recoveries made subsequent to those recorded in the last Schedule sent to the Examiner, State Railway Stores, certifying them to agree with the debits and credits in his accounts (or submitting such certificate of any other Examiner in whose accounts they were included), and will apply for an order for payment of interest and principal up to date (See rule 12). The account will be made up in advance by the Examiner of Accounts, State Railway Stores, and issued with an order directing the debit.

21. The amount of interest to be added to the balance of the Fund will be calculated each year by the Examiner of Accounts, State Railway Stores, who will credit the amount to the Fund by debit to Civil Department in his exchange account with the Comptroller, India Treasuries. This transaction must include the debits on account of interest paid during the year on closed accounts, which, during the currency of the year, is debited to the Fund itself.

Rules relating to deposits placed on a sterling basis.

22. The following rules were issued in Government of India, Public Works Department, Resolution No. 2998 G., dated 17th November 1898, under which certain depositors are permitted to exercise the option of having their deposits kept on a sterling basis :—

I.—All members of the fund appointed in England and all others who declare their present intention of retiring to Europe or the Colonies, and whose claim, on those grounds, may be sanctioned or admitted by the head of the administration, are given the option of having their Provident Fund accounts kept either on a rupee or on a sterling basis. This option had to be exercised once for all in the case of existing members on duty, or on privilege leave, or on leave in India of any kind, within six months of the date of the above Resolution.

In the case of officers, whether on duty or on leave other than privilege leave, out of India, when the Resolution issued, the option had to be exercised within eight months of the date of the Resolution.

Future entrants of the fund exercise, subject to the same condition as to appointment or special sanction, a similar option as between a rupee and sterling basis within six months of joining the fund.

The interest allowed on deposits converted, or placed on a sterling basis, is 3 instead of 4 per cent. per annum, as previously allowed on rupee deposits.

The conversion of amounts at the credit of existing members was ordered to be carried out in the month in which the election for the sterling basis took place, at the average rate of exchange obtained by the Secretary of State on his remittances for the month; or, if there were no remittances, at the Bank of Bengal's quotations for demand bills; and in the case of future deposits the conversion is carried out once a year, at the average rate of exchange for the year similarly calculated.

II.—All existing members of the fund on the date of the above Resolution who, under the first option, elected to have their accounts kept on a sterling basis, were given the further option of having their accounts re-calculated on the hypothesis that the deposits were converted into sterling in the year in which they were paid into the fund at the average rate of exchange obtained by the Secretary of State on his remittances for the year, and that compound interest at the reduced rate of 3 per cent. per annum on these converted amounts was allowed.

III.—Unless the option for sterling is declared under rules I and II, depositors will have no claim to repayment except upon a purely rupee basis.

23. Temporary withdrawals from the Fund and refunds (under rules 7 and 9) will be dealt with in rupees in the first instance, the conversion into sterling being made at the end of each year at the average rate of exchange for the year, in the same way as the ordinary subscriptions are dealt with.

24. To regulate the payment on the final closing of the account of a depositor who has elected to have his accounts kept on a sterling basis, a *subsidiary* sterling account will be maintained for him in addition to the Ledger account referred to in rule 15. The depositor who has his accounts kept in sterling will have no access to, and no information about, the rupee account.

25. When a sterling account has been closed and the balance due ascertained, the Comptroller General can, if the depositor wishes for a draft on London

obtain one for him through the Bank of Bengal, or, if he wishes to be paid in rupees, he can be so paid at a rate which the Comptroller General shall decide to be the buying rate of the day for demand drafts in London.

Appendix K, Part I, page 474.—Substitute the following for Rule XX of the rules for the care and use of Government cemeteries.

Rule XX. When a monument needs repairing, the officer in charge of the cemetery should communicate with the friends of the deceased, or when such communication is not possible, advertise three times in the *Gazette of India* and the Gazette of the Province; and if it falls into a ruinous condition, and no person will undertake to restore it, the monument shall be treated at the next repairs in such manner as the officer in charge of the cemetery may decide to be necessary for the maintenance of the cemetery in decent order, provided always that any inscribed slab or tablet which formed part of it shall be placed over the grave in simple masonry or be inserted in the wall of the cemetery and shall be carefully preserved.

Note.—(1) This rule does not apply to monuments of historical or archæological interest. Lists of such tombs should be obtained by Local Governments and Administrations, and as many of them as may be properly preserved at the public expense should be looked after by the local Public Works Department.

(2) The cost of the advertisements in the Gazette is met by the Government.

(3) A person desiring to erect a monument over a grave is required to pay into the Treasury a sufficient sum of money to be invested in Government securities, so that the interest on it will be sufficient to cover the cost of repairs annually. The foregoing rules shall apply, *mutatis mutandis*, to railings round graves, which shall not be constructed until the requisite sum has been paid to cover the cost of repairs.

Explanation.—It is optional with a person proposing to erect a simple cross, head-stone or slab, consisting of a single stone over an adequate foundation, to pay the endowment fee for its maintenance and repairs. The optional endowment fee may be paid at any time after the erection of the stone. The State will defray the cost of keeping in repair simple crosses, head-stones or slabs erected by or over the graves of British soldiers and non-commissioned officers.

Appendix K, Part IV, page 486. Grants for building churches, etc.—Substitute the following for the last paragraph of Rule IX—

The Government grant will be found by multiplying the plinth area of the approved design, plus three times the area of the base of the tower, in cases in which a

tower is admissible, by a rate 25 per cent. in excess of the local rate per unit of plinth area for ordinary single-storied buildings.

Provided that if any portion of the plinth area of the tower falls within the plinth area of the church, the portion included must be deducted from the total plinth area before applying the rate.

Chapter II, para. 48.—For the words "including the Medical Staff" *in line 8 of this paragraph substitute* "and Officers of the Royal Army Medical Corps."

Chapter II, paras. 49, 50 and 51.—Substitute the following for these paragraphs:—

49. The rent lists should be forwarded so as to reach the Collecting Officers on or before the last day of each month, or in the case of broken periods, as soon as the date of vacancy is known, to enable the necessary recovery to be effected from the officers, subordinates and pensioners concerned, for the month for which rent is due.

50. Officers to whom rent lists are submitted are held responsible that the rent is recovered monthly or in the case of broken periods, as soon as the date of vacancy is known, and forwarded in cash to the Executive Engineer not later than the end of the month following that for which the rent is due; or in the case of broken periods for Staff Officers and Officers of the Royal Army Medical Corps on vacation and before the departure of the officer from the station. Collecting Officers are responsible for keeping the Executive Engineer informed when possession has been taken of quarters and when a vacancy is likely to occur, so that in the latter case the Executive Engineer may be able to send a separate rent list for the broken period before the occupant vacates. A Pay Examiner is not a collecting officer for the purposes of this rule as regards pensioners occupying public quarters, inasmuch as he is not in a position to keep the Executive Engineer informed when a pensioner takes possession of quarters or when he is likely to vacate them.

50A. Payment of rent is not to be withheld in cases in which an appeal is made against rent which has been assessed under rule by the Executive Engineer.