Revenue Department

Minutes of Consultation

22nd June 1858

Bach nos 12 & 13

Order No 833 of 17th June 1858

(3 Sheets)

பாதுகாக்கும் பிரிவு

செப்பனிடுபவர் பெயர்: மா கோபாலையர்

செப்பனிடுவதற்காக எடுத்துக்- 07/08
கொள்ளப்பட்ட நாள்.

25/11/2008
சரிபார்க்கும்
முதல் முறையாள
கையொப்பம்

19/1/09
சரிபார்க்கும்
2ம் முறையாள
கையொப்பம்

19/1/09
ஒப்புகை
உதவியாளர்
கையொப்பம்

Fort Saint George, Revenue Consultation of 22d June 1858.

No. 12. Read the following Extract from the Minutes of Consultation in the Public Department; under date the 7th June 1858, No. 695.

Read the following Extract from the Proceedings of the Honorable the President of the Council of India in Council, in the Financial Department, under date the 30th April 1858, No. 2690.

Read the undermentioned papers on the subject of registering and notifying Leave of Absence granted to Uncovenanted Servants attached to *Office Establishments*.

Letter from the Secretary to the Government of India in the Financial Department, to the Civil Auditor, Fort William, No. 4796, dated the 9th November 1857.

Endorsement from the Home Department, No. 756, dated 25th March 1858, on a letter from the Secretary to Government; Bombay, with Enclosures.

Letter from the Civil Auditor, Fort William, to the Secretary to the Government of India in the Financial Department, No. 1002, dated the 15th April 1858, and its Enclosures.

Resolution.—On the 9th November last, this Government ruled that in future all cases in which Leave of Absence not notified in the *Government Gazette* is granted to Uncovenanted Servants in excess of the few days provided for in the Financial Resolution of the 12th June 1857, should be reported *monthly* to the Civil Auditor or the Military Auditor General, as the case may be, in a form annexed to the above order.

On the 24th of the same month, the Government of Bombay ruled that Members of Office Establishments of every grade may be allowed—

1. Privilege Leave.
2. Sick Leave.
3. Leave on Private Affairs.
4. Casual Sick Leave.
5. Casual Leave on Private Affairs.

And they directed that from the 1st January, an accurate record of all Leave of Absence granted under the above heads, should be kept in each Public Office, in five separate Registers, according to certain prescribed forms.

The Government of Bombay also pointed out to the Heads of Departments the necessity of preventing any abuse of the privileges conceded, and explained the several conditions under which Leave of Absence, however urgent, may be obtained by Office Servants; and, lastly, directed their Civil Auditor to modify the forms of returns hitherto introduced by him, and to submit an annual Abstract of the returns in question for the information of that Government.

The Civil Auditor, Fort William, to whom the Papers were forwarded for report, observes that although the Forms prescribed by the Government of Bombay seem to be useful in enabling the Heads of Offices to maintain a check over the Absentees of their Establishments, they do

not appear to him calculated to meet the requirements of Audit Offices as well as the Form prescribed by the order of this Government under date the 9th November last.

D.

Monthly Statement of Leave of Absence of every description granted to Uncovenanted Servants drawing more than 10 *Rupees per mensem in the office of the for the month of*

Name of the Absentee.	Office held by Absentee.	Monthly salary.	Without leave.	Sick leave, under Sections IV. and V.	Private affairs, under Section VIII.	Special leave on private affairs, under Section IX.	Privilege leave, under Section VII.	Casual leave on private affairs.	Casual leave for sickness.	Period of absence during the month.	Amount of deduction from the salaries.	Rate of deductions.	Name of substitute (if any.)	Amount payable to substitute.	Net Amount to be retrenched from Pay Abstract, for the above month.	Remarks.

He however exempts from objection the annexed form introduced by the Bombay Civil Auditor, which, with some modification, would, in his opinion, tend to simplify and facilitate the means of checking Absentee Accounts. He therefore recommends a general introduction of a Statement of the above description.

The Civil Auditor, Fort William, further observes that the Resolution of the Government of Bombay, "would appear to treat Casual Sick Leave and Casual Private Affairs Leave as being distinct from the Sick Leave for 15 days in the course of the year, and the Privilege Leave for one month, which Uncovenanted Servants can claim under the Financial Resolution of 12th June* 1857, and the new Absentee Rule, Section VII., of the 22nd February 1856," adding, "every Uncovenanted or Ministerial Servant absent from whatever cause in excess of these latter periods, is, in Bengal subject to deduction of Salary, and the introduction of the same system in Bombay would, as being uniform and in accordance with the Orders of the Honorable Court, be preferable to the practice in force there."

* *Amended by Financial Resolution of 19th March* 1858.

In conclusion, the Civil Auditor submits two forms introduced by him,—the first being the Pay Abstract of Establishments showing the date of appointment, the Department in which Employment was previously held, the names of Officers and Salary, with a column for Remarks; the second, an Alphabetical Register of Leave of Absence granted under the Rules.

It is no doubt necessary the Honorable the President in Council remarks, that every Office should open Registers of Leave of Absence granted to the Members of its Establishment; but he is of opinion that all the five Registers prescribed by the Government of Bombay are not required. No such Leave as "Casual Leave on *Private* Affairs" has ever been sanctioned by this Government, and His Honor in Council requests that the Order of the Bombay Government allowing such Leave, and the Register† instituted by them in consequence of that Order, may be cancelled. The other Registers proposed by the Government of Bombay may be comprised in three forms:—

† *No.* 3.

1—For Sick Leave, under Section V, of the Uncovenanted Absentee Rules, dated 22nd February 1856.

1—For Private Affairs Leave, under Sections VII., VIII, and IX, of the same Rules and—

1—For Casual Leave, under the provisions of the Financial Resolution, dated 19th March 1858.

His Honor in Council accordingly directs that the following three forms, being the Bombay forms modified, may be adopted by the several Local Governments and Administrations, and introduced in all the Offices under their control:—

1st Form.

REGISTER showing the period of absence of Members of the Establishment of drawing 100 Rupees a month and upwards, on Sick Leave under Section V. of the Uncovenanted Absentee Rules, dated 22nd Febrary 1856, for the year.

1	2	3	4												5	6	7
Names.	Salaries.	Clause and Section under which leave is granted.	Number of days absent in each of the following months.												Total number of days absent in the year.	Amount deducted from the salary of the Absentee in each of the following months.	Remarks
			January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.			

2ND FORM.

Register showing the period of Absence of Members of the Establishment of drawing 100 Rupees a month and upwards, on Leave on Private Affairs, under Sections VII. VIII. and IX., of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the Year.

(The same Statement as No. I.)

NOTE.—Column 6 will, of course, be blank when leave is given under Section VII.

3RD FORM.

Register showing the period of Absence of Members of the Establishment of drawing more than 10 Rupees a month, on Casual Leave, under the provisions of the Financial Resolution of the Government of India, dated 19th March 1858, for the Year.

Names.	Salaries.	Number of days absent in each of the following months.												Total number of days absent in the year.	Remarks.
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		

In regard to Sick Leave and Private Affairs Leave granted to Ministerial Officers drawing less than 100 Rupees and more than 10 Rupees a month, His Honor in Council desires that a separate Register may be opened in the following form:—

Register showing the period of Absence of Members of the Establishment of drawing less than 100 Rupees and more than 10 Rupees a month, on leave granted to them according to the spirit of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the Year.

Names	Salary.	Nature of Leave.	Number of days absent in each of the following months.												Total number of days absent in the year.	Amount deducted from the salary of the Absentee in each of the following months.												Remarks.
			January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	Nevember.	December.	

It does not appear to His Honor in Council to be necessary that the Heads of Offices should furnish the Civil Auditor with a "monthly Statement of Leave of Absence of every description granted to Uncovenanted Servants," &c., in *addition* to the monthly Statement prescribed by the Orders of this Government, dated 9th November last; but he is of opinion that the Bombay Civil Auditor's form D, which is substantially the same as the form laid down in the Orders of this Government above referred to (except as regards the Columns headed "Without Leave" and "Casual Leave on Private Affairs") and which the Civil Auditor, Fort William, recommends to be generally introduced with some modifications (not specified) may, with advantage, be introduced in *substitution* of the form prescribed by the Orders of the 9th November last. He desires, however, that the column headed "Casual Leave on Private Affairs" may be struck out of the Statement.

With reference to the column headed "Without Leave," His Honor in Council remarks that "Absence without Leave" renders the Absentee liable under Section II., of the Rules to loss of appointment with entire forfeiture of salary for the whole period of such absence; but this penalty will not always be enforced, and in cases which it is not enforced, the absence shall not count in the period of the Absentee's service.

84

The Alphabetical Register introduced in his Office by the Civil Auditor at this Presidency is highly necessary; but it ought, His Honor in Council thinks, to be in the following Form:—

Annual Absentee Register of Uncovenanted Servants drawing more than 10 Rupees a month in the Year alphabetically arranged.

Name of Absentee.	Office held by Absentee.	Monthly Salary.	Absent.					
			Without Leave.	On Sick Leave under Section V.	On Privilege Leave under Section VII.	On Private Affairs Leave under Section VIII.	On Private Affairs Leave under Section IX.	On Casual Leave under the provisions of the Financial Resolution, dated 19th March 1858.

Adverting to the remark of the Civil Auditor, Fort William, that Uncovenanted Servants "can claim" Privilege Leave and Casual Leave, His Honor in Council desires that that Officer's attention be drawn to Section IX. of the Uncovenanted Absentee Rules, wherein it is distinctly explained that no Leave on Private Affairs is claimable as a matter of right; and to para. 1 of the Financial Resolution dated 19th March last, wherein it is stated that Casual Leave *may* be granted by the Heads of the Offices *at their discretion*.

ORDER.—Ordered, that a copy of the foregoing Resolution be forwarded to the Home Department, for information and guidance, and for communication to the Government of Bombay, and that the original paper noted in the margin* be returned to that Department, a copy being kept for record.

Ordered, that a copy of the Resolution be forwarded to the Departments, Governments and Officers noted in the margin† for information and guidance.

(Signed) C. HUGH LUSHINGTON,
Secretary to the Government of India.

* *Letter from the Secretary to Government, Bombay, No. 532, dated 2nd March* 1858.

† *Foreign, Military, and Public Works Departments.*
Government of Bengal, Madras, North-Western Provinces, and Straits Settlements.
Chief Commissioner, Punjaub.
Accountant General to the Government of India.
Mint Committee, Calcutta.
Sub-Treasurer, Fort William.
Civil Auditor, Ditto.
Secretary Government Savings' Bank, Do.

Copies of the foregoing Extract will be furnished to the various Departments of the Secretariat for observance, and in view to instructions to the same effect being issued to all the subordinate Offices. It will also be published in the Fort Saint George Gazette.

(True Extracts.)
(Signed) T. PYCROFT,
Chief Secretary.

No. 13. ORDER THEREON, No. 833; dated 17th June 1858.

Ordered to be communicated to the Board of Revenue, Director of Revenue Settlement, and Conservator of Forests. The Board will be good enough to circulate the above to all Collectors.

(Signed) W. H. BAYLEY,
Acting Secretary to Government.

PUBLIC DEPARTMENT.

No. 695.

Extract from the Minutes of Consultation, under date the 7th June 1858.

Read the following Extract from the Proceedings of the Honorable the President of the Council of India in Council, in the Financial Department, under date the 30th April 1858, No. 2590.

Read the under-mentioned papers on the subject of registering and notifying Leave of Absence granted to Uncovenanted Servants attached to *Office Establishments.*

Letter from the Secretary to the Government of India in the Financial Department, to the Civil Auditor, Fort William, No. 4796, dated the 9th November 1857.

Endorsement from the Home Department, No. 756, dated 25th March 1858, on a letter from the Secretary to Government, Bombay, with Enclosures.

Letter from the Civil Auditor, Fort William, to the Secretary to the Government of India in the Financial Department, No. 1002, dated the 15th April 1858, and its Enclosures.

RESOLUTION.—On the 9th November last, this Government ruled that in future all cases in which Leave of Absence not notified in the *Government Gazette* is granted to Uncovenanted Servants in excess of the few days provided for in the Financial Resolution of the 12th June 1857, should be reported *monthly* to the Civil Auditor or the Military Auditor General, as the case may be, in a form annexed to the above order.

On the 24th of the same month, the Government of Bombay ruled that Members of Office Establishments of every grade may be allowed—

1. Privilege Leave.
2. Sick Leave.
3. Leave on Private Affairs.
4. Casual Sick Leave.
5. Casual Leave on Private Affairs.

And they directed that from the 1st January, an accurate record of all Leave of Absence granted under the above heads, should be kept in each Public Office, in five separate Registers, according to certain prescribed forms.

The Government of Bombay also pointed out to the Heads of Departments the necessity of preventing any abuse of the privileges conceded, and explained the several conditions under which Leave of Absence, however urgent, may be obtained by Office Servants; and, lastly, directed their Civil Auditor to modify the forms of returns hitherto introduced by him, and to submit an Annual Abstract of the returns in question for the information of that Government.

The Civil Auditor, Fort William, to whom the Papers were forwarded for report, observes, that although the Forms prescribed by the Government of Bombay seem to be useful in enabling the Heads of Offices to maintain a check over the Absentees of their Establishments, they do

not appear to him calculated to meet the requirements of Audit Offices so well as the Form prescribed by the Orders of this Government, under date the 9th November last.

D.

Monthly Statement of Leave of Absence of every description granted to Uncovenanted Servants drawing more than 10 Rupees per mensem in the Office of the for the month of

Name of the Absentee.
Office held by Absentee.
Monthly salary.
Without leave.
Sick leave, under Sections IV and V.
Private affairs, under Section VIII.
Special leave on private affairs, under Section IX.
Privilege leave, under Section VII.
Casual leave on private affairs.
Casual leave for sickness.
Period of absence during the month.
Amount of deduction from the salaries.
Rate of deductions.
Name of substitute (if any.)
Amount payable to substitute.
Net Amount to be retrenched from Pay Abstract, for the above month.
Remarks.

He however exempts from objection the annexed form introduced by the Bombay Civil Auditor, which, with some modification, would, in his opinion, tend to simplify and facilitate the means of checking Absentee Accounts. He therefore recommends a general introduction of a Statement of the above description.

The Civil Auditor, Fort William, further observes that the Resolution of the Government of Bombay, "would appear to treat Casual Sick Leave and Casual Private Affairs Leave as being distinct from the Sick Leave for 15 days in the course of the year, and the Privilege Leave for one month, which Uncovenanted Servants can claim under the Financial Resolution of 12th June* 1857, and the new Absentee Rule, Section VII., of the 22nd February 1856," adding "every Uncovenanted or Ministerial Servant absent from whatever cause in excess of these latter periods, is, in Bengal subject to deduction of Salary, and the introduction of the same system in Bombay would, as being uniform and in accordance with the Orders of the Honorable Court, be preferable to the practice in force there."

*Amended by Financial Resolution of 19th March 1858.

In conclusion the Civil Auditor submits two forms introduced by him,—the first being the Pay Abstract of Establishments showing the date of Appointment, the Department in which Employment was previously held, the names of Officers and Salary, with a column for Remarks; the second, an Alphabetical Register of Leave of Absence granted under the Rules.

It is no doubt necessary the Honorable the President in Council remarks, that every Office should open Registers of Leave of Absence granted to the Members of its Establishment; but he is of opinion that all the five Registers prescribed by the Government of Bombay are not required. No such Leave as "Casual Leave on *Private* Affairs" has ever been sanctioned by this Government, and His Honor in Council requests that the Order of the Bombay Government allowing such Leave, and the Register* instituted by them in consequence of that Order, may be cancelled. The other Registers proposed by the Government of Bombay may be comprised in three forms:—

*No. 3.

1—For Sick Leave, under Section V, of the Uncovenanted Absentee Rules, dated 22nd February 1856.

1—For Private Affairs Leave, under Sections VII., VIII, and IX, of the same Rules and—

1—For Casual Leave, under the provisions of the Financial Resolution, dated 19th March 1858.

His Honor in Council accordingly directs that the following three forms, being the Bombay forms modified, may be adpoted by the several Local Governments and Administrations, and introduced in all the Offices under their control:—

1st Form.

REGISTER showing the period of absence of Members of the Establisment of drawing 100 Rupees a month and upwards, on Sick Leave under Section V, of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the year.

1. Names.	2. Salaries.	3. Clause and Section under which leave is granted.	4. Number of days absent in each of the following months.												5. Total number of days absent in the Year.	6. Amount deducted from the Salary of the Absentee in each of the following months.												7. Remarks.
			January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	

2ND FORM.

Register showing the period of Absence of Members of the Establishment of drawing 100 Rupees a month and upwards, on Leave on Private Affairs, under Sections VII, VIII and IX, of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the Year.

(The same Statement as No. 1.)

NOTE.—Column 6 will, of course, be blank when leave is given under Section VII.

3RD FORM.

Register showing the period of Absence of Members of the Establishment of drawing more than 10 Rupees a month, on Casual Leave, under the provisions of the Financial Resolution of the Government of India, dated 19th March 1858, for the Year.

Names.	Salaries.	Number of days absent in each of the following months.												Total number of days absent in the Year.	Remarks.
		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		

In regard to Sick Leave and Private Affairs Leave granted to Ministerial Officers drawing less than 100 Rupees and more than 10 Rupees a month, His Honor in Council desires that a separate Register may be opened in the following form :—

Register showing the period of Absence of Members of the Establishment of drawing less than 100 Rupees and more than 10 Rupees a month, on leave granted to them according to the spirit of the Uncovenanted Absentee Rules, dated 22nd February 1856, for the Year.

Names	Salary.	Nature of Leave.	Number of days absent in each of the following months.												Total number of days absent in the Year.	Amount deducted from the Salary of the Absentee in each of the following months.												Remarks.
			January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.		January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	

It does not appear to His Honor in Council to be necessary that the Heads of Offices should furnish the Civil Auditor with a "monthly Statement of Leave of Absence of every description granted to Uncovenanted Servants," &c., in *addition* to the monthly Statement prescribed by the Orders of this Government, dated 9th November last; but he is of opinion that the Bombay Civil Auditor's form D, which is substantially the same as the form laid down in the Orders of this Government above referred to (except as regards the Columns headed "Without Leave" and "Casual Leave on Private Affairs") and which the Civil Auditor, Fort William, recommends to be generally introduced with some modifications (not specified) may, with advantage, be introduced in *substitution* of the form prescribed by the Orders of the 9th November last. He desires, however, that the column headed "Casual Leave on Private Affairs" may be struck out of the Statement.

With reference to the column headed "Without Leave," His Honor in Council remarks that "Absence without Leave" renders the Absentee liable unde Section II, of the Rules to loss of appointment with entire forfeiture of salary for the whole period of such absence; but this penalty will not always be enforced, and in cases which it is not enforced, the absence shall not count in the period of the Absentee's Service.

87

The Alphabetical Register introduced in his Office by the Civil Auditor at this Presidency is highly necessary; but it ought, His Honor in Council thinks, to be in the following Form :—

Annual Absentee Register of Uncovenanted Servants drawing more than 10 Rupees a month in the Year alphabetically arranged.

Name of Absentee.	Office held by Absentee.	Monthly Salary.	Absent.					
			Without Leave.	On Sick Leave under Section V.	On Privilege Leave under Section VII.	On Private Affairs Leave under Section VIII.	On Private Affairs Leave under Section IX.	On Casual Leave under the provisions of the Financial Resolution, dated 19th March 1858.

Adverting to the remark of the Civil Auditor, Fort William, that Uncovenanted Servants "can claim" Privilege Leave and Casual Leave, His Honor in Council desires that that Officer's attention be drawn to Section IX of the Uncovenanted Absentee Rules, wherein it is distinctly explained that no Leave on Private Affairs is claimable as a matter of right; and to para. 1 of the Financial Resolution dated 19th March last, wherein it is stated that Casual Leave *may* be granted by the Heads of the Offices *at their discretion.*'

ORDER.—Ordered, that a copy of the foregoing Resolution be forwarded to the Home Department, for information and guidance, and for communication to the Government of Bombay, and that the original paper noted in the margin be returned to that Department, a copy being kept for record.

Letter from the Secretary to Government, Bombay, No. 532, dated 2nd March 1858.

Foreign, Military, and Public Works Departments.
Governments of Bengal, Madras, North-Western Provinces, and Straits Settlements.
Chief Commissioner, Punjaub.
Accountant General to the Government of India.
Mint Committee, Calcutta.
Sub-Treasurer, Fort William.
Civil Auditor Ditto.
Secretary Government Savings' Bank, Do.

Ordered, that a copy of the Resolution be forwarded to the Departments, Governments and Officers noted in the margin for information and guidance.

(Signed) C. HUGH LUSHINGTON,
Secretary to the Government of India.

Copies of the foregoing Extract will be furnished to the various Departments of the Secretariat for observance, and in view to instructions to the same effect being issued to all the subordinate Offices. It will also be published in the Fort Saint George Gazette.

(True Extracts.)

T. PYCROFT,
Chief Secretary.

To

The Revenue Department
for record and for communication
to the proper Officers.
with 6 Spare Copies

Exd. F. Cartledge.

Revenue 1858 Dep.t
Dy. to Cons. 22d June

No. 916

Extract from the Mins. of Cons. in the Public Department.

Dated 7th
Rec.d 11th } June 1858

Forwarding the Proceedings of the Govt. of India in the Financial Department on the subject of registering and notifying leave of absence granted to uncovenanted Servants attached to Office Establishments.

No. 12 of 18.

With acc.e of No. 833. 17th June 1858.

No. 833

Ordered to be communicated to the Board of Revenue, Director of Revenue Settlement and Conservation of Forests. The Board will be good enough to circulate the above to all Collectors.

W. H. Bayley

Fort St. Geo.e
17th June 1858.

85 Copies to the Bd. of Rev.e Dep.t 18.
5 — Do — Rev.e Settlement Dep.t
4 — Conservation of Forests Dep.t