

Public Works (1896) Department.

G.O., No. 853 R

DATED 9. October 1896.

[Despatch Abstract.]

Establishment Rolls and Working Estimates. Letter
to the Govt of India forwarding with remarks, Copy of
a letter from the Madras & South Indian Railway, — for
the half year ending 31st December 1896 and 12 months
ending 31st March 1897, respectively.

W. W. W.

[illegible]

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

S.S.S.

5684

Dec: 23. 6. 96

P/W. Curran L.N. 5684

No 1971

29-6-96

4th N. 5557

567
23.7.96

Copy forwarded to the Agents Messrs and Smith Indian Railways for four of an early report of the Travelling allowance and Leave rules printed at the end of the Establishment Rollo for the current half year are corrected upto date.

(G. H. M.)
(G. H. A.)

1911 4/28 1:46 (B.A. only)

CM. 24

issued 30/7/96

1971 2 4/18.9.96 B.A.

CM. 18/4

issued 18/9/96

Er. Frank on 18/9-96 - written for appointment. This is much better
CM. 25/6

CM. 25/6

for ER 25.6.96

Despatched on 29-6-96

1916

(No. II.)

No. 8857

567

MADRAS RAILWAY.

AGENT AND MANAGERS OFFICE,

Madras, 3rd July 1896.

From

The *Off.* Agent and Manager.

Madras Railway

To

The *Off.* Consulting Engineer for Railways.

Sir,

Madras

With reference to your endorsement
N^o 1971 of the 29th ultimo; on copy of a
letter from the Government of India, I have
the honor to inform you that the travelling
allowance and Leave Rules printed at the
end of the Establishment Rolls for Half
year ending 31st December 1896 now in
your hands are corrected up to date.

I have the honor to be

Sir,

Your most Obedt servant.

Henry Clench.

Off. Agent & Manager

Engd

Recd

2839

4/7/96

MADRAS RAILWAY.

From _____

To _____

The Agent and Manager.

The Consulting Engineer

for Railways.

Dated _____

Recd. _____

No. 188

No. 1502 G

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

To THE *Joint Secretary to the*
Government of Madras
P. W. D. Railway Branch.
 Simla, the *15th* August 1896.

The undersigned is directed to invite attention
 to the letter noted below, and to request that the
 reply may be expedited.

G. H. Walker

Under-Secretary.

P. W. D. No. 1502 G, dated 16 June 1896.
 requesting to be furnished with a
 Copy each of the Travelling Allowance
 and Leave and Acting Allowance
 Rules of the Madras and North
 Indian Railways.

Recd
12/7/96

P. W. Currie / No. 7731.

Recd 2/10/96

Form No.

Railway Department.

OFFICE OF THE CONSULTING ENGINEER FOR RAILWAYS,

Madras, 1st October 1896.

To

A
S. G. Ry.

No. 3119 Reply No. 919, dated 2/10/96

SIR,

I have the honor to request you will be so good
as to let me know when I may expect a reply to my
~~letter~~
letter No. 1971 dated 29. 6. 96

2. A reminder on the subject has been received
from the Govt of India

Reminders.

W. M. 30
9

1/10/96

30/9

SOUTH INDIAN RAILWAY COMPANY, LIMITED.

Regulations for Furlough, Sick Leave and Privilege Leave.

I.—Furlough.

1. The Agent may grant furlough to any European officer of the Company, who can be conveniently spared, according to the following scale:—

A first furlough for a period not exceeding,—

12 months after 7 years' service.	
14 ditto	8 ditto ditto
16 ditto	9 ditto ditto
18 ditto	10 or more ditto.

A second or subsequent furlough for a period not exceeding,—

6 months after 3 years' further service, dating from the expiration of the previous furlough or sick leave.

8 ditto	4 ditto	ditto
10 ditto	5 ditto	ditto
12 ditto	6 ditto	ditto
14 ditto	7 ditto	ditto
16 ditto	8 ditto	ditto
18 ditto	9 or more	ditto

2. The period of service upon which furlough may be granted is to be exclusive of time spent on leave of absence of any kind whatever, except privilege leave. No second or subsequent furlough shall be granted till after a further actual service of three years, commencing from the date of the expiration of the previous furlough; and no single furlough shall be granted for a longer period than eighteen months.

3. With the proviso that no furlough pay shall exceed the rate of £1,000 per annum, an officer absent on furlough will be allowed half the substantive pay of his appointment, excluding all allowances.

II.—Sick Leave.

4. The Agent may at any time during service grant an officer of the Company leave of absence for any period not exceeding twelve months, on the production of a certificate from the Company's Medical Officer, or other Medical Officer to be approved by the Agent, declaring that he is of opinion that such leave is necessary for a certain period, and that at the end of such time the officer will probably be fit to resume his duties: provided the Agent is satisfied that the sickness has not been caused by any misconduct of the officer: provided also that nothing in this rule shall be considered as precluding the Board of Directors of the Company from extending the leave of absence of any officer of the Company, who may have visited England on a sick certificate, for such further period as to such Board may appear proper, subject to the production of a sick certificate from the Company's Medical Officer in England, containing a declaration similar to that above prescribed.

5. With the proviso that no sick leave pay shall exceed the rate of £1,000 per annum, an officer absent on sick certificate will be allowed half the substantive pay of his appointment excluding all allowances.

III.—Privilege Leave.

6. The Agent may grant leave of absence to an extent not exceeding one month in each year without deduction of pay. He may permit such one month's leave to be cumulative to the extent of three months, but no longer, so that at the end of twenty-two months' continuous service he may grant to the officer, if he think proper, two months together, or at the end of thirty-three months, three months together. But an officer who takes accumulative leave during the last three months of the third year shall not be permitted to take the first month of the next year on account of that year, or any further privilege leave, until an interval of at least eleven months shall have elapsed from the time of his resumption of duty.

IV.—Special Leave.

7. The Agent may grant to any officer of the Company, who has served for a period of not less than two years, if he can be conveniently spared, special leave of absence for any period not exceeding six

RAILWAY.

G.

Miscellaneous Expenditure.

months ending 31st March, 18

Actuals for year
ended 31st March
189

Rs.

EXPLANATORY NOTES.

Conservancy.

PARTICULARS.	Sanction for the year 18 Rs.	Estimate for 12 months ending 31st March 18 Rs.	Actuals for 18 Rs.
Agent's Department ...			
General Stores „ ...			
Engineering „ ...			
Medical „ ...			
Locomotive „ ...			
Miscellaneous „ ...			
Total ...			

months, on urgent private affairs but not so as to be joined on to any privilege leave or furlough, and no pay or allowance shall be drawn for the period of such leave.

V.—General Conditions.

8. All leave granted under the foregoing rules shall commence from the date of officer the making over charge of his duties, and terminate on his again taking charge of his duties.

9. All officers visiting England on furlough or sick leave are, immediately after arrival, to report themselves, either personally or by letter, at the head office of the Company in London, and they are not to return to India without having first obtained the permission of the Board.

10. Officers absent on furlough or sick leave may draw their furlough, or sick leave, pay monthly, as it becomes due, upon condition of their making a declaration at the commencement of their leave, that it is their intention to return to duty at the expiration thereof, and engaging, in the event of their not returning, to refund the money, should they be called upon to do so.

11. It must be distinctly understood that neither furlough nor privilege leave can be claimed by any officer as a right, and that such leave will be granted only when, in the opinion of the Agent, it can be given without detriment to the service of the Company.

12. A service of not less than three months is necessary between the date of return from three months' accumulated privilege leave, and the grant of furlough, or between the date of return from furlough, or leave on sick certificate, and the grant of privilege leave.

13. The duties of officers on leave under these regulations will be performed, whenever possible, by the existing staff in India. An officer of any grade, acting in place of another officer of a higher grade who may be absent on sick leave or furlough, will be entitled to draw one-half of the combined substantive pay of the two appointments, with the full allowances of whichever of the two appointments has the highest allowance; but this arrangement does not apply to officers acting for others absent on privilege leave.

In calculating acting allowances, the personal allowance (if any) enjoyed by the acting officer only shall be combined with the substantive pay drawn by him, provided that the personal allowance has been granted in consideration of long and specially good service. The sum of pay, personal allowance (if any) and acting allowance drawn by an officer, shall not exceed the minimum pay of the appointment in which he is officiating, except when his substantive pay together with his personal allowance (if any) is higher than the minimum pay of the appointment in which he is officiating, in which case the sum of the substantive pay and personal allowance must not be exceeded.

14. Excepting in the case of officers entitled to free passages under their agreements, all travelling expenses of officers going on leave, or returning to their duty, must be defrayed by the officers themselves.

15. All applications for leave must be made officially to the Agent through the head of the department to which the applicant belongs. The applicant must state in his application the dates and other particulars of leave of every description previously obtained by him.

HENRY W. NOTMAN,

Managing Director.

COMPANY'S OFFICES, 55, GRACECHURCH STREET,

LONDON, 9th January, 1863.

SOUTH INDIAN RAILWAY COMPANY, LIMITED.

Rules for Granting Leave to Uncovenanted Servants.

Sanctioned by the Madras Government, in Orders Nos. 821 and 862, dated the 9th and 24th December 1901.

1. It shall be competent for heads of department to grant each servant in the service of the Company one month's privilege leave on full pay during each year of service.

2. This leave may be allowed to accumulate and be taken to the extent of two months together after a continuous service of three years, subject to the approval of the Agent.

3. Privilege leave will not be allowed to run into any other leave of absence or be taken together with it.

4. The leave will not be claimable by any servant as a matter of right, but will be granted only at the pleasure of the heads of departments, when the concession of the indulgence in no way interferes with the interest of the Company's service.

5. No pay will be drawn for a servant absent on privilege leave, and no pay will be considered due unless the party return to duty within the time granted to him.

Sick Leave.

6. It shall also be competent for heads of departments to grant each servant one month's sick leave during each year of service with full pay.

7. Sick leave will not be allowed for a longer period than three consecutive months; but for leave beyond one month the salary to be granted during such leave will be subject to the approval of the Agent.

8. In no case will a servant be allowed more than a moiety of his salary when his leave is extended beyond one month; but should it be found necessary to employ a substitute, and one be not procurable for the remaining moiety of the absentee's salary, the absentee will in that case receive only the difference between the amount paid to the substitute and the salary of his appointment.

WILLIAM S. BETTS,

Agent.

BATTA RULES.

The following allowance per diem are granted to officers and employees on the open line when they are absent from their head quarters on duty:—

	Rs.	A.	P.
Officers drawing Rs. 1,000 per mensem and upwards	7	8	0
" " " 1,100 " and up to, but exclusive of, Rs. 1,600	6	0	0
" " " 500 " " " 1,100	5	0	0
" " " 200 " " " 500	4	0	0

The above allowances will be granted under the rules applicable to Government servants contained in the Civil Service Regulations (vide Board's letter, No. 18 of 1st May 1891).

Subordinates, who have hitherto been granted allowances, will continue to receive them on the following scale per diem:—

	Rs.	A.	P.
Employees drawing Rs. 300 and above	2	8	0
" " " 200 and under Rs. 300	2	0	0
" " " 100 " " 200	1	8	0
" " " 50 " " 100	1	0	0
" " " 25 " " 50	0	8	0
" " " 15 " " 25	0	4	0
" " " 15 " " "	0	2	0

SOUTH INDIAN RAILWAY CO., LD.

1. The following allowances per diem are granted to officers and employees on the open line when they are absent from their head quarters on duty:—

(a) Officers drawing Rs. 1,600 per mensem and upwards	Rs. 7	8	0
" " " 1,100 " and up to, but exclusive of, Rs. 1,600	" 6	0	0
" " " 500 " " " 1,100	" 5	0	0
" " " 200 " " " 500	" 4	0	0

(b) Subordinates who have hitherto been granted allowances, will continue to receive, them on the following scale per diem:—

Employees drawing Rs. 300 and above	Rs. 2	8	0
" " " 200 and under Rs. 300	" 2	0	0
" " " 100 " " 200	" 1	8	0
" " " 50 " " 100	" 1	0	0
" " " 25 " " 50	" 0	8	0
" " " 15 " " 25	" 0	4	0
" " " 15 " " "	" 0	2	0

2. "Day" means a calendar day, beginning and ending at midnight, but this definition is subject to the proviso that a total absence from head-quarters of less than twenty-four hours is not counted as two days.

3. Allowances, as per above scale, are granted for any day on which an officer, or subordinate, is absent from his station more than eight consecutive hours.

4. Inspectors of maintenance are not entitled to Batta while working on their own lengths, but may receive it when travelling to places beyond the limits of their own districts.

5. All allowances claimed must be certified by the head of a Department.

6. A daily allowance may not be drawn for more than 10 days of a halt at one place.

7. No allowance is admissible when the distance travelled either in going, or in returning, to head-quarters does not exceed five miles.

8. The actual cost of any suitable conveyance may be paid on the certificate of the head of the Department to any Railway 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.

9. The above allowances do not apply to Guards, who will be allowed batta as follows for a trip out and back in one day, provided three hours notice of the trip has not been given to the guard, and that the journey is of 8 consecutive hours duration from the time of leaving the original starting station:—

For Chief Guards drawing Rs. 50 per mensem and above	Rs. 0	8	0
For under Guards	" 0	4	0

See attached memo

AGENT'S OFFICE,

TRICHINOPOLY,

17th February 1902

A. D. G. SHELLY,

CAPTAIN, R. E.,

Agent.

Division

Signature of Claimant.

Signature of Head of Department.

Signature of Claimant.

AGENT'S OFFICE.

From

THE AGENT,

SOUTH INDIAN RAILWAY.

To

THE CONSULTING ENGINEER

FOR RAILWAYS.

MADRAS.

Sir,

In compliance with your letter No 3119 of the 1st instant, I have the honor to forward herewith a copy of the Leave Rules, which contain the Acting Allowance Rules, and of the Travelling Allowance Rules, of this Railway.

With exception of ^{the} ~~the~~ Batta Rules for Guards, which were issued after the Establishment Rolls for the current Official year were printed, all the Rules forwarded herewith are printed at the end of the Establishment Rolls.

Regarding Rule 13 of the League Rules, please see Resolution N^o 10 of Official Meeting N^o 1 of 1896.

I have the honor to be,
Sir,

Your most obedient Servant
 R. B. Shelley
 Capt. R. B. May
 Agent

3 Enclosures.

Ans

No. 853 *RF*

Government of Madras.

PUBLIC WORKS DEPARTMENT,
RAILWAY BRANCH.

To

THE SECY. TO THE GOVT. OF INDIA,

P. W. DEPARTMENT.

*Simla**Coty, the 9th October 1896.*

Sir,

*With reference to
your letter No. 1502 B,
of 16 June 1896 and re-
minder of 15 August 1896,
I am directed to forward
herewith a copy of the
Madras S. I. Railway
Establishment Rules &
working estimates for the
half year ending 31st Dec.
1896, and 12 months ending
31st March 1897 respectively
and to state that with the
exception of the Ballar rules
for funds ^{on S. I. R.} which have since
been revised ^{Cpy attached} the travelling
Leave*

From

THE AGENT,

SOUTH INDIAN RAILWAY.

Tiruchinopoly

To

THE CONSULTING ENGINEER FOR

RAILWAYS,

Madras.

Dated

Received

No.

189

ENCLOSURE.

Leave & History Allowance
(corrected & verified)
Rules are printed at the
end of these rolls & have
been corrected & updated.

4/11/10

Documents accompanying:-

- (1) Establishment Rolls &
working estimates
of income & S & P
referred to
- (2) Rules

Bf

No 833 R dated 9.10.96

1,000-5 3-94
Form No. 70.

TELEGRAM ^{URGENT}
^{URGENT}
DEFERRED

FROM

E.R.

TO

A

D244, Please reply my 1971

June 29.

CW 21/5

Sept 10
21/5

21/5