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HAND-BOOK
OF
GENERAL INSTRUCTIONS
FOR THE
SURVEY OF INDIA DEPARTMENT.

[SECOND EDITION.]

PREPARED BY
COLONEL J. R. HOBDDAY, I.S.C.,
DEPUTY SURVEYOR GENERAL,

UNDER THE DIRECTION OF
COLONEL ST. G. C. GORE, R.E.,
SURVEYOR GENERAL OF INDIA.



CALCUTTA:
OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING, INDIA,
1900.

*Agents for the sale of Books published by the Superintendent of
Government Printing, India, Calcutta.*

IN LONDON.

E. A. ARNOLD, 37, Bedford Street,
Strand, W. C.
CONSTABLE & Co., 2, Whitehall
Gardens, S. W.
SIMPSON LOW, MARSTON & Co., St.
Dunstan's House, Fetter Lane, E. C.
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ON THE CONTINENT.

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OTTO HARRASSOWITZ, Leipzig.
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THACKER, SPINK & Co., Calcutta and
Simla.
NEWMAN & Co., Calcutta.
THACKER & Co., LD., Bombay.
E. SEYMOUR HALE, Fort Bombay.
HIGGINBOTHAM & Co., Madras.
**SUPERINTENDENT, AMERICAN BAPTIST
MISSION PRESS**, Rangoon.

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CALCUTTA :
GOVERNMENT OF INDIA CENTRAL PRINTING OFFICE,
8, HASTINGS STREET.

PREFACE.

THE large number of additions and corrections that have occurred since the publication of the first edition of the Hand-book of General Instructions for the Survey of India Department compiled by Colonel M. W. Rogers, R.E., in 1893, has necessitated the issue of a second edition.

The general arrangement of the first edition has been closely followed, but the subject matter of each paragraph has been collected more under the specific heading to which it refers, and there are no longer any chapters, or sections headed "miscellaneous" or "miscellaneous matters." The chapter on "leave and pensions" has been considerably amplified.

Only the most important rules in the Civil Account Code, and Civil Service Regulations, etc., have been extracted, as a preliminary guide to those using the hand-book. The codes should invariably be consulted and quoted in all official communications.

Executive officers are requested to bring to the notice of the Assistant Surveyor General in charge of the Surveyor General's Office, any mistakes or alterations in the text. Printed slips of *addenda* and *corrigenda* will be circulated periodically, and executive officers are called upon to state in their Annual Reports that all copies of the hand-book in the possession of officers, under their orders, have been brought up to date, and all corrections, etc., duly inserted, as they are liable to the inspection of administrative officers when on tour.

PREFACE.

Mr. Gray, the Head Accountant, and Babu Narendro Nath Mukerjee gave me considerable assistance in revising Chapter IV (Accounts) and in preparing the index.

CALCUTTA ;
24th October 1900.

J. R. HOBDAY, *Colonel,*
Deputy Surveyor General.

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Survey of India Department.

HAND-BOOK OF GENERAL INSTRUCTIONS.

CHAPTER I.

SECTION I.—ADMISSION TO THE IMPERIAL SERVICE.

1. The Imperial Service is open to officers of the Royal Engineers and the Indian Staff Corps, who are appointed by the Government of India, on the recommendation of the Surveyor General of India according to following extract from the Army Regulations:—

Army Regulations, India, paras. 323-30, Vol. II, para. 1.

For this Department the period of probation will be one year.

Rules of admission.

If in any case strong special reasons render an extension of this term expedient, appli-

cation should be made, through the Surveyor General, in full time to permit of orders being passed before the period of probation expires.

Officers of the Royal Engineers are appointed as 2nd grade Assistant Superintendents without any departmental examination, and rank above all probationary assistants, whether military or civil.

Every candidate will be required to furnish a certificate from his Commanding Officer, and from a Surgeon a certificate of the following form:—

"I certify that to the best of my belief——— is in good bodily health, has good eyesight, and is apparently well capable of undergoing the vicissitudes of service in India."

The candidate will submit this certificate, with application for employment through the Adjutant General, Simla, together with a statement of his qualifications, to enable the Surveyor General to form an opinion as to his present or probable future fitness for the Department. No British Officer (not being a Royal Engineer Officer) can obtain probationary employment in the Survey Department until he has entered the Staff Corps.

The preliminary examination will embrace the following subjects:—

1.—Arithmetic, including involution and evolution; arithmetical and geometrical progression; proportion, or rule of three;

vulgar and decimal fractions, logarithmic calculations; and mensuration of surfaces.

II.—Elementary geometry; first four books of Euclid.

III.—Algebra, as far as quadratic equations, inclusive.

IV.—Elements of plane trigonometry.

V.—Topographical, mechanical, or civil drawing, to be executed in the presence of examiners.

Officers holding certificates of qualifications, granted at the Institutions of Sandhurst and Woolwich, or the Staff College or Civil Engineering Colleges, or who may have passed an examination in surveying according to the army standard, will be exempted from undergoing any preliminary examination, and will, on being nominated, at once enter as departmental probationers, and be attached to the Dehra Training School to learn their practical duties in the field and during the recess.

The final examination to be held at the close of the period of probation will comprise—

I.—The satisfactory execution, unassisted, of a small area of country, including the computation and entire mapping involved in the same.

II.—Perfect use and knowledge of all the instruments employed in the department, and adjustment of the same.

III.—Familiarity with the details of the several calculations for the reduction of the observations which are commonly used in the Survey Department.

IV.—The elements of practical astronomy, sufficient for ascertaining time, azimuth, latitude, and longitude.

V.—A fair knowledge of all rules in force for the general conduct of the Survey establishments.

Each candidate will also be required to produce a certificate of having passed the higher standard examination in any vernacular language prescribed by the Government of India.

The examination will be conducted by the Surveyor General, aided by such professional officers, to the number of two, as may be available. Whenever desirable, sealed examination questions may be transmitted, in view to their being answered by the probationer in the presence of the officer in charge of the Survey party to which he may be attached, in lieu of obliging him to appear at departmental head-quarters for the purpose of examination.

The degree of proficiency attained by candidates will be ascertained by written questions, the examination papers being framed at departmental head-quarters.

2. A few appointments to the Department are made by the Secretary of State, of specialists required for technical posts, and recruited in England.

Special appointments.

3. Royal Engineer Officers are appointed to the Department, according to seniority in the corps.

Departmental Rules regarding Royal Engineer appointments.

A Royal Engineer Officer will not, as a rule, be allowed to officiate as 1st grade

Assistant Superintendent, until he has been one year in the Department, and been satisfactorily reported on.

4. An officer when first gazetted to the Department will draw up a history of his services on India Army

History of Services.

Form to be submitted to head-quarters for

insertion in the Departmental List of Officers.

G. O. No. 20,
13th January
1879.

SECTION II.—ADMISSION TO THE PROVINCIAL SERVICE.

5. Every candidate for the Survey of India Department must forward his application in writing to the Surveyor General, accompanied by such certificates as to *age* (baptismal certificate required in case of European and Eurasian candidates), *moral character*,

Rules of admission.

education, *soundness of health*, and *good eye-sight* as will clearly establish his suitability for employment.

The application must further be accompanied by *specimens of plan and free-hand drawing*. The candidate's name having been registered, he will be informed of the time and place of examination, when decided on. The examination papers will be issued from the Trigonometrical Branch Office in Dehra Dun.

No application can be entertained from any individual whose age at the time of the completion of the examination is under 18 or above 22 years, except in the case of natives whose maximum age is fixed at 24 years; no person who is married or likely to be soon married will be admitted, excepting candidates of pure Asiatic origin. Candidates, if Europeans, must have at least passed the First Art Examination at an Indian University, or the High School pass examination, Algebra being a compulsory subject, and if natives, the B. A. pass examination.

Candidates must be prepared to undergo the examination detailed below, which will give them entrance to the Training

R. and A. Department No. 340, dated the 87-13, 9th February 1899.

School at Dehra; no candidate will be considered to have qualified, unless he gets 50 per cent. of the marks in each subject of mathematics and 30 per cent. of the total marks in drawing.

Examinations will be held in September as a rule. The most suitable of the candidates who qualify will be selected.

When under examination for the Department, the candidate must sign a bond as below.

The selected candidates will enter the Department as Probationary Sub-Assistant Superintendents, 3rd grade, on a salary of Rs. 120 *per mensem*, and they must pass out of the Training School within a maximum limit of 2 years before becoming eligible for confirmation in the Department.

As surveyors are liable to much exposure and to work in trying climates, the medical certificate should particularly specify that the candidate is of good physique and is likely to stand hard work, such as riding or walking long marches. The medical certificate should be in the form as given below, signed by a Medical Officer in Government employ not lower in rank than Surgeon-Lieutenant. During his course at the Training School, should he prove to be in the opinion of the Superintendent, Trigonometrical Surveys, physically unfitted for the Department, that officer may demand a further certificate of fitness.

Abstract of Examination for the Provincial Service of the Survey of India Department.

CANDIDATE.				MATHEMATICS.				DRAWING.			Grand Total.
NAME.	AGE.			Algebra, up to and including the Binomial Theorem.	Geometry, First Four and Sixth Books of Euclid, with Problems.	Plane Trigonometry, Mensuration, and Logarithms.	Total.	Free-hand from copies.	Geometrical.	Total.	
	Years.	Months.	Days.								
Maximum marks				300	350	350	1,000	100	100	200	1,200
Marks gained by Candidate											
SURVEYOR GENERAL'S OFFICE, } 189 . }				Report by Examiner.				Orders by Surveyor General.			

N.B.—No marks are allotted for specimens of Plan and Free-hand Drawings sent with original applications.

AGREEMENT of.....

Candidate for appointment as a Probationary Sub-Assistant Superintendent in the Survey of India Department.

I.....do hereby agree that I will not demand my discharge for three years from the date of joining the Survey of India, and never during the field season. I further agree to serve in any part of India or Burma to which I may be sent.

If against the tenor of this agreement my discharge should at any time be insisted on, I do hereby agree to repay to the Government a sum equal to one-half of the whole amount which I may have actually received in the shape of salary or allowance of any kind.

Place..... } Signature
Date..... }

Witnesses to Signature {

MEDICAL CERTIFICATE.

I do hereby certify that I have examined..... a candidate for employment in the Survey of India Department, and cannot discover that he has any disease, constitutional affection or bodily infirmity, except.....

I do not consider this a disqualification for employment in the Survey of India Department. His age is, according to his own statement,.....years, and by appearance about.....years. He is of.....physique.....to stand hard work, such as riding or walking long marches, and his eye-sight is.....

..... } Surgeon
..... 19 . }

C. O. No. 164 of 23rd Dec. 1884.

6. Surveyors who have done exceptionally good service in the Promotion of Surveyors to subordinate grades of the Department may, the Provincial Service. on the recommendation of the Surveyor General, be promoted into the Provincial Service without passing the above departmental tests.

SECTION III.—ADMISSION TO THE SUBORDINATE SERVICE.

D. O. No. 246, dated 13th March 1899.

D. O. No. 272, dated 14th August 1899.

7. Candidates for admission should forward applications, in their own hand writing in English, to the Superintendent, Trigonometrical Surveys, Dehra Dun, in the month of August only. Applications received in other months will not be attended to, nor unsuccessful candidates replied to.

There is no entrance examination, but preference will be given to candidates who have passed the Anglo-Vernacular Middle Class

Examination in the North-Western Provinces and Oudh or an equivalent standard in another province.

Each application for admission should be supported by attested copies of the following certificates, which will not be returned :—

- (1) The educational certificate that the candidate has passed the above or some other examination.
- (2) Certificate of age. No one above the age of 25 need apply.
- (3) A certificate of respectability and good moral character.

If these be found satisfactory, a health certificate will be required and a special form will be supplied for the signature of the nearest Civil Surgeon.

A certain number of pupils will be selected from those candidates whose certificates are satisfactory, the number depending on the vacancies in the School. *No candidate should, however, come to Dehra, until he is called.*

On joining the Training School, each selected candidate will have to sign the following bond on stamped paper :—

"I do hereby agree that I will not demand my discharge for three years from the date on which I am appointed sub-surveyor, and never during the field season. I further agree to serve in any part of India or Burma to which I may be sent.

"If against the tenor of this agreement my discharge should at any time be insisted on, I do hereby agree to repay to the Government a sum equal to one-half of the whole amount which I may have actually received in the shape of salary or allowance of any kind."

Pupils at the School receive Rupees 6 a month and are provided with Government tents and coolies, and, during out-door work, their private baggage is carried at Government expense. When living in Dehra, they must arrange for their houses themselves.

Each pupil will be required to pass an examination in the subjects which he has been taught; he may go up for this examination at any time after three months' attendance at the School, but no one will be allowed to remain at the School more than a year, and if he cannot pass the examination in that time, he will have to leave as unfit. In the examination those who do not obtain half marks will not pass but those who receive 80 per cent of marks will be granted a special certificate.

Should any pupil fail to show reasonable progress or misconduct himself, the Superintendent, Trigonometrical Surveys, will have the power, should he consider the retention of the pupil undesirable, to dismiss him without notice. Such pupil will have no claim to be paid any travelling allowance on his journey back to his home.

When a pupil has passed the examination, he will be appointed to a survey party as a sub-surveyor, but will, for the first 5 years, be on the temporary establishment. At the expiration of this time he will, on the recommendation of the officer in charge of the party, be permanently posted to the Survey Department. His salary will depend on the country to which he is sent. The allotment of Sub-surveyors to the various parties requiring them will be made by the Superintendent, Trigonometrical Surveys, and pupils cannot claim any choice. The minimum pay of a Sub-surveyor in India is Rupees 12 and the maximum Rupees 100, the rate of promotion depending on the zeal, energy, and accuracy of the Sub-surveyor. In Burma the minimum pay is Rupees 15 and the minimum Burma allowance is Rupees 7-8. Sub-surveyors are allowed travelling allowances and leave of absence in accordance with Government regulations, and their service, including the preliminary temporary service (should there be no break between), qualifies for pension.

Apprentices will commence to draw the pay and allowances of the posts to which they are appointed from the date of joining their parties, and service towards leave, pension, etc., will also count from that date.

During the interval between passing the final examination at Dehra Dun and joining a party, apprentices will draw the allowance of Rupees 6 per mensem to which they are entitled while under training.

Apprentices are entitled to travelling allowances at the usual rates for the journey between Dehra and their new stations.

Each pupil on joining the Training School will be furnished with a service book which should be kept up to date and forwarded, on the completion of his training, to the officer in charge of his party.

A qualification report should also be prepared for each pupil giving his qualifications on passing the final examination. This report should be forwarded to the officer in charge of the party to which he may be posted.

SECTION IV.—SPECIAL RULES APPLICABLE TO ROYAL ENGINEER OFFICERS.

8. The employment, exchange, and service of officers of Royal Engineers in India is subject to the following rules:—

(a) The normal employment of all Royal Engineer Officers serving in India is declared to be the Military Works Department, and service in this department is constituted military dut

C. O. No. 51,
dated 27th
December 1887.

G. O. C. C.,
dated 1st
February 1886.

Rules regarding employ-
ment, exchange, and service
of Royal Engineer Officers.

under the orders of the Commander-in-Chief in India. Officers of the corps on arrival in that country will be posted by His Excellency to do duty with the Military Works Department.

G. O. No. 79,
dated 1st July
1889.

(b) Royal Engineer Officers who elect for continuous service in India will be eligible for employment in any special duty for which their services may be desired by Government. Exchanges between officers on the British and Indian establishments will be restricted to officers actually serving on those establishments at the time of application.

G. O. No. 105,
dated 30th
December 1891.

(c) The duration of the first tour of service in India shall, in the case of officers who began that tour before the 20th February 1886, be regarded as seven years, and the duration of the second and third tours, in the case of such officers, as five years each. In the case of officers who began their first tour on or after 20th February 1886, the duration of each tour shall be regarded as five years.

G. O. No. 98,
dated 22nd
December 1890.

(d) Royal Engineer Officers may elect for continuous service in India, who on 19th April 1890 (the date of the Royal Warrant), are performing their first tour of service in India, or who may hereafter proceed to India for that purpose, and who continue to serve for a second or third tour, without interruption except by leave, the election being made at any time during such service, not later than six months prior to the expiry of their third tour.

G. O. No. 51,
dated 20th
December 1887.
G. O. C. C.,
dated 1st
February 1895.

(e) All officers of the corps completing their first tour of service and those who may be prolonging their service in India indefinitely will be required to give the Government of India six months' notice of their intention to remain in that country, or to revert to the Home establishment.

G. I. O. No. 15,
dated 12th
August 1898.
I. A. C., Clause
95, dated 1st
June 1898.

(f) The period during which officers of the Royal Engineers remain eligible to elect for continuous Indian service may include one term of service on the Imperial establishment not exceeding seven years in duration. This term of service will count as service for the purpose of reckoning leave allowance under the leave rules of the Indian Staff Corps.

G. O. No. 127,
dated 30th
January 1894.
I. A. C., Clause
6 of 1894.

(g) The time on half pay, not exceeding one year, allowed to reckon as service for pension and promotion in the case of officers of the Indian Staff Corps and Indian Medical Service placed on half pay on account of ill-health contracted in the performance of military duty is also applicable to officers of the Royal Engineers who have elected for continuous service in India.

C. O. No. 36,
dated 9th
December 1896.
G. O. C. C.,
No. 951, dated
28th October
1895.

D. O. No. 184,
dated 4th
August 1898.
G. O. C. C.,
No. 768 of 1896.

C. O. No. 55 of
21st March
1888.

India Army
Circulars,
Clause 176, of
31st October
1887.

9. All Lieutenants of the Royal Engineers serving in the Survey of India Department who have not passed the Departmental Examination in India for Assistant Engineer, 1st grade, Military Works Department, or for Assistant Engineer, 2nd grade, Public Works Department (which latter officers, on and after the 1st April 1899, will be required to pass, in addition, the active service test prescribed in paragraph 3 (b), Royal Engineer Corps Memorandum No. 599, dated 1st October 1896), will be required to pass the prescribed technical examination as laid down in the marginally-quoted orders before promotion to the rank of Captain.

10. The following regulations apply to the appointment to the School of Military Engineering, Chatham; rules regarding officers of the Royal Engineers who elect for continuous service in India:—

(a) Every officer of Royal Engineers who has elected to render continuous service to the Government of India under the terms of the Royal Warrant of the 20th February 1886 will be required, after he has been one year a Captain, and before he has been eight years in that rank, to join the School of Military Engineering at Chatham, with a view to becoming acquainted with the progress made in military science and engineering, and to qualify himself for promotion in his corps.

(b) The course of instruction will last about eight months, commencing on the 1st April.

(c) The number of such officers who will be appointed to the School of Military Engineering in any one year will not exceed 15. They will be selected by the Government of India.

(d) If in India, the officer will travel at the public expense, and be provided with passage to England by troopship, if he return to India on the completion of the course, he will be provided with a return-passage.

(e) From the date of leaving India to the date of return as above he will receive the English pay and allowances of rank, and, in addition, while at the school, quarters or the usual allowance in lieu, and be on exactly the same footing as other officers of Royal Engineers.

(f) In the case of an officer appointed to the School while on leave, the period of duty will commence from the date on which he joins at Chatham, and he will receive the above allowances, etc., from that date. He will have no claim to travelling allowances prior

to joining; but if he return to India on completing the course, he will be granted a free passage, and be considered on duty up to the date of his arrival in that country.

(g) An officer may, on obtaining the assent of his Government, be granted leave, on the termination of the course of instruction, or if on leave when appointed, be allowed to avail himself of any unexpired portion of that leave, but in either case his duty will terminate at the date of quitting the School, and he will forfeit his claim to a free passage back to India.

(h) The whole period passed on duty will reckon as service for pension, and also in the case of an officer under the Civil Leave Code, for furlough.

(i) Every officer is expected, while at Chatham, to pass the examination qualifying him for promotion to the rank of Major, as under no circumstances will an officer be ordered there for a second time.

(j) It is to be distinctly understood that an officer who chooses to pass in India the prescribed examination for promotion to the rank of Major will still be required to do duty at Chatham for eight months, in order to make himself acquainted with the progress made in military science and engineering.

Clause 33 of
29th February
1888.

C. O. No. 101,
dated 25th June
1891.

II. Royal Engineer Officers, who have been selected or who have elected for continuous service in India, will be admitted to the benefits of the Indian Military Service Family Pension Regulations on the following conditions:—

(a) Every such officer on his electing for continuous service may become a subscriber on payment of the following sums according to his rank at time of election. These payments will be in addition to the prescribed ordinary donations at full rates and subscriptions laid down in these regulations:—

	£
Lieutenants	80
Captains	97
Majors	113
Lieutenant-Colonels	158

These extra donations will be payable at the official rate of exchange in force on the date the payments become due, and they may be paid in one sum or in *twenty-four* equal monthly instalments. If payment be made by instalments, interest on the unpaid portion will be levied at the rate of 4½ per cent. per annum. The balance of

any contribution due at an officer's death will be recovered rateably, without interest from the pensions of his widow or orphans, if in India in *twenty-four* monthly instalments, in England in *four* quarterly instalments.

(b) Officers of Royal Engineers selected or electing for continuous service in future will be called upon by the Military Account Department to say whether they desire to join the Indian Military Service Family Pensions. In the event of their joining, their subscriptions and donations will be due from the date on which they become continuous service officers.

(c) If an officer who has already elected for continuous service does not exercise the option of becoming a subscriber within six months from the 1st March 1891, permission to subscribe after that date should only be granted on the production of a certificate that he is in good health.

C. O. No. 102,
dated 20th
August 1891.

(d) Officers hereafter electing for continuous service in India should be required to exercise the option of subscribing for their families under these regulations within three months from the date on which they elect for continuous service, and after the expiration of three months should be required to produce a medical certificate.

(e) Donations payable by instalments in India within a period of two years will be liable, during that period, to alteration in amount according to the rate of exchange which may be in force for the year during which they are reckoned, in accordance with the principle laid down that the equivalent of sums payable in sterling shall be paid by the subscribers in India.

(f) All sums, whether in the nature of arrears or instalments of donations, will be recovered at the official rate of exchange ruling at the time the payments are actually made.

C. O. No. 103,
dated 19th
November 1891.

(g) Royal Engineer Officers who have already made other provision for their wives may subscribe to the Indian Military Service Family Pensions for their children only. Such officers will be treated in the same manner as widowers, that is, they must pay unmarried rates of subscription in addition to the donations and subscriptions laid down in the rules for children.

C. O. No. 90,
dated 27th June
1882.

12. All Royal Engineer Officers of the British Army serving in the Survey of India Department are required to submit to the Surveyor General's Office on the 30th of June and 31st December of each year registers of births, deaths, and marriages on Army Forms A 42, 43, 44.

When no such domestic occurrences have happened during the half-year, or during a broken period, it will suffice to send an ordinary letter intimating the same.

SECTION V.—GENERAL RULES APPLICABLE TO ALL OFFICERS.

D. O. No. 64,
dated 5th May
1866.

13. It must be impressed on all members of the Department that scrupulous fidelity in survey work. scrupulous fidelity and exactness is imperatively necessary in the execution of survey duties ; any individual failing in this shall be held unworthy of further continuance in the Department.

14. Officers who, after having been sufficiently trained, submit their work. Officers to forfeit pay if their work has to be revised. field work that requires to be revised, render themselves liable to forfeiture of pay during the time occupied in revision.

Advocate
General's letter
dated 1st July
1867.

15. Any person who may submit documents, maps or plans for record containing intentional errors should be prosecuted by the officers in charge of the party to which the individual belongs under sections 167 and 218 of the Penal Code.

16. Officers in the field must do all in their power to prevent any oppression of the villagers by their native establishment or their servants ; they will report at once to the officer in charge of the party any circumstance of this nature coming under their notice. But if employed in Native States, they will do well to remember that they have no power to check any such acts on the part of the vakil or escort supplied by the Chief of the State in which they are employed. They must pay for their supplies according to the rates furnished by the vakils, taking a receipt in full at each camping ground. Should they find that exorbitant rates are furnished as compared to the local rates, they should report the circumstance, with the necessary proof, to the officer in charge.

17. Gratuitous labour, except when the Civil Officer states that it can be legally enforced for line-clearing on their own village boundaries, is in no case to be demanded from zamindars or landholders. If they are kindly and considerately dealt with, they will be found, as they generally have been, willing and ready to lend assistance whenever necessary.

C. O. No. 12,
dated 15th
October 1895.

18. Officers and subordinates of the Department indulging in sport are warned—

Trespassing and sporting prohibitions.

(1) Against trespassing on standing crops without the consent of the owners.

(2) Against shooting pea-fowl or other birds or animals which are looked upon as sacred in the vicinity of villages or habitations.

(3) Against shooting domestic animals, such as dogs or pigs.

(4) Generally against shooting or fishing in the immediate neighbourhood of villages, temples or mosques.

C. O. No. 152,
dated 30th
September 1884.

19. All maps of trans-frontier countries are in the first instance considered confidential. Trans-frontier maps to be considered absolutely confidential, and no copies of such maps are to be made

or rendered to local civil officers, or to subordinate Governments before submission to the Supreme Government, and without the special sanction of the Surveyor General.

D. O. No. 21,
dated 22nd
September 1864,
D. O. No. 66,
dated 8th July
1896.

20. When officers or subordinates of the Survey Department pass through Calcutta or Dehra on leave of absence, on duty or otherwise, they shall report themselves personally at the Survey

Officers to visit the offices of the Survey of India in Calcutta and Dehra. of India Offices, unless prevented by ill-health. The Presidency Offices contain much that is profitable to be seen and examined by every one, however great his experience may be, and it is most desirable that full opportunity should be taken thus to improve one's knowledge of professional duties.

C. O. No. 126,
dated 21st
January 1884.

All officers will not only report in person their arrival at the head-quarters of the Survey of India at Calcutta and Dehra, but at all stations where an office of the Survey of India is established, they will visit that office, confer with the officer in charge, and intimate their addresses. In the case of a station where there are several parties quartered together, the visit will be made to the senior officer present.

C. O. No. 613,
dated 30th
January 1874.
Home
Department
(Confidential)
No. 108, dated
8th January
1874.
C. O. No. 95,
dated 18th
September
1890.
C. O. No. 115,
dated 9th
January 1893.
C. O. No. 32,
dated 18th
October 1896.

21. All officers must obtain the authorization of the Government to which they are immediately subordinate before having recourse to the Courts for vindication of their public acts or their character as public functionaries from defamatory attacks. This order does not affect an officer's right to defend his private dealings or behaviour in any way that may to him seem fit, but his official reputation is in the charge of the Government which he serves, and it is for the Government, which will bear the cost of all such proceedings taken under proper sanction, to decide in each case whether the proceedings are necessary and expedient.

For the conduct of any *criminal* case in which the Department may be concerned before any legal practitioner is retained, the Legal Remembrancer or Public Prosecutor to Government should be consulted, who must sanction the engagement and settle the amount of remuneration to be paid.

D. O. No. 384
Topl.—158 Rev.,
dated 6th July
1876.
Foreign
Department
Circular
No. 1299-G,
dated 20th June
1876.
Home
Department
No. 189, dated
9th January
1867.

22. The acceptance by any Government servant of presents of any description from Native Chiefs and others is strictly prohibited.

Presents.

23. No officer, whatever may be his length of service, will be promoted to a vacancy until he is considered duly qualified for further advancement.

Promotion.

D. O. No. 118,
dated 14th
August 1897.

24. All officers attached to a survey party other than the officer in charge are prohibited from addressing administrative officers direct; all such communications must be submitted through the officer in charge, who, if he approves, will countersign or otherwise express his opinion on the merits of the case when forwarding it, and in the case of officers attached to head-quarters' offices, Calcutta, they are to be submitted through the officer in charge of the office to which they are attached.

25. The practice is strictly forbidden of employing any public servant of Government on any menial work unconnected with public duty.

Employment of public servants in a menial capacity.

C. O. No. 136,
dated 25th
March 1884.
C. O. No. 6 of
5th June 1885.

26. Military officers in civil employ and all persons holding civil offices are prohibited from acquiring or holding land within the province in which they are employed, or in any Native State. This prohibition does not extend to land occupied merely by buildings.

Connection with landholding and commercial speculations.

C. O. No. 66,
dated 19th
September
1888.

Officers of all classes must be called upon to declare if they are in possession of landed property. Similar particulars must be given of property held by, and managed by, wives of officers or other members of their families living with, and in any way dependent on, them; and the management of such property shall be subject to the same restrictions as that of property belonging to themselves. With regard to investments other than those in land, officers of every class in the public service are expected to abstain from any with which their public duty is connected.

Landholding and commercial speculation by officials is prohibited and will be dealt with stringently.

C. O. No. 57,
dated 16th
April 1883.
C. O. No. 108,
dated 23rd
July 1892.
C. O. No. 45,
dated 24th
June 1897.

27. All uncovenanted officers who hold gazetted appointments, and military officers in civil employ are prohibited under pain of dismissal from borrowing money. taking loans from, or otherwise placing themselves under pecuniary obligations to, persons subject to the official authority or influence of such Government officers, or residing, possessing property or carrying on business within the local limits for which such Government officers are appointed.

This prohibition does not extend to transactions in the ordinary course of business with Joint Stock Banks and British firms.

C. O. No. 92,
dated 14th
February 1890.

28. All Government officers are prohibited from lending money at interest, whether directly or through relatives or other agents, to landholders with or without security, within the province in which they are employed.

C. O. No. 150 of
5th September
1884.

29. No officer in the service of Government is permitted, without the previous sanction in writing of the Government under which he immediately serves, to become the proprietor, either in whole or in part, of any newspaper or periodical publication, or to edit or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such, for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of the Government.

Officers in the service of Government are not prohibited from contributing to the public Press; but their position makes it incumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity. These rules have been hitherto, in most cases, honourably observed. In case of a departure from them, or if the Government should consider the connection of any officer with the Press to be contrary to the public interests, his liberty to contribute will be withdrawn.

Any information received by an officer in his official capacity whether from official sources or otherwise, which is not from its

nature obviously intended to be made public, cannot be treated as if it were at his personal disposal, except in cases under orders of superior authority.

The Government of India will decide, in case of doubt, whether any engagements of officers with the Press are consistent with the discharge of their duties to the Government.

D. O. No. 130
(Admi.), dated
5th December
1887.

30. No officer of Government, not specially authorised, is at liberty to communicate to the Press, either directly or indirectly, information of which he may become possessed in the course of his official duty. A similar professional reticence should be exercised by all officers of Government in their private and unofficial intercourse with non-official persons, and even with officers of Government belonging to other Departments.

D. O. No. 10,
dated 23rd
June 1885.

31. Administrative and executive officers are directed to explain clearly to all their subordinates who have access to official documents, and more particularly to those in whose personal custody such records are usually placed, the very serious consequences which are likely to ensue from an infringement of the following orders.

It is directed that in every office of this Department an Office Order be issued, in which the rules to be observed should be distinctly laid down, and every assistant should be required to read and initial the Office Order in token of his having understood its requirements.

The rules should be based on the following general principles:—

- (a) That the communication of copies, extracts or notes of official documents, or of any information regarding official matters, whether trivial or important, to the public Press, or to any person not entitled to receive it, is strictly prohibited, without the express sanction previously obtained in writing of the Administrative or Executive Officer in charge of the office.
- (b) That no one, who is not directly and personally responsible for the custody of official files, shall be permitted to refer to such files for any purpose whatever, at any time, without the sanction of the officer in charge of the office.

G. I. O. No.
23, dated 7th
December 1898.

32. No officer is allowed to convey to the public, whether in writing, or in a speech, or otherwise, any opinion upon matters of Government policy, which are, or are likely to become, the subject of public discussion.

G. I. O. No. 6,
dated 17th May
1898.

33. Officers on retirement are debarred from accepting appointments under a Municipal Committee, or employment in the management of private estates in British India, without the previous sanction of the Government of India.

G. I. O. No. 7,
dated 15th May
1898.

34. Government servants are forbidden to receive complimentary addresses or valedictory addresses in any form, or to accept testimonials of any kind, or to attend public meetings or complimentary entertainments of a formal and public character held in their honour.

C. O. No. 89,
dated 15th June
1882.
G. I. O. No. 20,
dated 3rd
November
1898.

35. No compensation for losses sustained by an officer while employed in the discharge of his duties can be granted by the Government.

C. O. No. 139,
dated 3rd
May 1884.

36. Civil members of the Survey of India Department are eligible for ordinary civil distinctions for exceptionally meritorious service, and military members for military rewards. Each case will, as in other services, be dealt with on its own merits, and due consideration will be given by the Government to any recommendation which the Surveyor General may consider himself justified in making, for special reasons, on behalf of distinguished officers or subordinates of the Department.

Extract,
Home
Department,
dated 12th
January 1856.

37. An officer having recourse to an Insolvent Court renders himself liable to exclusion from the public service, unless it should appear that the embarrassment of the insolvent had been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and had not proceeded from dissipated or extravagant habits.

C. O. No. 129,
dated 15th
February 1889.

Officers in the service of Government voluntarily contracting debts or obligations, which they are unable to meet, render themselves liable to summary dismissal.

C. O. No. 86,
dated 22nd
October 1889.

When half of the salary of a Government official is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, a full schedule of the officer's debts should be obtained by the Head of the Office, and the case dealt with in the same way as if the debtor had taken advantage of the Insolvency Court. In such cases it should be specially ascertained—

- (1) What is the proportion of his debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant.
- (2) Whether the debtor's position is irretrievable.

(3) Whether it is desirable under the circumstances to retain him—

- (a) in the particular position he occupies, or
(b) in any position under Government.

C. O. No. 110,
dated 8th
August 1892.
C. O. No. 112,
dated 10th
September
1892.

Leave allowances are not liable to attachment, nor are attachments of pay to be made when under adjustment for advances previously made, but only on the balance to the extent of half the entire pay.

G. I. O. No. 11,
dated 1st July
1893.

Horse allowance and tentage are not subject to attachment, and subscriptions to funds and deductions for income-tax should be excluded from the aggregate salary for the purpose of attachment.

G. I. O. No. 30,
dated 12th May
1899.

Exchange compensation allowance, being an addition to salary, is liable to attachment.

C. O. No. 125,
dated 11th
January 1884.

38. Civil and Military officers are prohibited from entering into any pecuniary arrangements with members of the service or department to which they belong, in connection with the resignation of any appointment held by them.

C. O. No. 82,
dated 26th
August 1889.

39. No officer of Government shall ask or accept pecuniary aid or subscriptions from Native Chiefs or Officials of Native States, in pursuance of public, private, or semi-public objects, except with the previous sanction of the Local Government to which he may be subordinate.

C. O. No. 27 of
5th May 1886.

40. Whenever it may be necessary to destroy the bedding, clothing, etc., of persons suffering from infectious diseases, such as cholera, in order to avoid claims for compensation by the unnecessary destruction of property, the procedure prescribed for adoption among European troops should be carefully observed, and nothing burnt or destroyed which could be purified by boiling or exposure to the air or to a dry heat of not less than 250°F.

C. O. No. 28,
dated 7th June
1886.

41. Medical Officers are forbidden to certify to the fitness or unfitness of officers for service in any specified locality. An officer must be certified to be either fit or unfit for duty in the department to which he belongs. In the former case, he should be ordered to undertake any duty on which it may, in the interests of the public service, be desirable to employ him, and in the latter he should present himself before a Medical Board and take such leave as may be necessary.

C. O. No. 142,
dated 12th
June 1884.

Medical certificates granted by private medical practitioners to Government servants should not be accepted and recognised as valid; such certificates should ordinarily be accepted only from Government Medical Officers who are under Government control and supervision.

C. O. No. 149,
dated 5th
September 1884.

42. All officers of Government drawing a salary of R250 and over, whether gazetted or not, shall in future be entitled to gratuitous medical attendance at their own residences from Civil Surgeons.

C. O. No. 158,
dated 30th
October 1884.

Those who draw less than R250 per mensem are entitled to medicines and gratuitous medical attendance from the Assistant Surgeon or Medical Subordinate provided for the purpose.

The attendance of the Civil Surgeon will only be given in cases of emergency or danger when applied for by the Medical Subordinate.

Home Dept.
Letter No. 57,
dated 27th
February 1895.

The above orders do not apply to officers serving at the Presidency, Calcutta, for whom there are special orders.

C. O. No. 94,
dated 8th April
1890.

43. As a general rule, no officer of Government should attend a political meeting where the fact of his presence is likely to be misconstrued or to impair his usefulness as an official. He should not take part in the proceedings of a political meeting or in organizing or promoting a political meeting or agitation. If in any case an officer is in doubt whether any action which he proposes to take would contravene the terms of this order, the matter should be referred to the Head of the Department or District, and, if necessary, to the Local Government or Administration.

C. O. No. 120,
dated 30th June
1893.
C. O. No. 88,
dated 18th
November 1889.

44. The general rules of the Government of India for the submission of memorials and petitions. Submission of memorials and petitions. State and the Government of India are given *in extenso* in Appendices 6 and 7. Any combination for the purpose is forbidden, and every officer should address his memorial separately, and only on his own account and not on that of some one else. The memorial must not be in a form for general adoption, and must be in manuscript, unless addressed to the Secretary of State, when it may be printed.

45. The rules for crossing the North-Western Frontier of India are to be found in Appendix 4.
Crossing the North-Western Frontier of India.

46. Officers of the Survey Department are requested, whenever practicable, to obtain and furnish illustrations of the state of the arts among the
Art illustration.

aboriginal and other jungle races of India to the Secretary, Indian Museum. See Appendix 12.

C. O. No. 49,
dated 29th
November 1887.

47. At all levées, drawing-rooms, and State ceremonies, officers of the army in civil employ, for whom no political or special uniform is prescribed, should wear the uniform of the corps or department to which they belong. Rules for Levées held by His Excellency the Viceroy and Governor General at Calcutta, Simla, and elsewhere are given *in extenso* in G. I. O. Nos. 47 and 48, dated 25th October 1899.

C. O. No. 128,
dated 15th
March 1894.

48. In conformity to the practice in England, the rank of Volunteer Officers will be recognised when actually serving with officers of the regular forces, and when attending the levées of His Excellency the Viceroy in uniform.

C. O. No. 20th,
dated 23rd
January 1886.

49. When arms for the protection of members of the Department are procured from Government, they are on no account to be sold when no longer required, but should be returned through the executive officer to a Government arsenal, preferably to that from which the weapons were originally obtained, when their value at the time of return will be repaid to their owner.

C. O. No. 13,
dated 24th
October 1895.

50. An officer has no authority to grant a permit, or pass to a subordinate to carry arms, not required by him, in the performance of his duty, and referred to as such in the exemptions granted under Rule 1 of the Arms Act.

51. Any member of the Department, who may be absent from duty without leave from the head of the office, shall, except in case of sickness, forfeit his salary for the period of such absence, or may, at the discretion of the head of the office, be permitted to make up for his non-attendance by working beyond the ordinary hours.

52. Persons absent on the plea of sickness must produce a medical certificate of their inability to attend, if called upon to do so; and, as a rule, a medical certificate should be required when a first absence extends over more than three days, or when the absence is repeated.

53. Should the absence extend over one month during the year, the person is to be considered as on leave under medical certificate, and his salary will be subject to reduction under the Civil Service Regulations.

G. I. O. No. 35,
dated 2nd
June 1899.

54. No gazetted officer of Government, who is in receipt of furlough or leave allowance, may, without the special orders of the Government of India, 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.

Government servants prohibited from serving under any other employer in India when on furlough.

C. O. No. 16,
dated 25th
September 188 .

55. When it is proposed to grant to any officer of Government, for special work of any description, a bonus or honorarium which may require the sanction of the Government of India, or of the Secretary of State, the consent of the Government of India, in the Department of Finance and Commerce, must be obtained to the payment of a specific sum before the work is begun. (For modifications of the above, see C. O. No. 97, dated 5th December 1890, attached to Appendix 5.)

Bonus for special work.

SECTION VI.—SPECIAL RULES APPLICABLE TO EXECUTIVE OFFICERS.

56. Officers in charge of parties will be held responsible that their assistants are gradually instructed in every portion of their duties both in the field and office ; also that they are properly equipped for the field as regards instruments, stationery, medicines, and camp equipage and provided with ample data on which to base their work, together with full instructions (written if necessary) as to the locality, method of procedure, and quantity of the work expected of them.

57. Departmental orders, circulars, and survey operation reports are printed and issued for the information and guidance of every member of the department, and not merely for that of the officer in charge. It is, therefore, to be considered one of the chief duties of the officer in charge of a survey party to keep his establishment duly informed of all the various orders emanating from the head-quarters' office, without which it is manifestly impossible to preserve that uniformity of practice so specially necessary in the Survey Department. The officer in charge of a survey party shall invariably circulate, for the informa-

D. O. No. 15,
dated 17th
March 1864.

Circulation of departmental orders to assistants.

tion of his subordinates, all departmental orders and circulars, and obtain their signatures to them as having been seen, after which they may be filed for record.

D. O. No. 118,
dated 20th
September 1867.

58. An officer on being relieved of the charge of a survey party when proceeding on leave or on transfer shall deliver to his successor a detailed list of survey records in duplicate, one copy to be retained by him, and the second to be transmitted to the head-quarters. It is the duty of the relieving officer to report any deficiency that may be found. He should also report that he has received the qualification rolls of the party duly brought up to date.

When officers deliver over and receive executive charge of a party, the following rules are to be strictly observed both by the relieving and the relieved officer :—

- I.—The transfer, whether during the field or recess season, is always to be made in person at the head-quarters for the time being and on no account by letter or telegram.
- II.—The books and records of the office are to be inspected by both officers together, and in making his report of receiving charge to the administrative officer, the relieving officer will distinctly state in what condition he finds the records, Government property, instruments, stores, and camp equipage.
- III.—A list in duplicate is to be carefully made of the ordnance stores, and of all Government or public property from the office books, which, after inspection of the instruments, stores, and camp-equipage, etc., as far as practicable, is to be signed by both officers, one copy being forwarded to the administrative officer and the other deposited in the Superintendent's office, specifying all deficiencies and explaining them as far as possible.
- IV.—With regard to money and letters-of-credit or advances of cash made by Government for contingent or other expenditure, the relieved officer will draw up an account current, shewing the state of the Dr. and Cr. account the balance due to Government, the advances made and not recovered, the pay of establishment received and not issued, making over the cash balance to, and taking a receipt in full from, the relieving officer, who will be held strictly responsible for the whole amount for which he may have given a receipt.

If transfers occur during the field season, some stores will probably be in recess quarters and others with detached assistants, or if transfers occur during the recess, many stores will be at the field depôt. In such cases an accurate list of the articles which are at hand and cannot be produced, but are believed to exist is to be made out by the relieved officer, who will be answerable for any deficiency subsequently found, which must be ascertained and reported on as soon as possible.

It is incumbent on every executive officer vacating his office during the year to correct the qualification rolls of his party, and to record a memorandum of his opinion of the official character and deserts of his subordinates up to the period of his quitting office.

59. It is a very important duty of the officer in charge of a survey party to be most careful and thoughtful of the preservation of the health of his establishment. He must see that each detached party is supplied with medicines which are suitable and sufficient for its wants, and also that written directions as to their use, in English or the Vernacular, as may be necessary, accompany the medicines. Tin medicine chests containing selected medicines can be obtained on indent, for the use of the native surveyors, whilst larger ones, known as "District Officer's chests" can be supplied to Camp Officers, or other European Assistants.

A note by Surgeon T. R. Lewis is given in Appendix 9 as a guide in administering simple remedies.

List of drugs, etc., maintained in Government Medical Store Depôts, and obtainable on indent, are published in Circular Order, No. 140, dated 3rd December 1894.

60. Executive officers working in Native States should insist on their own subordinates and followers paying for every article supplied to them at the rates furnished by *vakils*. Should it be found that the surveyors and assistants have cause for complaint, a representation will be made by the officer in charge to the Political Officer of the district. It is a good plan to make each *vakil*, with a detached subordinate, send in a report to the officer in charge every fortnight, stating whether the assistant with whom he is detached has or has not paid for all supplies procured for his camp. Any omissions can then be speedily attended to, and the reports act as valuable refutations against any subsequent statements of the *vakils*, sometimes made to screen themselves.

61. Executive officers should impress on their assistants the necessity of conciliating the officials and villagers of the tracts in which they may be employed. The *vakils* and escorts provided by the Chiefs of Native States can, by mere passive obstruction, materially retard the progress of survey operations without giving the Surveyor any apparently solid ground of complaint. The habits and customs of these officials are often strictly in accord with those of their immediate masters, though diametrically opposed to correct views of justice, and on many occasions more harm than good has been done by attempts on the part of officers to put a stop to what they consider oppression on the part of *vakils* and their followers; viewed in the light of survey progress, such attempts are injudicious.

62. Executive officers are required to obtain the sanction of their respective administrative heads before appointing others than Asiatics to the Cadastral Establishments.

63. An officer in charge of a survey party working in conjunction with a Settlement Officer should maintain cordial relations with him. He should consult him whenever necessary when making a survey for settlement purposes, and should accept his guidance at every step when a Record-of-Rights is under preparation. The Survey Officer should remember that his *raison d'être* is to assist the Settlement or Civil Officer in such circumstances. He should arrange with him such a division of labour and duties between his own and the settlement establishment as will ensure the best results with the smallest expenditure possible.

64. The Superintendent's relations with the civil authorities of a district should always be cordial. More especially is this necessary when he may be utilising the *kanungo* and *patwari* staff of a district for his own operations. If he finds his relations strained, he should consult his administrative officer and seek advice, for no success can attend such operations if there is any friction between the survey and civil departments.

65. Officers in charge of survey parties should avoid entering into engagements with subordinates who tender their resignations. A full statement of the case should be submitted to the administrative officer as early as possible after the resignation has been tendered. It is not within the

competency of executive officers to promise acceptance of resignation at any period without previous sanction, and any subordinate who may leave his party without express permission from his administrative officer shall be treated as absent without leave and dealt with accordingly.

66. Apprentices are trained as sub-surveyors at the Dehra Training School under the supervision of the Superintendent, Trigonometrical Surveys.

The term of training at the school commences in November and continues until the following September, and it is therefore necessary that the Superintendent, Trigonometrical Surveys, should know, not later than 1st July, how many trained apprentices will be required by the parties in the following year, in order that he may make the necessary enquiries for their enlistment. When an officer in charge of a party requires recruits from up-country, he should apply through his administrative officer, stating the number of sub-surveyors he will need the following year. Such requisition should be submitted during the recess season, so as to reach Dehra not later than 1st July. When all applications have been received the Superintendent, Trigonometrical Surveys, will inform the officers how far their demands can be met, as the number of apprentices who can be taught at the school is limited.

Sometimes an officer in charge of a party may wish to enlist men locally from the province in which his survey operations are conducted. In such case, a similar application should be made in June by the officer in charge to his administrative officer for sanction, stating the number of apprentices he proposes to entertain, and send to Dehra to be trained. This should be communicated to the Superintendent, Trigonometrical Surveys, who will inform the officer how many of the proposed apprentices can be received at Dehra for instruction. It will be advantageous if such apprentices are entertained during the recess when their capabilities as to draftsmanship and neatness can be tested. Those selected should be sent for their training to Dehra so as to reach there by 1st November. No apprentices, however, are to be locally entertained, and trained in a party, except in places where the ordinary rates of pay are abnormally high, and it would lead to awkward comparisons to send men on such high pay to Dehra for training with others drawing much less. But even in such cases previous sanction must be obtained from administrative officers to the local entertainment and training of apprentices.

D. O. No. 111,
dated 1st June
1897.
D. O. No. 187,
dated 20th
August 1898.

As soon as the allotment of pupils, among the various parties applying, has been made at the beginning of each course, the Superintendent, Trigonometrical Surveys, will furnish each party with a list giving the names of pupils allotted to that party, with their rates of pay and dates of enlistment, and the number and pay of khalasis employed by them. These pupils and khalasis will be entered on the establishment of the party, and their pay drawn monthly and remitted regularly to the Superintendent, Trigonometrical Surveys, with an acquittance roll.

When once the sanction of administrative officers to applications for pupils has been received, all further correspondence on the subject of the pupils should be addressed by officers in charge of parties direct to the Superintendent, Trigonometrical Surveys, in order to save delay.

At the close of each field season officers in charge of parties should submit a full report to the Superintendent, Trigonometrical Branch, as to the progress, and conduct of all sub-surveyors who have recently joined their parties from the training school.

G. O. No. 109,
dated 23rd May
1883.

67. It is the duty of every executive officer to visit at least once a year the office of every other survey party among survey parties. Professional intercourse a year the office of every other survey party among survey parties. recessing in the same station as himself, and to direct his senior assistants to do the same. All officers will derive advantage from such visits, which will afford them opportunities of improving themselves in their professional duties.

68. Officers in charge of survey parties will obtain receipts in duplicate for duplicate for maps, plans, and other survey maps, etc., given to civil records made over to the civil authorities; authorities. one receipt is to be filed in the party office and the other submitted to the administrative officer for record in his office.

D. O. (G.T.S.),
dated 29th May
1855.

69. The field season generally commences about the 15th of October, and lasts about six months, but there are few districts in India where this whole period can be utilized. In malarious tracts little benefit is gained by commencing field work before the middle of December, and in others, such as Rajputana, out-of-door work becomes almost impossible for Europeans after April. In Burma little in the way of triangulation or reconnaissance can be done after the middle of March, owing to the dense haze which obscures all distant points. Executive officers must apply for orders to their administrative officer as to the times of taking and leaving the field.

70. Executive officers are prohibited from retiring from the field and withdrawing their establishments without sanction. This should be applied for at least one month before the proposed date of returning to recess quarters. With the application full particulars of the area completed and remaining to complete the season's programme, should be sent. They are on no account, unless by special sanction, to return to recess-quarters until all the instruments and stores have been properly stowed away in the field depôt, and all accounts with the field establishment properly adjusted.

R. & A.
Nos. 450 to 457,
dated 25th
July 1872.

71. The decision of the question as to where a Revenue Survey Party should recess, rests entirely with the Local Government or Administration within whose jurisdiction the party is employed.

D. O. No. 5
(Prof.), dated
16th March
1885.

72. When a party first occupies an office, the officer in charge should report to the administrative officer the situation of the building, space in it, and conditions of contract.

D. O. 351, Topl.
134 Rev., dated
20th June 1875.
C. O. No. 114,
dated 10th
November 1892.

73. Every possible facility and reasonable indulgence should be given during the recess season to members of the Survey Department who are members of Volunteer corps.

D. O. Adm.
No. 56, dated
17th Feb. 1886.

74. Executive officers are to intimate to the Surveyor General's Office, Calcutta, the dates on which any officers of the Imperial or Provincial services may be transferred from, or join their parties, and the dates on which any such officers may avail themselves of, or return from, leave of any description. The time of the day, whether forenoon or afternoon, should be specified, and the report should be considered urgent and sent in immediately the information is available.

75. An officer in charge of a survey party has, the power to inflict a fine on any individual in the native establishment to such an extent as may be called for by the nature of the offence, but not exceeding 15 days' salary. Should the man be in superior service, the fine will be subject to confirmation by the administrative officer to whom it should be at once reported.

76. Any subordinate whose conduct is undergoing investigation on a serious charge, should be placed by his immediate superior under suspension until his case is decided.

77. It is not within the power of an executive officer to reduce discharge, or dismiss an Extra-Assistant or Sub-Assistant Superintendent; the circumstances of the offence which may seem to call for so severe a punishment must be fully reported to the administrative officer for orders, a copy of the report being furnished to the accused, whose defence, if any, must also be submitted.

Cir. Memo. No. 3575-S., dated 17th Nov. 1897.

78. Officers in charge of parties are not empowered to entertain, promote, reduce, dismiss, discharge, or transfer from the temporary to the permanent establishment, a sub-surveyor, computer, etc., without the sanction of their immediate administrative officers, nor have they the power to discharge a native holding a permanent superior appointment in receipt of R10 or upwards.

G. I. O. No. 21, dated 8th November 1898.

D. O. No. 7, dated 27th June 1895.

79. In all cases of dismissal of public servants, except cases of dismissal in consequence of facts or inferences elicited at a judicial trial, or when persons have absconded with an accusation over their heads, the charges must be reduced to writing, the defence must either be taken in, or reduced to, writing, and the decision on the defence must also be in writing.

80. When an individual of the native establishment is discharged and a certificate of character granted, a copy of the certificate should be filed in the office of the officer in charge.

C. O. No. 7, dated 27th June 1895.
D. O. No. 28, dated 8th July 1899.

All officers must state the whole truth in respect of character and cause of dismissal, or resignation of appointment, when granting certificates to subordinates.

"Removal" or "discharge" of a public servant for such a cause as unfitness for the duties of his office ought not to bar his future re-employment in another office under Government, and no subsidiary orders should be passed which would operate as such a bar, or otherwise prejudice the person in question. On the other hand the effect of an order of "dismissal" should be to preclude the dismissed officer from being re-employed.

81. Should any person, who has once been employed in any capacity in a native establishment in the Department, offer his services for re-employment in a survey party other than that in which he was last enrolled, he shall not be entertained without the express sanction of the administrative officer having been first obtained; and on the fact of the former employment of an individual coming to the knowledge of an officer in charge of a party at any time subsequent to entertainment, the case must be reported.

Circular Order
No. 59, dated
22nd May 1883.
G. I. O. No. 34
dated 2nd
June 1899.

82. The Head of an Office should not employ, either temporarily or permanently, an officer belonging to another establishment, without the previous consent of the officer on whose establishment he is at the time borne. In cases in which, for reasons which may appear satisfactory to the new employer, such consent cannot be obtained before the officer joins his new appointment, his employment may be made conditional on consent being obtained in due course.

It shall be incumbent upon an officer employed under Government, whether on leave or not, before *accepting* other employment either to resign his previous appointment, or to obtain the consent of his departmental superior to his accepting such employment. If, such consent is not obtained, either previously or, when this is not possible, in due course, the officer renders himself liable to be discharged from his previous appointment, and thus to lose the benefit of his previous service for pension.

There is nothing in these rules to prevent an officer on one establishment seeking employment on another. But an officer is not placed under any disability by resigning one appointment to take up another (Civil Service Regulations, Article 460 *b*); and it must be held to be a breach of discipline if an officer actually transfers his services to a new employer without first obtaining the consent of his old employer, or definitely resigning his old employment.

C. O. No. 11,
dated 14th July
1885.
D. O. No. 152,
dated 6th April
1899.

83. When a person who was formerly in Government employ is re-employed, whether temporarily or permanently, the authority re-appointing him shall specifically state in the order of re-appointment whether he received any gratuity, bonus, or pension on retirement, and shall communicate a copy of this order to the Audit Office, and, if necessary, direct that the proper deductions be made

C. O. No. 7,
dated 27th
June 1895.

The sanction of the Surveyor General is required for the re-employment of discharged persons, also of all pensioners, the rules for which are laid down in Chapter XXI of the Civil Service Regulations.

D. O. No. 318,
dated 10th
December 1873.

84. Officers in charge of parties should submit descriptive rolls on form O-62 of all men proscribed and debarred from employment in the Department, taking at the same time their thumb impression for identification.

Cir. Memo. No.
3575-S., dated
17th Nov. 1897.

85. Every sub-surveyor, computer, draftsman, or writer, whether engaged temporarily or permanently, should, on entertainment, be provided with a service book (at his expense), and every kalassie or other menial of the native establishment should, if the officer in charge approves of his services and specially wishes him to return to the party, be provided, at the end of the first field season, with a service book, in which an entry will be made that his service is temporary but that he is granted leave without pay. This is meant to apply to all kalassies and menials whom the officer in charge thinks may eventually be brought on the permanent list. The strength of the permanent list should, however, be kept down as low as possible, and be restricted to tindals, and men of good character and physique.

Officers in charge will prepare during each field season, for permanent record in their offices, a complete nominal roll of their native field establishments, and enter the word "discharged" against the names of the temporary men.

The service books are to be kept strictly up to date, all leave, departmental or other, promotions, reductions, transfers from one party to another, or from temporary to permanent establishment, discharges or dismissals, and the authority for the same (which must be that of the Surveyor General, Deputy Surveyor General in charge Revenue Branch, or the Superintendent, Trigonometrical Surveys) shown therein. This can best be done during the recess, and officers in charge are requested to certify in their Annual Reports that all the service books of their native establishments have been kept up to date and duly signed by them.

Art. 83(a),
C. S. R.

No personal certificates of character, unless by order of the Surveyor General, should be entered in column (12) of service books.

D. O. No. 158,
dated 21st
December 1897.
D. O. No. 35,
dated 17th
January 1900.
G. I. O. No. 65,
dated 12th June
1900.

An impression of the ball of the left thumb with black printing ink should be taken in every man's service book, in the space for "Distinctive marks."

The service book of a member of the native establishment dismissed for misconduct must not be made over to him.

86. Copies of the Departmental Hand-Book are issued to all Imperial and Provincial officers who will be held personally responsible for their safe custody, and see that they are corrected up to date. Executive officers, when submitting their annual reports, should report whether all additions and corrections have been inserted in the Hand-Books in use with the survey party under their orders.

87. Stores and public property should not be kept in a closed tent, with a single sentry outside; for such an arrangement is unsafe, and unfair to the man on guard. The most secure method of guarding property is to collect it in an open spot, from which the sentry can have a clear view on all sides; the articles should be raised above the influence of damp ground and of white ants by means of stones and bricks. Delicate instruments liable to injury from exposure can be guarded securely if placed in a *shuldári* or open *pál*. When the strength of the guard is insufficient for furnishing a double night sentry, the kalassies of the establishment must take their turn on such duty.

88. The objectionable practice of stowing away valuable instruments, tents, and other property in insecure thatched houses is prohibited. All Government property should be kept, if possible, under the immediate eye of the officer in charge, and should invariably be stored in a masonry building. When left at "khamals" or "godowns," proper arrangements should be made for their safe custody.

89. Medal Rolls for any campaign are to be made out strictly in accordance with the provisions of the particular Army Order granting the medal. Applications for the replacement of medals lost by members of the subordinate service, and menial establishments, are to be investigated by a board of enquiry consisting of the officer in charge and two subordinate officers of the party in which they may be serving. The board should take evidence, and report fully the circumstances of the case, and record in the proceedings their opinion as to whether the cost of a new medal be defrayed by the State, or at the applicant's own expense. The proceedings are to be submitted to the Surveyor General, by whom they will be forwarded to the Military Department for disposal.

D. O. (G. T. S.),
dated 16th July
1850.

Army Circular
of 1892, clause
84.

Circular
No. 538, dated
20th March
1872.

90. Under orders of the Government of India in the Home Department, executive officers are forbidden to correspond direct with Local Governments or Heads of Administrations (including Political Agents) without previous reference to administrative officers except it be unavoidably necessary owing to a previous reference from a Local Government or Head of Administration, or other equally emergent cause; in such cases a copy of the correspondence is to be forwarded without delay to the administrative officer.

91. A court of enquiry should be convened, in accordance with G. G. O., dated 30th September 1820, and 7th March 1845, for the purpose of investigating the circumstances connected with the loss by robbery or otherwise of public property. In the event of the convening of such a court being impracticable, depositions of men of the guard and other parties present should be taken on the spot by the Civil authorities and sent to the head-quarters' office for submission to Government.

Circular No.
582, dated 16th
April 1873.

92. Deaths of all European uncovenanted officers must be reported to administrative officers in Form O. 37.

D. O. 215, dated
4th November
1898.

93. Executive officers are prohibited from employing sub-surveyors on office, or other camp duties in the field, except on very exceptional occasions as a temporary measure.

SECTION VII.—SPECIAL RULES APPLICABLE TO PROVINCIAL OFFICERS.

94. No officer will be promoted to the next higher grade unless he is reported as qualified and in every way deserving of such promotion, and no Sub-Assistant Superintendent will be promoted to the grade of Extra-Assistant Superintendent unless he has been reported as fit to occupy a position of responsibility, such as the charge of a camp, or detachment. Qualification reports are to be submitted by officers in charge of parties on Form O. 29, in the case of all Extra-Assistant Superintendents and Sub-Assistant Superintendents when they reach the position of second, and fourth from the top of their respective grades.

Promotion to the posts of Extra Deputy Superintendents, 1st and 2nd grade, and Extra-Assistant Superintendent, 1st grade (supernumerary), will be made solely by selection.

C. O. No. 31 of
12th June 1879.

95. Extra Assistant Superintendents and Sub-Assistant Superintendents cannot be granted temporary promotions from grade to grade in a class in the place of absentees on leave. Temporary promotions are made from class to class only.

C. O. No. 66 of
26th July 1881.
Addendum,
19th August
1881.
D. O. No. 324,
dated 5th
August 1892.
D. O. No. 68,
dated 7th
August 1896.

96. When an increment of pay becomes due to a Sub-Assistant Superintendent, the officer concerned should submit his application to his immediate superior officer at least a fortnight before it falls due, together with specimens of drawing and hand printing.

C. O. No. 39,
dated 24th July
1879.

97. Extra Assistant Superintendents and Sub-Assistant Superintendents, who may obtain extraordinary or other leave for the object of obtaining a better appointment elsewhere, will in the event of their being unsuccessful and having to return to the Survey Department, be considered to forfeit all claim to promotion or advancement during their absence. Thus, if an officer stands 6th in his grade at the time of seeking advancement elsewhere, he must not expect to find himself in a higher position when he returns; the benefit of any promotions which may have taken place during his absence will be ordinarily given to his juniors.

98. An Assistant on resigning or being removed from the department shall give an acquittance in duplicate for all claims of pay or travelling allowance, one copy being transmitted for record in the head-quarters' office.

99. Assistants not in charge of parties are prohibited from giving certificates to Natives serving under them, unless they are countersigned by the officer in charge.

C. O. No. 615 of
30th January
1874.

100. Extra Assistant Superintendents and Sub-Assistant Superintendents are eligible to present themselves before Military Boards for examination in the Native languages, the necessary permission being obtained through the administrative officer.

C. O. No. 8,
dated 13th June
1885.

101. Assistants are not exempted from all office work for the days on which they may have marched. The daily office hours will be regulated with office work when marching.

due consideration to the length of the day's march, and to the exigency of the work in hand. Every detail concerning the arrangement of camps and order of marching is under the control of the officer in charge of the party.

C. O. No. 24 of
22nd February
1879.

102. Uncovenanted servants to whom the pension rules apply are prohibited from borrowing money from other, and from subordinates and natives. Borrowing money from each other, and from subordinates and natives. natives of the districts in which they may be employed.

Money transactions of a private nature are strictly prohibited between assistants and the native establishment. Should such cases occur, officers in charge of parties are to report offenders who will be reduced or recommended for dismissal.

D. O. No. 315,
dated 4th
October 1873.

103. A fund, called the "Uncovenanted Service Family Pension Fund," has long existed in Calcutta (established 11th April 1837), the aim and object of which is to provide for the maintenance of the widows and children of those who shall subscribe to it, on the terms and conditions specified in the rules of the fund. On referring to those rules it will be observed that by the payment of a monthly sum, a pension of a proportionate amount is secured to the wife on the decease of her husband, the payment in each case being regulated by the ages of the respective parties. The fund has strong grounds for recommendation, as, if married assistants subscribe to the fund, in proportion to the salary received and the adequacy of the means of each individual, it would be the cause of great consolation and comfort in the hour of sickness, and it is confessedly a duty incumbent on all to provide, as far as practicable, for those dependent on them.

C. O. No. 97,
dated 23rd
December 1882.

104. Sub-Assistant Superintendents in receipt of salaries which are less than R200 a month are prohibited from marrying, unless they possess, or will acquire by their marriage, sufficient means to raise their incomes to R200 monthly, exclusive of travelling and local allowances. They will be considered to have forfeited their appointments by infringement of this rule.

C. O. No. 49,
dated 24th
September 1897.

The money provided before marriage to raise the income to R200 per mensem, shall be *bond fide* cash in hand accruing either from the Sub-Assistant Superintendent's own savings or from gifts which he may have received from friends interested in his welfare and not money borrowed for the purpose to be afterwards repaid

either with or without interest. A certificate on honour that this condition has been complied with, to the satisfaction of his superior officer, must invariably accompany the announcement on the part of any Sub-Assistant Superintendent, on a salary of less than R200, of his intention to marry, and further the applicant must promise on honour that the fund thus provided to enable him to marry, will not be drawn on to a larger amount in any year than is necessary to make up the difference between his salary and his present income of R200.

C. O. No. 48,
dated 1st
November 1887.
Letter No. 204
S. E., dated
26th August
1887.

105. Efficient Volunteers proceeding on field service with a Department of the State, or on any public duty with an army in the field, will receive war medals under the same conditions as soldiers of the regular Army.

C. O. No. 87,
dated 25th
October 1889.

106. A member of the Volunteer Reserve, when engaged in War medals to Volunteer Reserves. action, is entitled to receive a medal in the same way as a volunteer of the active force, provided he fulfils the conditions under which the medal is granted.

C. O. No. 93,
dated 20th
March 1890.
C. O. No. 40,
dated 24th
September 1897.

107. The following is the scale of relative rank for precedence of Rules regarding rank of Provincial officers on active service. civil officials of the Survey Department with an army in the field :—

Provincial Service.

1st grade Extra Deputy Superintendent.	} According to Staff Corps scale calculated by length of service from date of selection to the lowest of these grades.
2nd " " " "	
1st " " Assistant "	
2nd grade Extra Assistant Superintendent.	} Assistant Commissary.
3rd " " " "	
4th " " " "	
5th grade Extra Assistant Superintendent.	} Deputy Assistant Commissary.
6th " " " "	
1st grade Sub-Assistant Superintendent.	... Conductor.
2nd grade Sub-Assistant Superintendent.	} Sub-Conductor.
3rd " " " "	

(2) The rank herein assigned does not give departmental officers any disciplinary powers whatever over soldiers, but carries with it all the privileges and advantages of that rank under the rules in force at the time, including—

Wound pensions.

Family pensions, in case of death in, or caused by, the service.

Grant of medals.

Compensation for loss of baggage, etc.

(3) The rank hereby conferred will entitle the officers concerned to take their place on mixed committees with officers of the regular forces, according to date of commission, subject to the protection of Queen's Regulations, Section VI, paragraph 120, and to be saluted by the rank and file.

(4) Officers holding commissions as volunteers will not take that rank on service, but the rank conferred by their departmental standing.

108. A uniform will be worn by superior officers, and will be the Uniform of officers, etc., on "Army Departmental Field Service active service. (khaki) uniform," with badges of rank on the shoulder and brass letters for the various departments :—
"Tel." for Telegraph ; "Post" for Postal ; "Survey" for Survey ; "Rail" for Railway.

Europeans of the subordinate class will wear the ordinary field service (khaki) uniform of British Infantry, with letters for each department on the shoulders as in the case of officers.

SECTION VIII.—SPECIAL RULES APPLICABLE TO SURVEYORS, SUB-SURVEYORS
AND OTHER MEMBERS OF THE SUBORDINATE SERVICE.

109. Surveyors, sub-surveyors, and others are invariably to pay ready money for all supplies received, taking receipts from bazar-men and others from whom they have purchased articles. On leaving a village they are to obtain a certificate from the headman to the effect that there are no demands against them.

110. Surveyors, sub-surveyors, or others who can be proved to have received on any pretence whatsoever any present or gratuity from the inhabitants or authorities of villages in which they may have been, or are employed, or from their subordinates, will be summarily dismissed and proscribed. They are also liable to be sent for trial by the civil powers.

C. O. No. 49,
dated 24th Sep-
tember 1897.

111. Sub-surveyors are warned that should they, on promotion to the permanent establishment, slacken their energies and diminish their outturn, their pay will be promptly and substantially reduced.

C. O. No. 216,
dated 4th
November 1898.

112. The duties of a surveyor or sub-surveyor in the field are to triangulate, traverse, or plane-table, and they are on no account to be employed on office duties, except on very exceptional occasions, merely as a temporary measure.

C. O. No. 7,
dated 27th June
1895.

113. Sub-surveyors "discharged" for unfitness are not barred Rules regarding "discharge" and "dismissal." from re-employment in any other office under Government, but a "dismissed" sub-surveyor is precluded from being re-employed, except [by special sanction of the Surveyor General.

C. O. No. 54,
dated 13th
March 1898.

114. Europeans or Natives performing the same class of duty whether of the "Officer Class" or of the "Subordinate Class" or ranking as, or above, sepoys, may receive the silver medal under exactly the same conditions as combatants in the field, while all other establishments ranking as "followers" may get the bronze medal.

War medals to Civilians.

C. O. No. 72,
dated 19th
November 1898.

The term "Civilian" applies to those persons only who have the status of officers and does not include clerks, Commissariat agents, guides, interpreters, purveyors, etc.

The grant of medals to civilian subordinates, such as clerks, *gumashtas*, purveyors, guides, interpreters, etc., will be restricted to those cases in which it is proved that such an official—

- I.—Was in the performance of military duties, such as those ordinarily performed by combatants.
- II.—Was during the performance of the above duties actually, individually, under the fire of the enemy; and
- III.—Was appointed in Field Force Orders to do such military duty.

C. O. No. 78,
dated 8th May
1899.

Under existing rules civilian clerks and subordinates who accompany an army on field service, and who are not ranked as soldiers, European or Native, in the Field Service Manuals, are granted war medals only on the conditions laid down in paragraph 2430A., Army Regulations, India, Volume II, Part II, and no relaxation of those conditions is permissible.

C. O. No. 49,
dated 24th
September 1876.

Rules regarding rank and uniform of subordinates on active service.

115. The following is the scale of relative rank of subordinates with an Army in the field :—

Surveyor drawing	R 100 or over	Subadar.
"	"	under	R 100	.	.	Jemadar.
Sub-surveyor	Havildar.
Kalassi	Sepoy.
Menial establishment	Followers.

Natives of the subordinate class will wear the ordinary khaki uniform of Native Infantry, with letters for each department as for officers; those ranking as native officers will wear the badges of rank as for native officers.

CHAPTER II.

SECTION I.—CORRESPONDENCE, TELEGRAMS AND RECORDS.

116. It is necessary to bear in mind the repeated orders of Government to condense all official correspondence, and to reduce the amount of clerical labour in public offices as much as possible.

Reduction of correspondence.

No. 106 of 5th
July 1865.

117. Government have ruled that the system of "bundling," instead of "filing," correspondence should be adopted in all public offices. The peculiar advantage of the system is that, instead of keeping in a book copies of all letters sent, and filing letters received, in chronological order, all correspondence bearing on any one subject is carefully docketed and tied up in one bundle; when reference requires to be made, all letters on that subject can be readily referred to.

System of bundling.

Three important points must be carefully attended to. *First*, one subject only should be treated of in the same letter or memorandum; *secondly* the précis of the docket or the letter or memorandum must be clear and concise, and should simply notify the salient points of the letter docketed; *thirdly*, a significant, or catchword, should be entered on each docket, whereby a clue to the subject may at once be furnished for entry in head-quarters' office books.

As the writer ought to be able to make a better précis than the reader, executive officers should docket their own letters and memoranda (the latter only when it extends beyond one page of the printed form) addressed to the administrative officer.

An index is to be kept of all correspondence in which should be entered the reference letter of the bundle or file in which the letter has been recorded.

In survey parties where there is not much correspondence, it may be found more convenient, however, to file letters in chronological order, and, with the administrative officer's permission, this system may be adopted.

118. Brief memoranda and endorsements are to be substituted as much as possible for covering letters when documents are forwarded which require no

Memoranda and endorsements in place of letters.

reply. Covering docketts to periodical returns, indents, receipts, etc., transmitted to head-quarters are not required.

119. As a general rule, unimportant documents referred to in letters need not be submitted, but the subject should be quoted or embodied in the letter, so that the document may be full and complete in itself. Original enclosures need only be transmitted when of importance, but the substance of the enclosure must likewise be stated in the covering letter. When it is absolutely necessary to forward enclosures, they should be separately docketed. Each docket should be numbered in the order of the correspondence which may have passed ; and if any enclosure be cited in the letter which it accompanies, the number on the enclosure must be noted in the margin. All tabular statements, sketches or plans, accompanying letters or folded in separate envelopes, should be distinctly docketed with the number and date of the letter to which they have reference.

C. O. No. 77,
dated 11th
November 1881.

120. During the rainy season an oiled or wax cloth inner covering should be used in all despatches of *very important letters* and maps.

121. The word "urgent" should be written outside the cover of any letter requiring immediate attention, and on the letter itself, but not unless it be really important.

122. Demi-official correspondence is not prohibited ; all official questions cannot be settled by this mode of correspondence, but it is useful in many ways, and it is left to the good judgment of executive officers to decide when it may be adopted.

123. Receipts to the head-quarters' office for forms, pamphlets, etc., should be retained to be transmitted with some other despatch, but need not be referred to in it.

NOTE.—As far as practicable, as many documents as possible should be sent under one cover to save postage, care being taken that the envelopes are of sufficiently strong paper.

124. Every letter, when not very short, should be divided into paragraphs regularly numbered ; and every report of considerable length should have marginal notes of the subject of each paragraph.

125. All letters should be written in a clear legible hand, without erasure, in dark-coloured ink, on quarter margin, and properly punctuated. Those intended for record must be drawn up on foolscap paper, and unless otherwise ordered, with a margin on the inside of the page of half an inch.

126. The quarter sheet memorandum form should not be used for letters but only for forwarding memoranda or other minor purposes. Foolscap size paper should be used in the form prescribed and letters to the head-quarters' office docketed.

D. O. No. 327,
dated 14th
January 1874.

127. Roman writing is to be used for all geographical names in all official correspondence in contradistinction to the running hand, which is ill-adapted for transcribing difficult and new names of places, especially where the writing may be executed by inferior copyists.

D. O. No. 327,
dated 14th
January 1874.
C. O. No. 143,
dated 28th
February 1895.

128. Vernacular expressions should not be used where they can be avoided, and, if employed, the English equivalent must be added immediately following. Vernacular documents are not as a rule to be forwarded to the head-quarters' office, but their meaning translated into English and embodied in a letter.

129. Official correspondence should be numbered; only one series of numbers, commencing annually from 1st January, for letters, memoranda, and endorsements, should be kept for correspondence with the head-quarters' office.

130. When documents are sent for countersignature, the date of despatch and transmission should be recorded on them as well as the date of receiving them back. The date of receipt of every document must also be recorded on it.

131. Valuable original documents and letters containing remittances should be sent under registered covers. The utmost economy must be exercised in the transmission of heavy covers; all official covers above 10 tolas should as a general rule be sent by Packet Post.

D. O. No. 325,
dated 5th
August 1892.

132. The Postal Guide can be obtained from the Post office on cash payment.

C. O. No. 18,
dated 3rd
October 1885.

133. In order to facilitate business, the following abbreviated addresses applicable to the several administrative officers of the Survey of India Department have been adopted :—

<i>Full addresses.</i>			<i>Abbreviated addresses.</i>	
Surveyor General of India	.	.	.	Surveys.
Deputy Surveyor General in charge Revenue Branch	.	.	.	Deputy Surveys Rev.
Do. Do. Do.	.	.	Topographical do..	Do. Topo.
Superintendent Trigonometrical Surveys	.	.	.	Supdt. Surveys, Trig.
Assistant Surveyor General in charge Drawing Office	.	.	.	Asst. Surveys, Drawing.
Do. do. do.	.	.	Engraving Office .	Do. Eng.
Do. do. do.	.	.	Lithographic Office	Do. Litho.
Do. do. do.	.	.	Map Record and Issue Office .	Do. Maps.
Do. do. do.	.	.	Mathematical Instruments Office	Do. Inst.
Do. do. do.	.	.	Photographic Office	Do. Photo.
Do. do. do.	.	.	Surveyor General's Office,	Office Surveys.

D. O. No. 114
(Adm.), dated
27th June 1887.

All messages regarding leave, pay, promotion or appointment, or other matters of a private character, must be paid for by the person sending them, except it is perfectly clear that the interests or the public service will be injuriously affected unless the particular message be sent by telegraph, and if an officer desires to receive a reply by telegraph, he must pay for the reply himself. Telegrams, on private matters, will not be replied to by wire unless prepayment has been made for the same.

C. O. No. 62,
dated 6th
August 1888.

State messages may be classed as "urgent," "ordinary," or "deferred" at the discretion of the sender.

Without laying down any precise rules for the classification of telegrams, the following general principles are prescribed for the guidance of officers, who should also bear in mind the necessity for keeping the expenditure as low as possible :—

- (1) When it is not necessary that a reply (by post or wire) should be despatched within office hours of the same day, the message should be sent "deferred."
- (2) When it is considered essential that a reply should be sent the same day, the message should be sent "ordinary."
- (3) "Urgent" messages should be used only—
 - (a) in cases of real emergency ;
 - (b) in cases where the despatching officer knows that the line is for any reason blocked, and considers his message sufficiently important to take precedence of traffic.
- (4) Telegrams should, except when extreme precision is important, be expressed in as few words as are consistent with clearly conveying the

intended meaning; and mere auxiliary or connective words, which can obviously be filled in by the receiver, should be omitted.

Art. 50,
C. A. C.

Books of telegram forms required for official use may be obtained free of charge from the Superintendent, Government Printing, Calcutta, under sanction of the Surveyor General.

134. All official books, maps, and other records, being the property of the State, must be carefully preserved, unless their destruction be sanctioned by proper authority.

135. Acquittance Roll Books, or files of three years' periods, when filled up and no longer required, should be sent for custody to the head-quarters' office.

D. O. No. 22,
dated 3rd June
1891.

136. Special precaution must be taken to preserve the secrecy of all confidential maps, books and documents, which should be kept under lock and key in the custody of the officer in charge, who will be held personally responsible for them.

137. When transmitting records to be lodged in the head-quarters' office, the original field plans and the fair maps prepared from them must never be sent together; the despatch of one set of these records should be delayed until information be received of the safe arrival of the other. In like manner the field books and the computations must always be sent separately.

D. O. No. 461,
dated 3rd
January 1895.

138. All maps and records are to be transmitted to the head-quarters office, carefully packed in double tin cases enclosed in an outer case of wood dammered over, the transit expenses being defrayed by the despatching officer. The addresses should be legibly written or painted on the packages themselves with an entry in the left corner showing the number of the party or the name of the office from which the packages have been despatched. In cases of insured packages the further precaution should be taken of binding the cases with iron bands, or strong cords.

139. Instances having occurred of the danger and risk of transporting the whole work of a season from place to place, without placing such valuable records under the immediate charge of a European assistant, and frequently also from the common practice of keeping lights burning the whole night in office tents, officers in charge of survey establishments are

cautioned against the fatal consequences attending such remissness and want of ordinary precaution, and are warned that in every instance of such negligence being brought to notice, the responsibility of all losses arising therefrom will devolve upon themselves.

It is the special duty of executive officers to observe every precaution in the carriage of all Government property and survey records when conveyed by boat on or across broad and dangerous rivers. Such boats should be accompanied by the executive officer or his assistants, who should invariably secure the best anchorage, and personally provide all other means for the safety of the boats. The original and duplicate copies of the same record must never be risked in the same boat.

140. In binding books, or on any occasion when paste is required to be used, a small quantity of "Blue-Vitriol" or "*Neela Tootea*" should be mixed with it as a protection against insects.

SECTION II.—PERIODICAL RETURNS.

141. Care must be taken to prepare returns in the proper form and to submit them punctually. If delay is unavoidable, a report of the circumstance should be made to the administrative officer explaining the cause, and stating when the return may be expected.

The following is a list of all periodical returns with the dates on which they should be submitted by executive officers:—

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.
	MONTHLY.		
O. 17	Salary Bills of Gazetted Officers and Sub-Assistant Superintendents.	} Treasury Officer.	} On 1st of each month.
O. 19	Salary Bills of Native Establishment		
O. 20	Statement of Leave of Absence		

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.
<i>MONTHLY—contd.</i>			
O. 2	Expense Statement	Administrative Officer.	Not later than the 5th of each month.
O. 18 R.	Ditto (Cadastral)		
O. 51 and O. 51a.	Change Statements (in duplicate).		
O. 14, O. 14a, O. 15 and O. 16.	Travelling Allowance Bills		
O. 6 and O. 7			
	Contingent Bills with vouchers		
O. 8	Abstract Classification of Contingent Charges		
O. 9	Muster Roll of elephants and cost of keep		
O. 4	Account Current, with statement of cash balance		
O. 5	Abstract of Cash Statement		
O. 11 R.	Budget Memo.		
O. 11a R.	Ditto of Cadastral Establishment		
O. 12 R.	Return of Field and Office work (Traverse)		
O. 12a R.	Return of Field and Office work (Cadastral)		
O. 13 R.	Return of Field and office work (Cadastral)		
O. 14 R.	Return of Office work (Cadastral)		
O. 15 R.	Return of Mapping (Cadastral)		
O. 17 R.	Return of Office work (Topographical)		
O. 48	Return of Field work (Topographical)		
<i>QUARTERLY.</i>			
O. 3	Requisition for Funds (in duplicate)	Administrative Officer.	To reach Calcutta by 1st March, June, September and December. To reach Calcutta by 25th of March, June, September and December.
O. 33	Roll of Hospital Assistants		
<i>HALF-YEARLY.</i>			
P. 1.	Indent for Professional Forms	Administrative Officer.	} 1st June and 1st October. 1st April and 1st October.
I. O. F.	Indent for Office Forms		
O. 2a R.	Distribution of charges for different descriptions of Survey		

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.	
HALF-YEARLY—contd.				
Army Forms 42, 43 & 44	Register of Births, Deaths and Marriages, R. E. Officers.	Surveyor General.	30th June and 31st December.	
YEARLY.				
...	Indent for Stationery (in duplicate)	} Administrative Officer.	} 20th January.	
O. 10 R.	Estimate of Monthly Ex- penditure			} 1st March.
O. 10a R.	Estimate of Monthly Ex- penditure of Cadastral establishment		} 1st April.	
O. 34	Return of Elephants			} Director General, I. M. S. Administrative Officer.
O. 35a	Statement of increase and decrease of Instruments	Return of Surgical Instru- ments.		
Army Hospital, Form No. 43 O. 65	Statement of Recess strength and application for sanction to return to recess quarters.	} Administrative Officer and Local Govern- ment.	} Close of Field Season.	
O. 9 R.	Approximate outturn of season's Operations (Cadastral and Traverse Parties), with Index Map.			} Administrative Officer.
O. 45	Progress Report for the Field Season with Index Map (Topo. and Forest Parties)	} Administrative Officer.		
O. 35b	Report on the examination of instruments			} A. S. G. M. I. O.
O. 38	Indent for instruments	} Administrative Officer.		
O. 38a	Requisition for repairs to Instruments			} Superintendent, Trig. Surveys.
...	Nominal Roll of payments for contract work in Cadastral Survey Parties.	} Administrative Officer.		
...	Abstract Statement of contract payments		} Superintendent, Trig. Surveys.	
...	Report on progress and conduct of Sub-Surveyors appointed from Dehra Training School.	} Administrative Officer.		
C. I. T. No. 1A	Detailed Statement of permanent establishment on 1st April (in duplicate).		} Administrative Officer.	} To reach Calcutta by 15th May.
C. I. T. No. 2B	List of uncovenanted officers on 1st April (in triplicate)			

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.
YEARLY—contd.			
O. 52 (C.)	Abstract of Establishment detailed in Form A . . .	Administrative Officer.	To reach Calcutta by 15th May. 1st June.
...	Programme of Operations for following seasons . . .		
O. 36	Return of Books, Furniture and Equipment . . .		
...	Indent for Medicines (in duplicate).	Director General I. M. S.	Not later than 15th June.
O. 30	Qualification report of surveyors and sub-surveyors on Permanent and Temporary Establishments . . .		1st July.
O. 30a	Return of surveyors and sub-surveyors recommended for promotions or for transfer to Permanent Establishments . . .		
O. 31	Budget Estimate (in duplicate)		
O. 32	Revised Budget Estimate (in duplicate).		
...	Annual Report with <i>précis</i>	Administrative Officer.	1st August.
(a) { O. 56	Detail of Triangulation . . .		
O. 57	Detail of Topography . . .		
(b) { O. 58	Detail of Traversing . . .		
O. 61	Distribution of charges and cost rates of work.		
(c) O. 46	Progress Report for the field season (with Index Map).		1st October.
O. 4 R.	Statement of Mathematical Results.		
O. 5 R.	Statement of field and office work performed by each member.		
O. 6 R.	Tabulated statement of principal Records prepared.		
O. 8 R.	Return of conspicuous objects met with.		Within 1st week of October.

(a) For Revenue and Traverse Survey Parties to be submitted in Form O. 3 R.
 (b) Ditto ditto ditto O. 2 R.
 (c) Ditto ditto ditto O. 5 R.

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.
O. 1 R.	YEARLY— <i>consolid.</i> Statement showing the Permanent and Temporary Establishment of parties.	} Administrative Officer.	1st December.
Army Hospital Form No 9.	Confidential Report of Hospital Assistants.		20th December.
O. 35	QUINQUENNIALLY. Stock Book of Instruments		1st April.

SECTION II(a).—MONTHLY PROGRESS REPORTS.

142. The results of the Superintendents', Deputy Superintendents', Extra Assistant Superintendents', and Sub-Assistant Superintendents', personal comparisons and inspections of the field and office work, and what portion of the work, whether in field or office, has been done by each and so inspected and examined, should be distinctly and fully stated on the back of these returns.

SECTION II(b).—HOSPITAL ASSISTANTS AND MEDICINES.

C. O. No. 30,
dated 15th July
1886.

143. Requisitions for Hospital Assistants should be submitted to the administrative officer, who will forward them through the Surveyor General to the Director General, Indian Medical Service.

C. O. No. 49,
dated 27th April
1887.
C. O. No. 19,
dated 13th
February 1896.

144. Confidential reports of all Hospital Assistants on A. H. F. 9 should be submitted annually on the 20th December for transmission to the Director General, Indian Medical Service.

C. O. No. 42,
dated 31st May
1897.
D. O. No. 273,
dated 31st
August 1899.

On the transfer of a Military Hospital Assistant from one appointment to another, a transfer return on A. H. F. 19, together with a confidential report on A. H. F. No. 9 (pages 3 and 4 only), prepared up to date of transfer, is required for the information of the officer under whom the medical subordinate is transferred for duty.

The above documents should invariably be submitted to the Director General, Indian Medical Service, when a Hospital Assistant is transferred from the Survey Department.

C. O. No. 30,
dated 15th July
1886.

145. A quarterly return of all Hospital Assistants in Form O. 33 is required to be furnished annually, to administrative officers, so as to reach their offices not later than the 25th of the last month of each quarter for transmission to the Surveyor General, in whose office a consolidated return will be prepared for submission to the Director General, Indian Medical Service.

C. O. No. 13,
dated 4th September 1878.

146. All leave of absence granted to medical subordinates showing dates of departure and return should be duly reported to the Deputy Surgeon General of the Province to which the subordinate belongs, by the officer under whom he is serving.

D. O. No. 203,
dated 30th September 1872.

147. Officers in charge of survey parties should invariably apply for the services of a Medical Officer, either civil or military, as a member of any Committee convened for the purpose of condemning as unserviceable hospital equipment and medical stores allowed for survey parties.

D. O. No. 225,
dated 15th April 1890.

148. Executive officers must report any losses or deficiencies in the medical equipment of their party at the time that they occur. Hospital Assistants, when they receive or make over charge, must bring to notice at the time any losses or deficiencies that may not have been previously reported.

C. O. No. 30,
dated 15th July 1886.

C. O. No. 32,
dated 6th September 1885.

C. O. No. 34,
dated 22nd October 1886.

D. O. No. 219,
dated 14th February 1899.

D. O. No. 315,
dated 6th June 1893.

D. O. No. 215,
dated 4th November 1898.

149. Indents for medicines, etc., are required to be submitted direct by executive officers to the Director General, Indian Medical Service, for countersignature not later than the 15th June in each year in duplicate together with the following information:—

- (a) Total strength of party, giving the number of Europeans and Natives.
- (b) The number and strength of the detached camps.
- (c) The district in which work will be carried on, with notes as to the nature of the country and previous experience (if any) of the amount and nature of sickness which may be expected.
- (d) Duration of field season.
- (e) Whether there will be a Hospital Assistant with the party, and what daily number of sick may be expected.

Before its submission it should be forwarded to the Civil Surgeon of the station for the purpose of being checked. Indents should be carefully drawn up with due regard to economy and actual requirements.

C. O. No. 75,
dated 31st October 1881.

150. European medicines should not be used for surveyors, sub-surveyors, and other members of the native establishments of a survey party, when native medicines having the same efficacious results can be admin-

istered to them. European medicines may, however, be given in cases in which they are absolutely needed.

D. O. No. 229,
dated 27th May
1890.

151. A return of Surgical Instruments in hand on 1st April is to be submitted annually to the Director
Surgical Instrument Returns. General, Indian Medical Service.

C. O. No. 218,
dated 14th
February 1890,
246 of 17th Nov-
ember 1890,
and 258, dated
19th March
1891.

152. Executive officers returning stores to a Medical Store Depot whether medicines, instruments or appli-
Return of Medical Stores. ances, or stores of any description, must furnish the Medical Store-keeper with a copy of receipt voucher (Military Account Forms, Nos. 72 and 72A), and with two copies of delivery vouchers (Military Account Forms, Nos. 72 and 72A). These forms, which are supplied gratis and are obtainable from the Contractor for Printing Government of India Stock Forms, Howrah, should be duly filled up, in strict accordance with the printed instructions noted in the forms, and the delivery vouchers signed by the officer returning the stores.

D. O. No. 281,
dated 9th April
1872.

153. In the Appendix is given a list of medicines which can be obtained in tin boxes for detached survey
Boxes of medicines for parties on indent from the Medical Department.
detached parties.

SECTION II (c).—STATIONERY, OFFICE AND PROFESSIONAL FORMS.

D. O. No. 140,
Administrative,
dated 24th April
1888.

154. With a view to facilitate a check and to ensure economy in the expenditure on stationery, the follow-
Indents for stationery. ing rules are to be strictly adhered to in

drawing up indents :—

- (a) For paper and articles for which no fixed scale has been prescribed, the average consumption of the preceding three years should be taken; where this is considered to be excessive, it should be reduced.
- (b) For articles for which a fixed scale has been prescribed (see column 8 of the present Form of Indents), the figures should be accurately calculated according to the number of gazetted officers and clerks on the establishment.
- (c) Articles of which renewals are allowed only after fixed periods, should be omitted. In future such articles will only be renewed on a certificate from the indenting officer that they have been actually lost or destroyed.
- (d) Indents should, as heretofore, be submitted by executive officers to their administrative officer for the purpose of check, countersignature, and transmission to the Superintendent of Stationery.

C. O. No. 7,
dated 5th April
1878.

In order to meet the requirements of Financial Resolution No. 3675, dated 30th November 1875, the following procedure with regard to the submission of indents for stationery will be adopted :—

- (1) All officers in charge of survey parties and offices who receive stationery from the Superintendent, Government Stationery, Calcutta, will in future submit

indents in duplicate through the administrative officer for what they require annually in time to *reach Calcutta or Dehra Dun not later than the 1st February.*

(2) The Superintendent of Stationery has arranged that the supplies shall be despatched from Calcutta in time to reach their respective destinations *by the first week of May following.*

(3) The indents are to be drawn up in duplicate, those of officers not located at the Presidency in the form for Mofussil officers, and those of Presidency officers in the form authorised for their use.

Extra or emergent indents must be accompanied by full explanations as to their necessity.

Receipts for stationery are to be forwarded direct to the Superintendent of Stationery.

A list of objections ordinarily taken by the Calcutta Stationery Office in dealing with indents is given in Appendix 10 and should be carefully read before preparing the indents.

A note on the manufacture of stationery, with some explanation of the qualities of paper and the technical terms by which they are known, is given in Appendix 11.

No charges except for country stationery are to be made in contingent bills without the previous sanction of the Surveyor General having been obtained.

D. O. No. 6,
dated 30th April
1885, and No. 9,
dated 24th
August 1885.

155. Indents should be sent through the administrative officer to the Assistant Surveyor General in charge of the Surveyor General's Office, Calcutta, by the 1st June and 1st October of each year, for professional and office forms required for the ensuing field and recess seasons, the number of each kind being indented for with reference to the balance of the last supply. Supplementary indents can be submitted for small supplies of forms urgently required. Executive officers should be careful that forms are not in any way wasted by the members of their establishments, or exposed to the influence of damp or otherwise rendered unserviceable.

156. Charges for printing forms at private presses are irregular. They cannot be admitted without the special sanction of Government. Executive officers should estimate their requirements in time to prevent inconvenience arising, and should have their forms printed at the nearest Government Printing Press, the charges for which are adjustable departmentally.

157. Treasury receipts for the proceeds realized by sale of stationery packing cases. Stationery packing cases should be attached to the account current, in which the amount should appear on both sides.

Supdt. of
Stationery's
No. 2000 of
January 1861.

Art. 98F,
C. A. C.

158. Local purchases of stationery articles usually supplied by the Stationery Office are not admissible unless specially sanctioned by the Surveyor General.

SECTION II (d).—ELEPHANTS.

159. Every attention should be paid to maintain the efficiency, at the smallest expense, of elephants attached to survey parties; fodder in many districts where it is abundant can be procured free of all cost. Elephants should have perfect rest during the recess season.

C. O. No. 130,
dated 3rd May
1894.
C. S. R.,
Art. 1092.

160. Whenever it becomes necessary to use Government elephants for the carriage of private property or for private purposes, the expenses of the animals so employed must be defrayed by the person using them; and should be credited by the officer in charge in the monthly contingent bill, who will attach thereto the following certificate, *viz.*—

“ I declare upon honour that the elephants belonging to this Survey have been used *bona fide* for Government purposes, and for no other, except on the dates accounted for in this bill as having been taken for private use.”

161. The Surveyor General has authority to sanction the purchase of elephants within a limit of Rs. 1,100 for each animal; any increase beyond that amount requires the special sanction of Government.

D. O. No. 221,
dated 21st April
1870.
D. O. No. 51,
dated 21st April
1870.

162. Annual returns should be submitted punctually to the administrative officer not later than 1st April in Form O. 34. In the column of Remarks should be entered the condition of each animal and the state of the gear.

Notes regarding the care and treatment of elephants will be found in Appendix 8.

SECTION II (e).—ESTABLISHMENT RETURNS.

C. O. No. 19,
dated 5th
December 1878,
No. 65, dated
30th June 1891,
and No. 30,
dated 10th
March 1887.

163. Annual Returns of Establishments should be submitted by executive officers so as to reach the administrative officer not later than the 15th of May each year in order to allow of sufficient time for their check and punctual transmission to the Office of the Comptroller of India Treasuries—

D. O. No. 447,
dated 24th
October 1891.

Form “ A ” should include a detailed nominal roll of all temporary sub-surveyors, writers, etc., as well as the total strength and cost of any temporary menial establishment.

SECTION II (f).—STATEMENT OF RECESS STRENGTH.

Br. Order
No. 54 Topl.,
dated 2nd
September 1897.
D. O. No. 36,
dated 17th
January 1900.

164. Previous sanction must be obtained for the establishment which is to be retained during the recess season. A statement of proposed strength of surveyors and sub-surveyors, etc., on form O. 65 is to be submitted in sufficient time to reach the authority before the field establishment is broken up, and the recess strength must be carefully considered with regard to absolute requirements. Hospital Assistants should not be retained during the recess without sanction, as at many recess quarters one Hospital Assistant will suffice for the medical treatment of two or more survey parties.

SECTION II (g).—APPROXIMATE OUTTURN.

165. A return of the season's approximate outturn on form O. 46 Report of Approximate by Topographical and Forest Parties, and outturn. O. 9 R. by Revenue and Traverse Parties, accompanied by an Index map to illustrate the season's operations, should be submitted to the administrative officer at the end of the field season, and also to Local Governments by Revenue and Traverse Parties.

SECTION II (h).—INSTRUMENTS.

C. O. No. 1,
dated 9th
February 1885.

C. O. No. 21
dated 15th
February 1886.
D. O. No. 95,
dated 6th
December 1895.

166. Executive officers are required to furnish the administrative officer every fifth year with complete returns on form O. 35, showing the instruments and stores in hand on 31st March. The last returns were for the period ending 1st April 1900, and should be submitted every fifth year thereafter.

During the intermediate period annual statements showing only the increase and decrease in the instruments and stores are to be submitted on form O. 35-a.

The date of receipt and value of all instruments must be recorded.

All perishable articles, such as scales, protractors, etc., made of paper need not be entered in the Stock-Book, but they are to be shown on the Increase Statement when received, and entered also in the accompanying Decrease Statement.

167. Executive officers, before submitting these returns, should fully satisfy themselves that all the articles enumerated are actually forthcoming. Stock shall be taken at least once annually, and all discrepancies immediately made known. The value of articles missing, or destroyed through carelessness or neglect, should be made good by the individuals offending; and the circumstances attending the loss of others

which it is desired should be written off to "Profit and Loss," must be fully reported.

168. The Mathematical Instrument Office supplies new and serviceable instruments and repairs old ones on book debit. The Rules and Regulations of the office, with a list of the instruments kept in stock, are obtainable from the Assistant Surveyor General in charge Mathematical Instrument Office.

169. When instruments are considered unserviceable by an officer, a survey should be held on them by a Committee of officers, whose report on form O. 64 should be forwarded to the Assistant Surveyor General in charge of the Mathematical Instrument Office, for instructions as to their disposal.

170. Officers in charge of parties should thoroughly examine their instrumental equipment immediately after the conclusion of field duties, and forward to the Mathematical Instrument Department, on form O. 38a a detailed invoice of all articles that may require repair; also such as may be deemed unserviceable, or no longer required. At the same time officers should consider their future wants, and submit an indent for any articles required, for the approval and countersignature of the administrative officer. There must be no delay in the despatch of instruments for repair, or in the submission of the indent for new articles, in order that the instrumental equipment may be re-fitted and rendered perfectly complete before the return of the field season.

171. A report on the state of each theodolite and level will be made, and signed by the officer in charge on form O. 35-b, and submitted to the headquarters' office as soon as possible after the close of the field season. Each camp officer will be responsible for the report on the instruments issued to his men, and submit his report in the above-named form to the officer in charge, who will compile his general report from these separate returns.

172. The greatest care is to be observed in packing the instruments sent for repair or returned to store. Theodolites must be well clamped before being put in their boxes; and padded with rolls of tow or cotton, in paper, to keep them firmly in their places.

The following note by the late Mr. F. Marshall, Officiating Mathematical Instrument Maker, on the packing of instruments when

D. O. No. 7 of
21st October
1865.

Circular
No. 344 of 31st
January 1868
and Circular
No. 368 of 21st
May 1868.

D. O. No. 120,
dated 14th
August 1897.

being sent to store and on the regular cleaning of instruments when in use, will be found instructive :—

Instruments returned to store generally show signs of injury through bad packing. Sometimes the foot screws, being left too far out, have rested on the bottom of the box during transit with the lid jammed too hard on the telescope. The foot screws have been bent and the bearings for the pivots injured in consequence.

Sometimes the reading microscopes and eye-piece, not having been screwed home, have shaken out during transit and caused injury to the glasses and scratches on the circle. Great damage is often done by the plummet, which, through its support in the box having given way or for some other reason, has been suffered to roll about inside during transit. Broken bubbles and bruised circles are very often attributable to nothing else but a loose plummet. Occasionally loose screws, nails and pins (levers) are found in the boxes of theodolites returned to store. They had, it is supposed, been put there for temporary purposes and accidentally left. It cannot be too strongly recommended that all theodolites returned to store should be packed carefully with no screws jamming against the bottom or sides, with all the extras in their places, with screws and clamps tightened up, and with the additional precaution of padded paper all round the instrument.

The experience of the Mathematical Instrument Office is that theodolites do not show signs of ill-use so much as neglect. They have been left alone when they ought to have been attended to. For instance, the instrument has worked stiffly ; instead of overhauling it at once, it has been worked in its bad condition. Nothing else can account for the guttered axes, the worn screws, and the burred limbs.

173. All instruments should be placed during the recess season in a well-ventilated store-room on elevated racks, the screws fixing the head-pieces of theodolites and plane-table stands to the legs should be loosened so as to give play for the swelling of the wood during the rainy season.

SECTION II (i).—BOOKS, OFFICE FURNITURE, AND CAMP EQUIPMENT.

174. A separate Return, called the Return of Books, Furniture, and Equipment, is to be submitted on form O. 36 annually on 1st June. Publications

of the following nature should be omitted from this return :—

General Reports of the Survey of India.	Railway Guides.
Administration Reports.	Telegraph Guides.
Lists of Officers of the Survey of India Department.	Postal Guides.
Lists of Ministerial Officers of the Survey of India Department.	Army Lists.
Survey of India Notes.	Civil Lists.
	Thacker's Indian Directory.
	Etc., etc., etc.

175. Packing cases received from the Mathematical Instrument Office, if retained for the protection of stores, should be brought on the Equipment Disposal of packing cases.

Return. Those that may not be required should be sold by public auction ; the proceeds lodged in the nearest treasury, and the receipt attached to the Account Current, in which the amount should appear on both sides.

D. O. No. 293
(Admn.), dated
19th November
1891.

176. All camp equipment and other Government property which is
Condemned camp and office equipment. Committee on— considered unserviceable must, in the first instance, be condemned by a Committee to be assembled with the sanction of the administrative officer and the proceedings submitted on form O. 64.

All condemned articles, other than those received from the Mathematical Instrument Office, are to be sold by public auction to the highest bidder, and the sale-proceeds lodged in the nearest treasury to the credit of Government. The Committee's report and Auctioneer's account are to be sent to the administrative officer for record, and the treasury officer's receipt attached to the account current in which the sale-proceeds are credited.

Cir. Memo.
No. 22
R142-20,
dated 31st
March 1896.

177. Applications for purchase of new tents should be made in
May. Tents should be obtained from the Elgin Mills Company,
Cawnpore, who have agreed to give a discount of $7\frac{1}{2}$ per cent. on all tents purchased
Tents. Purchase of —
for the Survey of India Department.

Letter No. 842
S.,
dated 13th
March 1896.

D. O. No. 203,
dated 19th
September 1898.

178. A Register on form O. 63, showing dates of purchase, repair,
etc., of every tent, should be kept up in every survey party, and the tents stamped
Register of tents.
at time of purchase by means of printing ink, and stencil plates.

Art. 98E.,
C. A. C.

179. No books, newspapers or other periodicals may be bought
Purchase of books, periodicals, etc., prohibited. without the previous sanction of the Surveyor General.

SECTION II(j).—QUALIFICATION REPORTS OF SURVEYORS, SUB-SURVEYORS, ETC.

D. G. No. 13 of
7th June 1886.
D. O. No. 142,
dated 22nd
October 1897,
Cir. Memo.
No. 3575, dated
17th November
1897.
D. O. No. 119,
dated 14th
August 1897.

180. A qualification roll (form O. 30) of all surveyors and sub-surveyors, etc., on the temporary as well as those on the permanent establishment should be submitted annually to head-quarters on 1st July, a copy being kept by the officer in charge, in which alterations, if necessary, should be made annually for each individual, in respect to whether he has progressed in professional knowledge or otherwise.

181. Similarly all recommendations of surveyors or sub-surveyors, Promotion of surveyors or etc., for promotion, or for transfer from sub-surveyors. the temporary to the permanent establishment, are to be submitted on form O. 30(a) in duplicate on 1st July every year, and not with the Annual Report, or at odd times of the year. Recommendations for promotion should not, except in cases of exceptional ability or good service, be submitted within 3 years from date of last promotion and, as a general rule, a sub-surveyor must complete at least 5 years' temporary service before being recommended for transfer to the permanent establishment. The following documents, in addition to the qualification report, should accompany all such applications:—

- (1) Agreement to serve in any part of India or Burma.
- (2) Medical certificate on form O. 26.

On the transfer being sanctioned, an entry will be made by the officer in charge of the party in the service book of the officer transferred, specifying the number and date of the order sanctioning the transfer. Executive officers in charge of parties are to bear in mind, and particularly consider the large increase in allowances conceded to these individuals by the grant of travelling or field allowances throughout the field season, in addition to the boon (peculiar to the Survey Department only) of half-pay or less, on leave to all men of good service and character, whose services can be spared during the recess months.

Finl. Dept.
Order No. 2530
of 10th August
1871.

182. No person should be appointed, or promoted, to a grade eligible to pension without a certificate by a commissioned medical officer, or by a medical officer in charge of a civil station, that "he has no disease, constitutional affection, or bodily infirmity, unfitting him, or likely to unfit him, for the public service in any part of India."

The above certificate must be drawn up invariably in duplicate and in strict accordance with the wording of the rule quoted. One copy of the certificate must be annexed to the first bill submitted for the pay of an officer appointed in India, and the other forwarded immediately for record to the administrative officer. In every case of promotion from an ineligible grade to a grade eligible for pension or new appointment on any salary, in which the above certificate is not furnished, or in which the certificate is not strictly formal, the salary drawn will be summarily disallowed.

Finl. Dept.
No. 433 of 30th
January 1871.

183. As a general rule, no person shall be appointed after he has attained the age of 25 years. But if, Limit of age for admission to Government employ. for special reasons, any one is admitted

at a later age, then, in the event of his being required to retire under the operation of any rule, the pension to which he would, but for this rule, be entitled, shall be reduced in the proportion which the number of years of pensionable service he has completed bears to 30 years, the full period required for a good service pension.

SECTION II (k).--PROGRAMME FOR ENSUING FIELD SEASON.

C. O. No. 151,
dated 1st
September 1884.

184. The programme of work for the following season should be submitted so as to reach the administrative officer not later than 1st June. It should show in sufficient detail the work proposed to be undertaken during the ensuing field season, such as triangulation, traversing, detail survey on various scales, the orders conveying sanction for the work should be quoted, and an index map illustrating the locality.

SECTION II (l).--ANNUAL REPORT.

D. O. No. 346,
dated 2nd Feb-
ruary 1875.

C. O. No. 30,
dated 1st April
1879.

D. O. No. 137,
dated 9th Febru-
ary 1888.

185. A detailed account of the annual operations of each survey party must be submitted to the administrative officer not later than the 30th September in each year. This account is called the "Annual," or "Narrative Report," and must be drawn up in strict conformity with the following rules:—It must be prepared on foolscap paper with quarter margin, written only on one side, having marginal notes inserted explaining the subject of each paragraph. A covering letter, directing attention to any points requiring an early answer, should accompany the report. The writing must be clear and good, and names especially must be written in round Roman hand in contradistinction to ordinary running hand. Foreign words should be used very sparingly, if at all; and the style should not be egotistical. Nothing should be admitted which is not thoroughly reliable and of permanent value; all instructions and orders should be distinctly alluded to, and professional discussion of the merits of the work should be full and precise.

D. O. No. 346,
dated 2nd Feb-
ruary 1875.

In drawing up this report the following heads have to be considered in the order quoted:—

- (1) Introduction.
- (2) Strength of party on taking the field, and changes during the year.
- (3) General plan of survey operations.

- (4) Date of leaving recess-quarters for the field, route of march, and orders to assistants concerning the commencement of their work.
- (5) Remarks on the nature of the country under survey, and help afforded by local authorities and inhabitants.
- (6) Notes on forts, towns, cities, hills and passes; on roads, rivers, canals, irrigation; on the manners, customs and language of the inhabitants; on rainfall, cultivation, manufactures, etc.
- (7) Duration and close of field season, and health of party.
- (8) Recess duties; computations, maps, charts, etc., remarked on in separate paragraphs, and connection with the principal G. T. triangulation. Any arrears of computations or mapping should be reported.
- (9) General remarks on work completed, and the cost rate.
- (10) Programme for the ensuing season.
- (11) Report whether the Hand-books have been corrected and all entries in service books filled in up to date.

C. O. No. 157,
dated 1st
September 1884.

D. O. No. 346,
dated 2nd
February 1875.

The report must be accompanied by an index map showing the following items by strong washes of suitable colour:—

Area completed previous to season under report.

- „ surveyed in detail during „ „ „
- „ proposed to be surveyed during next field season.
- „ triangulated during season under report.
- „ proposed to be triangulated during next field season,
and also by the following tabular statements:—

Form O·56. Detail of triangulation.	} Topographi- cal and Forest Parties.
„ O·57. „ of topography.	
„ O·58. „ of traversing.	
„ O·61. Distribution of charges, and cost rates of work.	
„ O·2R. Distribution of charges, and cost rates of work.	} Cadastral and Tra- verse Parties.
„ O·3R. Summary of outturn of work.	
„ O·4R. Statement of Mathematical results.	
„ O·6R. Statement of principal records prepared.	
„ O·8R. Return of conspicuous objects met with.	

C. O. No. 30,
dated 1st April
1879.

186. All officers in charge of survey parties must send in with the annual report a brief précis of it, framed in such a manner as to convey sufficient information on the subject and nature of the operations to a Secretary to Government, or other individual not conversant with the technicalities of survey. It should not be a mere abbreviation of each paragraph of the full report, nor should it be written in the first person; but should be a concise report in itself. When Indian terms are used, a translation of them should be given. The brief accounts of the work of each party as printed in the Annual Reports of the Department, Part II, furnish a good guide as to what is required in a précis. In the case of parties employed on Forest Surveys, the question of cost rates should be fully entered into in the précis, and the causes by which they were affected during the season under report.

Clr. Memo.
No. $\frac{3020}{S}$,
dated 11th
December 1897.

In order to ensure uniformity in the method of drawing up the précis, which should be prepared by each executive officer in a state fit for publication in the General Report, and to save the head quarters' office the unnecessary labour which is at present thrown on it of correcting these précis and making them fit to send to the Press, the following detailed instructions are given:—

(1)—They must be written on half margin and on one side of the paper only.

(2)—The heading to be in accordance with that shown in the printed report, as for example—

“THATON AND PEGU DISTRICTS, LOWER BURMA.”

“NO. 7 PARTY.”

(3)—The *personnel* to be shown as in the printed General Report; no other marginal references or explanation of the contents of each paragraph are to be entered on the left hand side of the paper.

(4)—All native terms, such as Khalassis, Patwaris, Amins, Parganas, etc., are to be underlined to show the printer that they are to be in italics. That the spelling shall be uniform, a list of the native words in common use is appended—

Amin.	Khasra.	Mujmilli.	Patwári.	Thugyi.
Diára.	Khwats.	Munsarim.	Raiyat.	Zamindár.
Kanungo.	Kwin.	Parcha.	Raiyatwári.	
Khalási.	Mahal.	Pargana.	Tahsil.	
Khálsa.	Mauza.	Partál.	Táluk.	
Khánápurí.	Moharrir.	Pattidári.	Thána.	

Words not included in above should be spelt according to the Hunterian system.

(5)—Capital letters are not to be scattered broadcast as is often done by the writers at present. Such words as surveyor, cadastral or traverse surveys, party, assistant, etc., should not have capital letters, except when used as titles. The words district, pargana, tahsil, etc., should have capitals in headings only.

(6)—As the numbering of the paragraphs cannot be foreseen, three cyphers, thus 000, should be written in place of the number.

(7)—The printed report of each party for the previous year, with regard to the general arrangement, the order in which the different operations are reported on, and the tabular statements of outturn or cost rates, is to be closely followed; besides this any special subjects of sufficient importance or interest to warrant their being alluded to, are to be added.

(8)—The footnote detailing the services of the assistants to be written at the end.

CHAPTER III.

Accounts.

SECTION I (a).—GENERAL RULES.

C. O. No. 81,
dated 29th
March 1882.

187. In the preparation and despatch of monthly papers in each office, the account current and bills of all kinds should take precedence for despatch over all other documents.

C. O. No. 76,
dated 8th
November 1881,
and addendum,
dated 12th May
1882.

188. Funds drawn from the Government Treasury to meet expenditure upon public account may not be lodged in any bank. When it is convenient to the public service to lodge such funds in a bank, special sanction must be obtained beforehand. The personal convenience of an officer is not a ground for permitting an account to be opened with a bank.

D. O. No. 183,
dated 9th July
1869.

189. The strictest economy consistent with efficiency is imperative on officers in charge of parties; every officer should be as careful in the expenditure of public money under all heads as he would be of his own under like circumstances.

C. O. No. 93,
dated 18th July
1882.
Memo. No. 17,
dated 18th May
1877.

190. Every survey officer entrusted with public money must keep up a cash-book on Form O. 12, which should be regarded as a portion of the official records of the party or office to which he is attached, be duly numbered, and entered in the list of records, and be available for inspection whenever wanted. Money transactions of every nature should be entered in the cash-book, which must be formally balanced and closed on the last day of every month and the balance verified by counting the cash in hand before the submission of accounts to head-quarters. A statement of all outstanding sums in the way of advances, etc., should be drawn up at the end of each month, and all such advances duly entered in the cash-book. An abstract of the cash account on Form O. 5 should be submitted monthly to the administrative officer.

Financial
Department
Cir. No. 1666,
dated 19th
August 1872.

191(a). Any defalcation or loss of public money must be immediately reported; when the matter has been fully enquired into, a further and complete report should be submitted, showing the nature and extent of the loss,

and the errors or neglect of rules by which such loss was rendered possible, and the prospects of effecting a recovery. In the event of recovery being impracticable, sanction should be applied for to write off the amount lost.

Art. 279,
C. A. C.

D. O. No. 447,
dated 27th
September 1894.

(b) Administrative officers will forward a copy of the preliminary report on the above at once to the Comptroller of India Treasuries as required under Article 20 of the Civil Account Code.

D. O. No. 289,
dated 25th June
1872.

D. O. No. 205,
dated 20th
November 1869.
Circular No.
552, dated 1st
July 1872.

192. Public charges are not to be defrayed from private funds. Charges, public and unsanctioned. Unsanctioned charges must not be drawn after they have been disallowed by the Comptroller, India Treasuries, until proper sanction has been obtained.

D. O. (G. T. S.),
dated 10th June
1888, and No. 6,
dated 26th June
1863.

193. Bills are debited to the month in which they are cashed. Executive officers should bear this in mind with reference to their budget allowances, and to the fact that the financial year commences on the 1st April.

Debit of bills.

No. 119, dated
18th September
1869.
Art. 21,
C. A. C.

194. Erasures are not allowed in documents which are vouchers for any payment or statement of account. If it be unavoidable to place on record any such paper containing an erasure, the place erased should be marked by the initials of the officer whose signature is attached to the document. Preferably the figures should not be erased, but scored out in red ink and initialled.

Erasures.

D. O. No. 319,
Topo. No. 112
Rev., dated 11th
December 1873.

195. All communications with the Comptroller, India Treasuries, regarding the cashing of bills by executive officers from treasuries should be transmitted through the Heads of Departments and not direct.

Comptroller of India Treasuries. Correspondence with--.

officers from treasuries should be transmitted through the Heads of Departments

Art. 415,
C. A. C.

196. Objections raised by the Comptroller, India Treasuries, in auditing the survey parties' accounts will be communicated in an objection statement, one for each party. The objection statement will be sent *through the* administrative officer, and not direct to the party, and will be similarly returned through the administrative officer.

Objection Statements. Disposal of --.

one for each party. The objection state-

ment will be sent *through the* administrative officer, and not direct to the party, and will be similarly returned through the administrative officer.

D. O. No. 216,
dated 23rd
March 1870.

197. Money indisputably payable should never be left unpaid, and money paid should under no circumstances be kept out of the accounts a day longer than is absolutely necessary.

Postponement of entries in accounts.

than is absolutely necessary.

This order is not to be read as inconsistent with the order No. 3442, dated 17th September 1869, which prohibited the admission

by Accountants General of any expenditure, even though it be sanctioned, which is not provided for by specific assignment of funds. The object of that order was to prevent the admission of new charges, or charges requiring sanction without the simultaneous provision of funds, not to forbid the payment of charges such as refunds, which must be paid, whether sanctioned or not, and certainly not to authorise any delay in the *adjustment* of expenditure actually incurred. If *adjustment* cannot proceed for want of proper authority, immediate steps should be taken to obtain the needful authority.

C. O. No. 84,
dated 18th April
1882.

198. Executive officers are required to submit quarterly statements of their probable monthly requirements during each quarter of the official year on account of both the fixed charges, *viz.*, those for pay and allowances; and other charges, *viz.*, those for contingencies and travelling allowances, for which they require to have funds provided at certain treasuries.

D. O. No. 62,
dated 11th June
1896.

The statements should be drawn up *in duplicate* (Form O. 3) and posted so as to reach the respective head-quarters' offices not later than the 1st March, June, September and December of each year, or a full month before the commencement of the quarter for which provision has to be made. These requisitions are to be made out in agreement with the estimates of monthly expenditure (Form O. 10R.) which are submitted to the head-quarters' office on the first week of March each year. Should the amounts of the requisition differ from the estimate, an explanatory letter must be submitted.

The surplus amounts of payment orders or letters-of-credit already issued for any quarter should be specified in the column for remarks in the statement.

It is irregular to draw money which is not required, merely to deposit it in a bank or elsewhere.

Executive officers should take note of all Government holidays and submit their requisitions sufficiently early to admit of their being attended to in proper time.

C. O. No. 70,
dated 22nd
September 1881.

In applying for letters-of-credit, executive officers must be careful to estimate for a sufficient sum to include all travelling allowances and travelling charges, as well as the contingent charges.

Art. 410,
C. A. C.

To obviate inconvenience arising to executive officers from treasury officers refusing to cash bills in excess of the amounts asked for in the requisition, the administrative officer may, if he thinks it necessary, add ten per cent. to the amounts for fixed

charges and increase the amounts for other charges to the nearest convenient round number.

Art. 411,
C. A. C.

199. The following rules apply to the salaries and local allowances of gazetted officers and their establishments herein called "fixed charges."

Fixed charges.

The administrative officer will inform the Comptroller, India Treasuries, quarterly, of the total authorised amounts of fixed charges payable by treasury officers from month to month, together with the names of the treasuries from which they should be made payable. Alterations made by the administrative officer in his estimates will be notified by him to the Comptroller, India Treasuries, and through the proper channel to treasury officers.

The Comptroller, India Treasuries, communicates the above (*i.e.*, the estimate of fixed charges) to the Accountants General concerned, who inform the treasury officers under them of the amounts payable on account of salaries and establishment bills. Treasury officers will pay all such bills on presentation, according to the estimates of the administrative officer, and forward them as vouchers with their treasury accounts.

In cases when a survey party, or a gazetted officer, or an officer in charge of a party, is transferred from one province or district to another, and no notice of such transfer has been given by the Accountant General to the treasury officer of the latter, the pay bill of the party or officer may be cashed at the treasury of the district to which they or he is transferred, on presentation of the bill, accompanied by a Last-pay Certificate.

When a survey party or officer is detained in a district for a longer time than was originally notified, the treasury officer may, on a certificate to that effect from the officer in charge of the party, cash the bills for fixed charges for one month in addition to the advices he has received.

Art. 412,
C. A. C.

200(a). For the payment of "other charges," namely, travelling allowances of gazetted officers and establishments, and contingent expenditure,

Other charges.

officers in charge of parties will be supplied with funds from treasuries, of which they will render account.

The officer in charge of the party will incur expenditure out of the funds thus placed at his disposal, taking care to get proper and formal vouchers or receipts.

(b) Vouchers for travelling allowances must be drawn up in the usual form for travelling allowance bills, and with the customary detail.

In cases in which receipts are not ordinarily procurable, he will furnish a certificate signed by himself or some responsible subordinate that the amount has been duly paid.

Art. 414,
C. A. C.

(c) At the end of each month the officer in charge will send in bills for travelling allowances and contingent charges to the administrative officer of his branch, accompanied with an Account Current.

Art. 412,
C. A. C.

201. Letters-of-Credit upon treasuries will be issued by the

Comptroller, India Treasuries, on application of the administrative officer in favour of the officer in charge of a specified party. A letter-of-credit lapses at the end of the month next following the period for which it is issued.

C. O. No. 65,
dated 23rd
August 1888,

As letters-of-credit and payment orders are issued in favour of the officer in charge of a party, and not of a named officer, no orders transferring the credit are required when an officer relieves another of the charge of a survey party. It will suffice if the relieving officer satisfies the treasury officer, that he is the officer in charge of the party at the time the money is drawn.

Art. 410,
C. A. C.

If any letters-of-credit or payment orders, after being once issued, are found not to be required, the administrative officer will inform the Comptroller, India Treasuries, in order that he may cancel them and not reckon them against the fixed limit.

The money will be drawn from the treasury, as required, upon receipts signed by the officer in charge of the party, on Form O. 11.

G. I. O. No. 49,
dated 26th
October 1879.

The drawing of large sums in advance to meet expenditure, which can equally well be financed through the medium of Treasury Transfer Receipts, is prohibited.

Art. 413,
C. A. C.

202. A special letter-of-credit may be applied for in favour of an officer who is organising a party, or conveying it from one place to another. Money

obtained upon special letters-of-credit will be accounted for as "advances to establishment" in the regular monthly accounts, and will be adjusted by short drawal of establishment bills.

C. O. No. 38,
dated 8th July
1879.

203. Executive officers in charge of survey parties may remit pay to their subordinates, who are serving at a distance from them, by means of Public Service Transfer Receipts.

C. O. No. 2,
dated 13th
February 1885.

204. Postal money orders may be used for remittance of pay, or money orders in lieu of funds for contingent expenses, to survey parties at outlying stations where there are no Government treasuries. The Comptroller of India Treasuries

has been authorized to pass the charges for commission on such money orders.

205. The following are the standing rules at head-quarters concerning the examination of contingent bills, accounts current, expense statements, change statements, etc., etc. Executive officers should therefore see to their monthly returns being prepared so as to meet the requirements of these rules :—

Contingent bills.

1.—That all charges have been compared (*a*) with vouchers as far as received; (*b*) that all vouchers above ₹10 are appended; (*c*) that to vouchers above ₹20 receipt stamps have been affixed; (*d*) that all vouchers for service postage stamps and for State telegrams, have been furnished; (*e*) that certificates of payment have been submitted in absence of vouchers; (*f*) that certificates of dearness of provisions accompany; (*g*) that the certificate for office-rent is submitted for signature of the administrative officer; (*h*) that English translations accompany vernacular vouchers; and (*i*) that the vouchers have been initialled by the executive officers.

2.—That the prescribed contingent abstract is annexed, and that the total thereof agrees with the total of the contingent bills.

Accounts current.

3.—That the previous balance has been correctly brought forward.

4.—That the amounts under heads of travelling expenses and contingencies agree exactly with the amounts as per bills.

5.—That a copy of the abstract of cash account prescribed in Circular Order No. 93, dated 18th July 1882, has been received.

6.—That a memorandum showing the unexpended cash in hand and outstanding advances has been subscribed at foot of accounts current, as prescribed in Circular Order No. 108, dated 22nd May 1883.

7.—That the treasury officer's receipt is appended for payments made into the treasury on account of sale of condemned unserviceable stores, etc., and that such transactions have been shown on both the debit and credit sides of the accounts current.

8.—That all outstanding advances are cleared by 31st July each year.

9.—That in the closing balance the amount held in currency notes and in cash is stated.

10.—That the unexpended balance remaining in hand on 1st of April of each year has been refunded into the treasury.

11.—That the entries on account of travelling charges and contingencies have been compared (*a*) with the travelling and contingent bills, and (*b*) with the account current.

Expense statement.

12.—That all previous totals from the preceding month's expense statement have been correctly brought forward.

13.—That the totals for the month and expenditure to date in the expense statement are correct.

Change statement.

14.—That all the changes which have taken place have been noted in the Change Statements which are submitted to the administrative officer at the time of presentation of pay bills to treasury officers.

15.—That all bills and vouchers have been consecutively numbered as prescribed in this Office Circular letter, dated the 16th May 1882, to Topographical Survey Parties, and Branch Order No. 22, dated 19th May 1882, to Revenue Survey Parties.

Letter No. Mls.
279, dated 23rd
September 1897,
from C. I. T.

In cases where exception has been taken by the administrative officer to any charge, they are marked and the nature of the objection is noted against them in the bill.

SECTION I (b).—ACCOUNT CURRENT.

D. O. No. 117,
dated 20th
September 1867,
C. O. No. 81,
dated 29th
March 1882.

206. An Account Current on Form O. 4 should be submitted monthly to the administrative officer with the travelling allowance and contingent bills as soon as possible after the 1st and not later than the 5th of each month.

D. O. No. 305,
dated 15th
January 1873.

In it, entry should be made of all funds (except for "fixed charges") received from whatsoever source.

C. O. No. 81,
dated 29th
March 1882.

When sufficient details and vouchers are not forthcoming to enable any bill to be posted by the 5th of the month, the Account Current should be sent in without any bill; it should show the balance at debit for the preceding month, and state that there were no transactions to credit during the current month. This Account Current will be accepted as an intimation that no bills for the current month will be sent in.

Items of expenditure, of which full details and vouchers have not been received by the 5th of the month, must be reserved for entry in the accounts of a subsequent month of the official year in which the expenditure is incurred.

C. O. No. 24,
dated 22nd
March 1886.

207. Officers in charge of survey parties must note in their Accounts Current how much of the closing balance of that account is held in currency notes and how much in cash.

Circular No.
522, dated 29th
November 1871,
paragraph 3.

208. In monthly Accounts Current should be entered the names of treasuries from which money has been drawn against letters-of-credit.

D. O. No. 305,
Topographical,
D. O. No. 101,
Revenue, dated
15th January
1873.

209. When a sum of money has been drawn by cheque from the treasury, it must be credited in the Account Current *for the month in which the money was drawn*; any advances made to subordinates are to be shown in the cash balance, for which executive officers are *personally responsible*.

Circular No. 531,
dated 25th
January 1872,
and No. 540,
dated 27th
March 1872.

Advances drawn from treasuries on taking the field should be entered in the Account Current of the month in which the advance is drawn.

Circular No. 502,
dated 15th June,
1871, Circular
No. 543, dated
20th April 1872,
D. O. No. 3481
Topographical,
D. O. No. 132,
Reve., dated 4th
April 1875.

D. O. No. 120
(Administra-
tive), dated
9th September
1887.

D. O. No. 139
(Adm.), dated
9th April 1888.

Cir. Memo.
No. ³³⁴⁴
S.,
dated 2nd
November 1897.

Cir. Memo.
No. ³³⁴⁴
S.,
dated 2nd
November
1897.

Circular No.
570, dated
15th January
1873.

No. 285, dated
11th March
1867.

G. I. O. No. 27,
dated 5th March
1890.
G. of I. letter
No. 728-10-2,
dated 7th April
1900.

210. The amount of each cheque actually drawn against letters-of-credit, and not the amounts of letters-of-credit themselves, should be entered in the

Account Current.

211. Executive officers are directed to *personally* verify the cash balance. Verification balance in their possession and the out-
standing advances, for which they are
of monthly—

accountable, before signing the Account Current.

212. Executive officers are required to refund the unexpended balance remaining in their hands on the
1st April of each year, into the treasury,
at latest by the 30th June of the same
year, making the usual entry in the

Account Current.

213. Due precaution should be taken to ensure the recovery of
outstanding advances by 31st July, which
should be shown in the Account Current
for that month as "nil."*

214. Refunds on account of retrenchments, whether for salary,
contingent, or travelling expenses, should be made by deduction
from such bills. Should there be no ex-
penditure for travelling or contingencies
during the months following that in which retrenchments may be
ordered, the amounts to be refunded should be credited in the
Account Current and paid into the Treasury.

No items retrenched should be withheld from being refunded
simply because they are to be re-drawn in the next bill.

215. The treasury officer's receipts must be invariably attached to
the Account Current of the month during
which any sums may be repaid into the
treasury.

216. A statement of expenditure, prepared in accordance with
Form O. 2, should accompany each Account
Current.

217. Officers to whom advances have been made, or to whom
public money has been in any way entrusted
shall, as a general rule, be held personally

* The Trans-Himalayan Exploration Fund is exempted from this ruling—

The date for clearing off advances is extended to 30th September in survey parties work-
ing under the Superintendent, Settlement Surveys, Bengal.

responsible for such money, if it happens to be lost or stolen while in their immediate custody, or from a police station in which it may have been placed by their order, unless they can clearly show that every reasonable precaution was taken by them for its safe custody.

D. O. No. 304,
dated 25th
January 1892.

Amounts misappropriated or lost should be shown in the body of cash accounts as separate items, on receipt of sanction of Government, and not inserted at the foot of the Account Current.

SECTION I (c).—ADVANCES AND TRANSFERS.

C. O. No. 91,
dated 6th
February
1890.
Article 137,
C. A. C.

218. (a) An officer on transfer may receive as an advance an amount not exceeding one month's pay, and also not exceeding the amount of expenditure which he is likely to incur by reason of his transfer, or an amount not exceeding the travelling allowance to which he may be entitled under the rules in consequence of the transfer when this exceeds one month's pay.

C. O. No. 52,
dated 4th
January 1888.

(b) When the transfer is from one province to another, pay up to the date of making over charge may be drawn under article 26 (b), chapter 3 of the Civil Account Code, in addition to the advance mentioned above.

Art. 137 B,
C. A. C.

219. (a) Advances of pay are recoverable from the salaries of officers in three equal instalments, and advances of travelling allowance by bills after the officer's arrival at his destination.

G. I. O. No. 1,
dated 21st Janu-
ary 1898.

(b) Ordinarily the amount to be recovered monthly for an advance of salary should not be affected by the fact of an officer going on leave, but that it is open to the Local Government to order a reduction in any case in which it deems it right to do so.

R. and A. Dept.
No. 2509,
dated 25th
October 1897.

(c) No advances on account of pay, or travelling expenses may be made to an officer on leave, either to enable him to rejoin his appointment, or because his leave allowances have not been remitted to him by the executive officer responsible for the same.

C. O. No. 159,
dated 31st
October 1884.
Art. 137 B,
C. A. C.

220. When an advance is required for an Extra-Assistant Superintendent, or a Sub-Assistant Superintendent, transferred from one party to another, it should be obtained from the local treasury on requisition.

Art. 137 C,
C. A. C.

221. In the case of an advance required for an officer on first appointment, the requisition should be signed by the Surveyor General.

G. I. O. No. 4,
dated 23th
March 1898.

222. In the event of an officer being bitten by a rabid dog, the Surveyor General may sanction an advance of ₹1,200 in the case of officers entitled to first class travelling allowance, and ₹700 in other cases, for the purpose of proceeding to Paris for treatment at the Pasteur Institute, on the production of a medical certificate

Advances to officers bitten recommending treatment at the Institute, by rabid dogs. granted by a Medical Board consisting of two medical officers, either commissioned or in charge of Civil Stations. In cases where there is only one medical officer, the concurrence of a second medical officer may be obtained by telegram. Two securities should also be furnished to guarantee Government against loss; and the sum advanced to be recovered by monthly instalments of $\frac{1}{3}$ of salary on return of officer to duty.

C. O. No. 109,
dated 22nd
May 1893.
R. and A. Dept.
No. 2809,
dated 21st
December 1897.

223. Advances from contingent funds, on account of pay, travelling expenses and for other purposes should be restricted as far as possible, and are to be made only in cases of necessity, and in the interests of the public service, and subject to the following conditions:—

I.—The officer in charge of the party to be responsible for the recovery of the advances.

II.—The sum total of advances made by an officer not to exceed the amount which he can make available out of the letters-of-credit issued for contingent and other expenditure.

III.—The advances to be, as hitherto, excluded from the accounts, but a memorandum of them to be sent to the administrative officer.

IV.—The balance of the cash account rendered to the Comptroller of India Treasuries is necessarily the sum of the cash in hand unexpended, and the amount outstanding a advance. Accordingly, a memorandum should be subscribed in that account showing—

	₹	a.	p.
Cash in hand	.	.	.
Notes	.	.	.
Outstanding advances	.	.	.
Total balance of account	.	.	.

V.—The advances to be absolutely cleared by 31st July of each year, and shown as *nil* in the Account Current for July.

C. O. No. 74,
dated 4th
December 1888.

224. Advances under previous paragraph should be withheld as far as practicable. Such advances should be drawn as a rule from the treasury, but in cases in which it is not possible to draw the advances from the treasury in time to

Advances to officers from Contingent Funds to be withheld. Particulars of advances to be given in last-pay certificate.

Note.—The amount in cash should be given in detail showing the number of whole and half rupees and all smaller silver and copper coins of each denomination separately.

hand the money over to the subordinate before his departure, the advance might be paid from the contingent fund, provided the amount is drawn from the treasury and the contingent fund recouped as soon as possible. The last-pay certificate prescribed in Form O. 21 should show the name of treasury, date, etc., on which the advance was drawn, and its amount.

Such advances will not appear in the Account Current as the work of adjustment will devolve on the office of the Comptroller, India Treasuries.

C. O. No. 83,
dated 19th
September
1889.

225. Officers returning from furlough out of India shall not be granted advances of pay by the Home Government for more than 35 days beyond the date of embarkation for India.

Art. 81,
C. S. R.

226. An advance of an amount not exceeding two months' pay, and also not exceeding 1,000 rupees may be made to any public officer in the Civil Department on arrival in India on first appointment, or on return from long leave, or special duty out of India. This advance is independent of any advance on account of allowances made by the Secretary of State in England. The advance may be drawn under the orders of the audit officer from any treasury in India to be specified in such orders.

Art. 81 (c),
C.S.R.

Such advances, as well as similar advances issued by the Home Government, are to be recovered by monthly instalments of one-third of salary.

C. O. No. 12,
dated 5th
August 1878.

227. On the first office day after the 31st March of each year, every officer who has received a permanent advance, shall address to the Comptroller, India Treasuries, a brief acknowledgment that the amount is due, and to be accounted for by him. No officers in charge of field parties have permanent advances.

C. O. No. 113,
dated 14th
October 1892.

228. Advances for building houses may be granted under certain conditions, see Art. 136, Civil Account Code.

D. O. No. 233,
dated 17th
August 1870.
D. O. No. 79,
dated 27th
October 1896.

229. (a) Officers of the Imperial and Provincial services on transfer from one party to another, or from one department to another, will obtain from the officer in charge of the treasury, at which their pay has been disbursed, a last-pay certificate.

(b) The officer in charge of a survey party will grant a last-pay certificate on Form O. 21 to an officer of the subordinate service on

transfer from his party, to enable his pay to be drawn in the party to which he has been transferred.

Art. 195,
C. S. R.

230. (a) In cases of transfer of an officer from one station or province to another, his joining time is calculated as follows, subject to a maximum of thirty days : Sundays not actually spent in travelling are not included in the calculation :—

- (i) Six days for preparation ; and in addition thereto:—
for the portion of the journey which
the officer travels or might travel— } A day for each.

	Miles.	
By Railway	200	} or any longer time actually occupied in the journey.
„ Ocean steamer	150	
„ River steamer	80	
„ Mail cart or other public stage conveyance drawn by horses	80	
In any other way	15	

An extra day is allowed for any fraction of distance over that prescribed.

- (ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added.

NOTE.—An officer whose salary does not exceed ₹100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses.

Art. 196,
C. S. R.

(b) Joining time will always be calculated by the route which travellers habitually use, unless the Local Government specially permit otherwise.

Art. 194,
C. S. R.

(c) Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another. Sundays are included in the calculation.

Art. 200,
C. S. R.

(d) When an officer does not join his new appointment within his joining time, he is entitled to no allowances after the end of his joining time, and after a week, ceases to have a lien on his appointment. But if the Local Government considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment.

NOTE.—The expression “allowances” does not include travelling allowance.

Art. 205,
C. S. R.

231. (a) Except in the case mentioned in Article 208 of the Civil Service Regulations, an officer will draw, during joining time, the pay or salary which

Allowances during joining time.

he drew in his old appointment, or that which he will draw on joining his new appointment, whichever may be less: provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during joining time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by, or relieving him.

Finl. Resn.
No. 3329, dated
27th Sep. 1875.
Art. 773 (e),
C. A. C.

(b) The allowance of a military officer transferred from military to civil duty shall be paid by the civil department from the date on which he gives over charge of military duty, and when a military officer is transferred from civil to military duty, his allowances shall cease to be payable in the civil department from the date on which he relinquishes charge of his civil duty.

Art. 773 (e),
C. A. C.

(c) This same rule will also apply in the case of an officer transferred from one department to another.

SECTION I (d).—TRAVELLING ALLOWANCES, AND BILLS.

Art. 1086,
C. S. R.

232. Travelling allowance is given to an officer to cover the actual travelling expenses incurred by him in travelling, in the interests of the public service.

Art. 1087,
C. S. R.

233. It is a fundamental principle that the allowance is not to be a source of profit, and, save as specially provided in the Civil Service Regulations, no allowances are granted to meet the expenses of the families of officers accompanying them when travelling on duty.

Art. 1157,
C. S. R.

234. No travelling allowance, other than a permanent monthly allowance, is admissible for any day on which an officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls, or railway fare.

235. The charges for daily rates, journeys by rail and road, are set forth as follows :—
Daily rates, and journeys by rail and road.

Designation.	Daily rates.	Journeys by rail under Articles 1105—1107.	Journeys by road mileage,* Article 1127.
OFFICERS, 1ST CLASS.			
<i>Article 1096.</i>			
	<i>₹ a. p.</i>		<i>₹ a. p.</i>
Surveyor General when on tour of inspection.	10 0 0 <i>Appendix 25.</i>	Double 1st or upper class fare.	0 8 0
Deputy Surveyor General when on tour of inspection.	7 8 0 <i>Appendix 25</i>	Double 1st or upper class fare.	0 8 0
Superintendents, Deputy Superintendents, Extra Deputy Superintendents and Officers in charge of Survey Parties.	5 0 0 <i>Article 1167.</i>	Ditto . .	0 8 0
Assistant Superintendents and Extra Asst. Supdts., 1st and 2nd grades.	4 0 0 <i>Appendix 25.</i>	Ditto . .	0 8 0
OFFICERS, 2ND CLASS.			
Extra Asst. Supdts., 3rd, 4th, 5th and 6th grades.	3 0 0 <i>Article 1167.</i>	{ Double 2nd or (where there are only two classes) upper class fare.	0 4 0
Sub-Asst. Supdts. of all grades .	3 0 0 <i>Appendix 25, Part II.</i>		
OFFICERS, 3RD CLASS.			
Surveyors, Sub-Surveyors, Hospital Assistants, Writers, etc., whose salaries are—			
more than	but not more than		
<i>₹ a. p.</i>	<i>₹ a. p.</i>	<i>₹ a. p.</i>	
87 8 0	100 0 0	1 0 0	
75 0 0	87 8 0	0 14 0	
62 8 0	75 0 0	0 12 0	
50 0 0	62 8 0	0 10 0	
37 8 0	50 0 0	0 8 0	
25 0 0	37 8 0	0 6 0	
10 0 0	25 0 0	<i>Article 1167,</i> in Bombay 6 as. elsewhere 4 as.	

C. O. No. 43,
dated 9th
June 1897.

* In calculating travelling allowance at mileage rates, fractions of a mile should be omitted (Art. 1128). But fractions of a mile should be omitted only in the total of a bill for any one journey, and not in the various items which make up the bill.

Designation.	Daily rates.	Journeys by rail under Articles 1105—1107.	Journeys by road mileage, Article 1127.
Surveyors, Sub-Surveyors, Writers, etc., whose salaries are not less than R50.	Double intermediate class fare, or if there be in the train by which he is required to travel no intermediate between the 2nd and the lowest class, then, where there are two classes, double lower class fare ; where there are three classes, double 2nd class fare.	R a. p. 0 2 0
Sub-Surveyors, Writers, etc., whose salaries are less than R50.	Double intermediate class fare, or if there be in the train by which he is required to travel no intermediate between the 2nd and the lowest class, then, where there are two classes, double lower class fare ; where there are three classes, double 3rd class fare.	0 2 0
OFFICERS, 4TH CLASS.			
Sub-Surveyors, etc., whose salaries are—			
more than R8-0-0. but not more than—	R 0 2 0	Single fares of the lowest class in the train by which they are required to travel.	0 1 0
Not more than R8	" 0 1 0		
Menials	Nil.†		
	Appendix 22.		

† The Surveyor General may grant to any inferior servant accompanying an inspecting or controlling officer, whose circuit of inspection or control extends beyond the limits of a single district, a daily allowance of 2 annas (Article 1168).

Art. 1127,
C. S. R.

236. (a) For journeys by road mileage allowance is calculated at the fixed rates sanctioned, provided that (except in cases of transfer) a non-gazetted, ministerial or menial officer is only entitled to actual travelling expenses not exceeding the mileage rate of his class.

Art. 1126,
C. S. R.

(b) Travelling by road includes travelling by sea or river, otherwise than in a steamer, and travelling by canals.

Circular Memo.
No. $\frac{311}{S}$, dated
30th January
1886.

(c) Whenever road mileage is drawn, which cannot be checked from the Route Book or from any other Government publication, a certificate of the District Officer to the effect that the distances charged for are correct, is necessary.

C. O. No. 36,
dated 15th
July 1879
and C. O. No.
107, dated 21st
March 1887,
Circular Memo.
No. 26-R, dated
8th September
1890.
Circular Memo.
No. $\frac{26}{R. 12 A-1}$,
dated 20th
December 1894.

237. Full travelling allowance will only be granted to those who keep up both camp equipment, and carriage, and half travelling allowance only during protracted halts when camp equipment alone has been kept up and carriage dismissed, and for this a certificate on form O.15 should be submitted in support of the charge. Computers, draftsmen, writers, and other office hands, who keep up neither tents nor camp equipment, and do not hut themselves but trust to finding free quarters in villages, are entitled to no travelling allowance (daily rates) at all.

The above rules are also applicable to Hospital Assistants, but as they are entitled to free quarters, or house rent, they should be supplied with a tent when in the field. If full allowance is at any time granted to a Hospital Assistant, the reasons for doing so must be fully explained.

Art. 1252,
C. S. R.
R. and A. Dept.
No. $\frac{1424}{67-4}$, dated
9th June 1896.

238. Increased daily rates and mileage allowances are admissible for members of survey parties employed in certain localities specified in Appendix 26C., Civil Service Regulations.

239. The charges for journeys by sea and river steamers are set forth in the prescribed scale, *viz.* :—
Journeys by sea and river steamer.

Designation.	Class of accommodation allowed under Art. 1110.	Number of servants allowed at lowest class rates, Art. 1110.	• Weight of baggage and tent as laid down in Art. 1174.	† Table-money.
OFFICERS, 1ST CLASS.			<i>Mds.</i>	
Surveyor General	1st class	3	35	If the board includes wine and liquors, $\frac{3}{10}$ ths of salary (not more than ₹8 per diem) is recoverable. <i>Art. 1115</i>
Deputy Surveyor General.	Ditto	3	35	
Superintendents, 1st and 2nd grades, and Deputy Superintendents, 1st grade.	Ditto	3	35	
Deputy Superintendents, 2nd grade, and Extra Deputy Superintendents, 1st and 2nd grades, and officers in charge of parties.	Ditto	2	35	If the board does not include wine and liquors, $\frac{3}{10}$ ths of salary (not more than ₹4 per diem) is recoverable. <i>Art. 1115.</i>

• The weight of luggage and tents specified is intended to be conveyed only when equipped for the field. The weight of luggage ordinarily allowed is the quantity, the freight on which is usually included in the charge for passage (Art. 1114).

† When board is provided on the vessel, the charge for such board, whether actually included in the passage-money or not, is reckoned as passage-money (Art. 1115); and table money is not recoverable from an officer of the 2nd, 3rd, or 4th class in the case mentioned in Art. 1115 of the Civil Service Regulations, nor paid to an officer of the 1st class in the cases mentioned in Art. 1116 (Explanation to Art. 1116). A 2nd class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer (Art. 1118).

Officers recalled to duty in India from England, and provided with passages at the public expense, should be charged messing at the rates applicable to Military Officers (G. I. O. No. 16, dated 23rd August 1898).

Designation.	* Class of accommodation allowed under Art. 1110.	Number of servants allowed at lowest class rates, Art. 1110.	† Weight of baggage and tent as laid down in Art. 1174.	‡ Table-money.
OFFICERS, 1ST CLASS— contd.				
Assistant Superintendents of all grades, and Extra Assistant Superintendents, 1st and 2nd grades.	Ditto	2	25	
OFFICERS, 2ND CLASS.* Extra Asst. Supdts., 3rd, 4th, 5th and 6th grades.	Middle, or 2nd class.	1	25	When board is not provided on the vessel, table-money drawn for individuals, and families must not exceed the prescribed daily rates and $\frac{1}{3}$ rates for children less than six years of age. <i>Art. 1116.</i>
Sub-Assistant Supdts. of all grades.	Ditto	1	15	
OFFICERS, 3RD CLASS.* Surveyors, Sub-Surveyors, Writers, Hospital Assistants, whose pay is—	When board is not provided on the vessel, table-money drawn for individuals and families must not exceed the rates detailed below ($\frac{1}{3}$ rates for children less than six years of age). <i>Art. 1116.</i>
more than <i>R a. p.</i> but not more than <i>R a. p.</i>				
87 8 0	100 0 0	Ditto	1 8	<i>R a. p.</i> 1 0 0 per diem.
75 0 0	87 8 0	Ditto	1 8	0 14 0 "
62 8 0	75 0 0	Ditto	1 8	0 12 0 "
50 0 0	62 8 0	Ditto	1 8	0 10 0 "
37 8 0	50 0 0	Ditto	1 { on 50 8 } below 5 }	0 8 0 "
25 0 0	37 8 0	Ditto	1 5	0 6 0 "
Not more than <i>R</i> 25 .		Ditto	1 5	0 4 0 "
OFFICERS, 4TH CLASS. Tindals, measurers, guards, and other menials.	Lowest class.	<i>Nil</i>	<i>Nil</i>	0 4 0 "

* If there are only two classes of accommodation, an officer of the 2nd class is entitled to accommodation by the higher of the two classes, and an officer of the 3rd class to the accommodation by the lower of the two. If there are four classes of accommodation, an officer of the 2nd class is entitled to 2nd class accommodation, and an officer of the 3rd class to 3rd class accommodation (Art. 1110).

†, ‡ See notes on preceding page.

NOTE.—The Local Government (Surveyor General) may decide to what class of accommodation any particular officer is entitled in cases of doubt, or in cases of which, owing to the arrangement of the classes on the steamers, the rules, if construed strictly, involve hardship (Art. 1113).

Art. 1111 (a),
C. S. R.

240. Extra Assistant Superintendents, 3rd and lower grades, and 2nd class officers may elect for 1st class accommodation. Sub-Assistant Superintendents, 1st and 2nd grades, drawing ₹200 per mensem and above, may elect for accommodation for officers of 1st class, but table-money will be recovered from them accordingly.

Art. 1111 (b),
C. S. R.

241. The head of the office may direct that any non-gazetted officer whose pay does not exceed ₹30, shall be class officers on ₹30 or below. Accommodation for 3rd allowed lowest class accommodation.

Art. 1125,
C. S. R.

242. In addition to passage-money an officer travelling by sea shall be reimbursed the actual expenses incurred by him in embarking and disembarking at ports, *i.e.*, the charge from the quay to the vessel, such as wharfage fees, boat hire, and the like. Expenses incurred on shore are not chargeable.

Arts. 1120, 1121,
and 1123,
C. S. R.

243. An officer is bound to travel in an Indian Government vessel if suitable accommodation is offered him.

Art. 1174 (1),
C. S. R.
C. O. No. 142,
dated 19th
February 1895.

244. A survey officer may, for a journey in the field, exchange his daily allowance for the allowances admissible under Chapter XLVIII of the Civil Service Regulations only when he is specially authorised by the Surveyor General or the Administrative Officer, and when he has to travel by *public conveyance*, or is employed on special duty, provided he travels more than 20 miles by road. The certificate prescribed in paragraph 3 of Circular Order No. 105, dated 21st March 1883, should be made out on form O. 66 and submitted for signature when previous sanction has not been obtained.

Art. 1174 (ii)
and 1204,
C. S. R.

245. (a) Whenever for a journey to or from the field, or any other journey in which an officer has to travel with camp equipment *or otherwise*, the actual travelling expenses* of a survey officer, including charges by *public conveyance*,† and cost of carriage to and from the public conveyance for himself, his servants, and

C. O. No. 53,
dated 1st
December 1897.

Art. 15,
C. S. R.

* "Actual Travelling Expenses" mean the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment (when necessary); but not including charges for hotels, *dāk bungalows*, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants, and the like.

† Cabs, *gharries* and horses are "public conveyance" for the purpose of Article 54, C.S.R.

baggage, not exceeding the limits named in the table below, exceed the amount admissible under Chapter XLVIII of the Civil Service Regulations, he may for such journey, in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor General or the administrative officer.

C. O. No. 53,
dated 1st
December 1897.

In applying this rule a journey must be treated as a whole, and no officer can be permitted under Article 1174 (a) (ii) to charge actual expenses for a part of a journey, and ordinary rates for the remainder.

C. O. No. 23,
dated 6th May
1896, and
Art. 1154 (b),
C. S. R.

(b) A survey officer *on a journey to or from the field* can draw daily allowance for halts *on duty* in the course of the journey unless he draws actual travelling expenses under Article 1174 (ii) of the Civil Service Regulations. The allowance is inadmissible for halts in the course of any other journey.

Designation.	Rail fares (single).	SERVANTS.		CAMP EQUIPMENT AND BAGGAGE.*	
		Travelling with camp equipment.	Otherwise.	Travelling with camp equipment.	Otherwise.
Superintendents, Deputy Superintendents, and Extra Deputy Superintendents, 1st and 2nd grades, and Officers in charge of parties.	1st or upper class.	6	3	Mds. 35	Mds. 12
Assistant Superintendents and Extra Assistant Superintendents, 1st and 2nd grades.	Ditto .	4	2	25	8
Extra Assistant Superintendents, 3rd and lower grades.	2nd or upper class.	3	1	25	8
Sub-Assistant Superintendents of all grades.	Ditto .	3	1	15	5
Surveyors, Sub-Surveyors, Writers, Hospital Assistants—					
(a) whose salaries are not less than ₹50.	Intermediate, lower or 2nd class.	8	2
(b) Ditto less than ₹50	Intermediate, lower or 3rd class.	5	2

* All heavy baggage should invariably be sent by goods train and not as passengers' luggage.

Art. 1174 (III),
C. S. R.
D. O. No. 56,
dated 12th April
1866.

246. When the actual expenses for a whole month for carriage in the field of *camp equipment* and baggage, limited as in the table following, exceed half the daily allowance admissible for that month, a survey officer may appropriate half his daily allowance to pay for *camp equipment* and extra servants, and in lieu of the other half, may recover such actual expenses by bills on form O. 16 prepared and countersigned by the Surveyor General or the administrative officer. When coolies are employed, *camp equipment* and baggage must be limited to half these weights :—

Designation.	By cart, camels, or pack animals.	By coolies.
	Mds.	Mds.
Superintendents, Deputy Superintendents, Extra Deputy Superintendents, and Officers in charge of parties.	35	17½
Assistant Superintendents and Extra Assistant Superintendents of all grades.	25	12½
Sub-Assistant Superintendents of all grades	15	7½
Surveyors, Sub-Surveyors, Writers, etc., from R50 upwards	8	4
Ditto ditto, less than R50	5	2½

Art. 1003,
C. S. R.
D. O. No. 22,
dated 6th May
1896.
C. O. No. 30,
dated 24th
August 1896.

247. When the Surveyor General is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses or camp equipment or both by steamer or railway, he may permit him to recover, in addition to his authorised travelling allowance, the actual cost of their carriage, including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse, but the previous sanction of the Surveyor General is necessary before expenses are incurred under Article 1093. The sanction should be obtained in the following form and appended to the bill in which the charges for such journeys are made, supported by receipts from railway and steamer authorities :—

C. O. No. 105,
dated 31st
March 1883,
para. 2.

Certified that _____ *is authorised to charge under Article 1093 of the Civil Service Regulations for the conveyance by* $\frac{\text{rail}}{\text{steamer}}$ *of* _____ *horses and* _____ *maunds camp equipment, at the public expense, in addition to the authorised travelling allowance under circumstances which required him to proceed very quickly and ready equipped for urgent duty.*

The following scale of limitation in the weights of camp equipment and in the number of horses is prescribed :—

Designation,	Camp equipment.	Number of horses.
	Mds.	
Superintendents, Deputy Superintendents, Extra Deputy Superintendents, and Officers in charge of parties.	35	2
Assistant Superintendents and Extra Assistant Superintendents of all grades.	25	1
Sub-Assistant Superintendents of all grades	15	1
Surveyors, Sub-Surveyors, Writers, etc., from ₹50 upwards .	8	...
Ditto ditto, less than ₹50	5	...

D. O. 91, dated 10th December 1896.

When applying for this concession, officers are required to submit a full statement of the circumstances explaining the necessity for the conveyance of their horses by rail or steamer.

NOTE.—The sanction of the Government of India is necessary in the case of officers of the Imperial Service.

Horses should under ordinary circumstances be marched by road from recess quarters to the field and back,

Govt. Resolution No. 704, dated 22nd February 1866. Art. 1094, C. S. R. C. O. No. 62, dated 31st March 1881.

248. When an Extra Assistant Superintendent or a Sub-Assistant

Superintendent has to visit a distant place for a special purpose, and has to maintain his camp equipage, and leave his camp standing, but is not allowed to take his horse with him, he is entitled to recover the cost of horse or carriage hire incurred at the place of his special employment.

Art. 773 (a), C. A. C.

249. When an officer is transferred from one survey party to another, or to another department, his travelling expenses are chargeable against the department, survey party or office which he joins, and must be drawn on arrival at his destination by the officer in charge of the party or office.

Art. 1206 (a), C. S. R.

250 (a). When an officer is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the audit officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the audit officer will assume that the officer has been transferred for the public convenience,

Art. 1206 (b),
C. S. R.

(b) In the case of non-gazetted officers, a certificate from the head of the office may be accepted in lieu of the copy of the order alluded to above.

Art. 1213,
C. S. R.

251. (a) An officer is entitled to travelling allowance if, after giving over charge of his office, he takes privilege or examination leave before joining his new office.

Travelling allowances admissible on transfer when leave intervenes.

Art. 1214,
C. S. R.

(b) The travelling allowance of an officer transferred during privilege or examination leave will be calculated from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to less travelling allowance.

C. I. T's, letter
No. GA., dated
51
10th April 1895.

NOTE.—A survey officer taking privilege leave at the close of the field season and joining after leave at the recess quarters of his party, is entitled to travelling allowance under this clause.

Art. 1215,
C. S. R.

(c) An officer who, while in transit, obtains furlough on medical certificate, is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

C. O. No. 64,
dated 18th
August 1888.

252. (a) A non-gazetted officer whose salary after transfer does not exceed R400 a month is entitled to travelling allowance for families of officers in cases of transfer. Travelling allowance as follows :—

Art. 1205,
C. S. R.

Provided that the transfer is to a station more than 200 miles distant by the ordinary route, and is made for a period exceeding three months—

- (a) For a journey by steamer or railway, to the fares actually paid for the officer himself, his family, and servants, subject to the following limits:—
- (i) for himself and family—four full fares of the class of accommodation to which he is ordinarily entitled;
- (ii) for servants—three full fares of the lowest class.

Also to the actual cost of carriage by cargo steamer or goods train, of personal effects within the limits of the following scale :—*

Salary of Officer.	Weight of luggage. Mds.
R100 or less	5
More than R100 but not more than R200	8
More than R200	12

- (b) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled; and the actual cost of carriage of personal effects within the scale given in the preceding clause.

G. I. O. No. 62,
dated 11th May
1900.

* If an officer sends his personal effects by passenger train, he is permitted to charge the rates by goods train in his bills, within the limits of the above scale.

- (c) If any member of an officer's family is prevented by good and sufficient cause from actually travelling with him, his or her journey may be charged for within these limits, provided he or she follows the officer within a period of two months after the date of his transfer or precedes him by a period not exceeding one month.

NOTE.—Every officer proposing to draw travelling allowance under this article shall, before presenting his claim, submit a detailed statement explanatory of the charges incurred upon the journey, to the officer to whose office he is transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

No charges incurred in excess of the amount thus passed should be admitted by the audit officer who should require vouchers for actual expenses except in respect of steamer and railway journeys, for which the officer's certificate will suffice. Heads of offices are held responsible that no unnecessary or excessive charges are allowed under this article.

Art. 1204A,
C. S. R.

- (b) The rules in Article 1174 (a) (ii), Civil Service Regulations, apply also to journeys on transfer, *vide* para. 245, page 79.

Art. 1239,
C. S. R.

253. Native surveyors and menial servants, attached to survey

Circular Memo.
No. $\frac{713}{S}$, dated
28th February
1900.

Travelling expenses of surveyors and menials employed in Burma and Assam returning to their homes and back.

parties employed in Assam and Burma, may be granted by the Surveyor General such portion of their travelling expenses as he thinks fit, for the journey from the place of employment to Calcutta and back, or to

Madras and back in the case of those men who are recruited in and are residents of the Madras Presidency, when proceeding to their homes on leave at the end of a field season, and when rejoining at the commencement of the next field season. Special sanction of the Surveyor General is required in each individual case, and printed forms for his signature should be attached to each bill in which such charge or charges occur.*

In these cases it is ruled that native surveyors, etc., will be granted deck or 3rd class passages only on river and seagoing steamers and single lowest class rail fares.

Art. 1103(b),
C. S. R.

254. An officer in the Survey Department, whatever his substan-

Travelling allowance of an officer in charge of a survey party.

tive rank may be, draws, when in charge of a survey party, the travelling allowance of a Superintendent.

Art. 1101,
C. S. R.

255. Whenever any person is employed temporarily by competent

Travelling allowances of temporary employés.

authority as an extra servant on any establishment, he is entitled to travelling allow-

ance under the rules applicable to public servants of corresponding rank permanently employed on that establishment.

R. and A. Dept.
No. 57-36-3,
dated 9th March
1900.

* The Surveyor General has special powers to grant travelling allowances to native establishments of the Triangulation Party.

NOTE.—Members of the temporary establishment (not cadastral) of survey parties may, for journeys to or from the field, or on transfer, be allowed travelling allowances under this paragraph.

Art. 1101,
C. S. R.

256. Any person appointed to the Survey of India in any capacity requiring technical skill, or knowledge for specially trained persons. which he has been specially trained, is entitled to travelling allowance for joining his first appointment.

Art. 1131,
C. S. R.

257. When an officer of the class lower than the first, is required to travel by any special means of conveyance, the cost of which exceeds the daily allowance under Article 1167 when daily allowance only is admissible, or the mileage allowance admissible under Article 1127, the actual cost of transit by such means may be drawn in lieu of such daily allowance or mileage.

C. O. No. 98,
dated 23rd
December 1882.

258. (a) A Hospital Assistant attached to a survey party, or other Hospital Assistants. Travel- similar charge, is entitled to the same travelling allowance as that drawn by other subordinate officers of the Survey of India, except where otherwise ruled.

D. O. No. 58,
dated 7th May
1900.
Surgeon Genl.'s
No. 1384, dated
14th April 1891.

(b) Hospital Assistants, both civil and military, are entitled to second class passages while travelling by steamer, and intermediate class by rail.

Art. 1234,
C. S. R.

(c) A Hospital Assistant is entitled to travelling allowance for a journey to attend an examination for promotion to a higher grade in his own service, and if he passes the examination, for the return journey to his own station.

Art. 1236,
C. S. R.

(d) A Civil Hospital Assistant from another province serving in Burma is entitled to a free passage for himself and his family to his home when proceeding on leave on medical certificate.

Art. 1234 (a),
C. S. R.

(e) A Military Hospital Assistant employed in the Civil Department is entitled, when proceeding on sick leave, to the same advantages in respect of travelling allowance, as if he were serving with a regiment.

D. O. No. 58,
dated 7th May
1900.
Letter No. 5119,
dated 22nd
September 1899,
from Dir. Genl.,
Indian Medl.
Service.

(f) Military Hospital Assistants, when transferred from a Military to a Civil, or from a Civil to a Military appointment, are allowed actual fares by rail or steamer, and two annas a mile by road.

D. O. No. 185
(Adm.),
dated 16th April
1889.

259. When travelling allowances are payable to coolies and men whose salaries are drawn in the monthly contingent bills (in accordance with the rules in article 58 (1), chapter 5 of the Travelling allowance of men whose pay is drawn in contingent bills.

Civil Account Code), they should be charged in contingent bills and not in travelling allowance bills.

260. Bills for travelling allowances should be drawn up on forms O. 14 and O. 14a and submitted to the administrative officer not later than the 5th of each month. Every executive officer should satisfy himself before submitting them that they have been drawn up in strict conformity with the following orders, *viz.* :—

Preparation of travelling allowance bills. Rules regarding—

O. 14 and O. 14a and submitted to the administrative officer not later than the 5th of each month. Every executive officer

should satisfy himself before submitting them that they have been drawn up in strict conformity with the following orders, *viz.* :—

- (1) That three sets of bills are submitted, one for gazetted officers, including Extra Assistant Superintendents on form O. 14, another for Sub-Assistant Superintendents on the same form, and a third for the Native establishment on form O. 14a.
- (2) That all bills and vouchers have been consecutively numbered as prescribed in this office circular letters Nos. 1356 to 1363, dated 16th May 1882, to officers in charge of Topographical Survey Parties, and Branch Order No. 22, dated 19th May 1882, to Revenue Survey Parties.
- (3) That the bills have been drawn up in accordance with footnote and certificates printed thereon.
- (4) That personal travelling allowance bills above ₹20 have been duly stamped.
- (5) That the articles of the Civil Service Regulations under which the charges have been made have been quoted.
- (6) That all charges for conveyance of luggage, either by rail or steamer, are supported by receipts from railway and steamer authorities.
- (7) That charges for journey by steamer (whether by sea or river) are also supported by receipts from the steamer authorities.

Note.—Except in special cases which must be fully explained, no charges, unless supported by vouchers referred to in clauses (6) and (7) above, will be allowed.

- (8) In the case of officers travelling by a route other than that for which the travelling bill is drawn, the vouchers, except those for baggage, may be dispensed with, but a letter explaining the reason for their non-submission should be forwarded.
- (9) Charges for baggage must be supported by a certificate from the officer in charge stating whether or not the assistants drawing the charges travelled with camp equipment.

D. O. No. 39,
dated 26th Nov-
ember 1895.

C. O. No. 104,
dated 14th
March 1883,
para. 3.
Cir. Memo.
No. $\frac{3314}{S}$, dated
2nd November
1897.

D. O. No. 355
Topo., dated
30th June 1875.

(10) Whenever excess moiety travelling allowance bills are submitted, the actual weight of baggage, etc., carried must be specified, and the original vouchers attached.

(11) That travelling allowance at daily rates is not drawn for any day for which travelling charges for journeys by land or water have been drawn, and *vice versa*.

(12) Whenever any assistant for a journey in the field, exchanges his daily allowance for the allowance admissible under Chapter XLVIII of the Civil Service Regulations, a certificate on form O. 66 authorising it, should be appended for signature of the administrative officer, to the bill in which the allowances are drawn.

D. O. No. 183,
dated 29th July
1898.

(13) Officers travelling by the North-Western and Frontier Railways should endorse a certificate of correctness of the railway fares charged on each travelling allowance bill.

D. O. No. 185
(Adm.), dated
16th April 1889.

(14) That travelling allowances for temporary establishment are drawn in a separate bill with the words "Temporary establishment" inserted on the top of it.

(15) That the object of journey, the date of its commencement, and its duration are stated in the bills.

(16) That the weight of baggage, rate per maund, and whether it is carried by goods or passenger train are stated.

(17) That any other charges, such as for coolies, etc., are given in detail.

SECTION I (e).—CONTINGENT EXPENDITURE AND BILLS.

C. O. No. 70,
dated 22nd
September 1881,
and C. O. No.
81, dated 29th
March 1882.

261. (a) Bills for contingent charges should be drawn up on Form O. 6, and forwarded not later than the 5th of each month to the administrative officer accompanied by an Abstract of charges (form O. 8).

(b) A contingent bill for March, although submitted in April, if the total is less than the amount of advance received on or before the end of the month of March, appertains to the year ending 31st March.

D. O. No. 9,
dated 5th
August 1862.

(c) Charges for months embraced in two financial years cannot be entered in one bill.

Cir. Memo.,
dated 26th July
1871.

Classification.

262. Contingent bills are to be drawn in accordance with the budget classification.

Art. 88, C.A.C.

263. (a) Vouchers for all sums above ₹10, countersigned by the officer in charge, must be attached to contingent bills; when they are not obtainable, certificates on form O. 10 should be submitted. For smaller sums the following certificate is only necessary. All vouchers for service postage stamps and telegram charges must be submitted:—

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. Vouchers for all items of expenditure above ₹10 in amount, all sums paid for postage stamps and telegrams are attached to the bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been so destroyed or defaced that they cannot be used again.

(b) All vouchers in the vernacular should have an English translation.

C. O. No. 74,
dated 27th
October 1881.

(c) The issue of duplicates, or copies of receipts or vouchers, in lieu of those alleged to be lost or missing, is strictly prohibited. In any necessity for such a document arises, a certificate may be issued stating that from the accounts or other records, it has been found that a payment was made on a specified date of a certain sum on a certain account.

This order does not apply to cases where, under existing rules, duplicates are required to be prepared with the original.

(d) Items in contingent bills not duly supported by vouchers (stamped when above ₹20) from the payees, will be disallowed without further reference, unless the absence of the vouchers be satisfactorily explained in covering letters, and items supported by vernacular vouchers will be similarly dealt with, unless an English translation of each vernacular voucher be appended thereto.

Art. 98 (n),
C. A. C.

264. (a) A certificate for the amount of office rent charged must be attached on form O. 54. The first charge in every year made in any contingent bill should be supported by a certificate from the Executive Engineer of the station that a suitable public building was not available for the purpose required.

(b) When the office is accommodated in a private residence, the detail of accommodation and apportionment of rent between public and private requirements should accompany the certificate (form O. 54), attached to the voucher submitted with the contingent bill for the first month of each recess season.

265. Charges on account of *the carriage of Government property* (including office records between Recess Carriage of Government property. Quarters and the Field, and *vice versa*), are to be drawn in Contingent Bills, subject to the rules in force as regards vouchers, etc.

266. Charges for tahsil chaprasis and line-cutting coolies being Tahsil chaprasis and line-measurers. Charges for— of a contingent nature, should be entered and drawn for in Contingent Bills as "Muzkuries" and "Line-cutting Coolies," respectively.

Art. No. 80,
rule 3, C. A. C. 1
Rev. Survey
Cir. No. 580,
dated 9th April
1873.

267. No charges shall be entered in any contingent bill for Postage labels and telegrams. any postage labels but service postage labels, or for any telegrams other than State telegrams. The postage charges must be supported by the treasury receipts for the money, which should always be signed by the treasury officer, and the telegraph charges by receipts from the telegraph department showing that the telegrams have been classified as State telegrams, except when, under unavoidable circumstances the Railway telegraph is used. If a telegram receipt is erroneously marked "Private," the charge must be supported by a certificate from the head of the office that it was on the Public service.

B. O. Rev.
No. 7, dated 5th
August 1885.

No cash payment should be made for postage on service parcels; service postage stamps should be affixed to them.
Cash payment for service parcels prohibited.

268. Books of telegram forms required for official use may be obtained free of charge from the Superintendent, Government Printing, Calcutta, under sanction given by Local Governments or Heads of Departments.

Topographical
Branch
Circular letter
dated 23rd
August 1887.

269. Any charges of an unusual nature in the contingent bill, however small the amount may be, should be fully explained, such, for example, as Unusual charges. be fully explained, such, for example, as charges for postal or telegraphic money orders, etc.

Cir. Memo.
No. 3344,
S
dated 2nd
November 1897.

Previous sanction of the administrative officer should always be obtained to any unusual charge drawn in a contingent bill, and a copy of such sanction attached to the bill, for instance, charges for warm clothing to menials while at hill stations, cost of purchase of tents, etc. The mere provision of such items in the Budget estimate is not sufficient authority for their actual expenditure.

D. O. No. 101,
dated 16th
November 1886.

270. Officers in charge of Survey Parties, when entering "book-debit" charges in their monthly accounts, should enter the amounts in red ink on Form O. 8, as well as in the Abstract Classification of contingent charges on the back of the Expense Statements, and add a short note intimating the nature of the charge and to what department the amount is to be credited.

C. O. No. 17,
dated 3rd
October 1885.

271. When commission is charged for money orders, executive officers are required to name in their contingent bills the stations on which the money orders were obtained.

C. O. No. 80,
dated 6th
August 1889,
Arts. 95 & 96,
C. A. C.

272. The adjustment of cost of supplies obtained for official use from other Government Departments or factories must be made in strict conformity with rules.

C. O. No. 15,
dated 24th
September 1885,
Article 95, X I,
C. A. C.

273. Occasional petty supplies not exceeding Rs50 in value, when supplied by one department of Government to another, must be paid for in cash.

SECTION I (f).—EXPENSE AND CHANGE STATEMENTS.

C. O. No. 88,
dated 29th
March 1882.

274. (a) The monthly statement of expenses must be submitted on Form O. 2 with strict punctuality not later than the 5th of each month.

D. O. No. 26,
dated 9th
October 1895.

Expense statements. In this statement, every item of expenditure connected with survey parties must be included and entered under the several heads as shown therein.

Cir. Memo.
No. 3144,
5
dated 2nd
November 1897.

(b) Remarks against the names of men on leave should be repeated month by month, during the period of leave.

D. O. No. 464,
dated 14th
February 1895.

(c) The expense statement for any month contains the "fixed charges" of the previous month, and the travelling and contingent charges of that month.

D. O. No. 359,
dated 28th
February 1893.

275. (a) Change statements are to be prepared in two parts, *vis.*, one for the changes in the Imperial and Provincial services on Form O. 51 and the other for those in the establishment on Form O. 51 (a).

D. O. No. 262,
dated 16th
June 1899.

Change statements. They should be submitted to administrative officers *in duplicate* on or before the date of presentation of the salary and establishment bills at treasuries for payment, and a certificate, to the effect that the change statements have already been submitted to the countersigning officer, should be attached to these bills.

(b) All the changes of any month should be compiled under the sub-heads mentioned in the specimen copies circulated under Departmental Order No. 22 (Administrative), dated 17th September 1895.

D. O. No. 320,
dated 21st
November 1898.

(c) A comparative statement of the strength of the native establishment should always be given in the table which has been printed in the remark column of Form O. 51 (a).

D. O. No. 248,
dated 28th
March 1899.

(d) Particulars regarding the date of making over, and resigning charge of duties by officers on transfer from one place to another, or when proceeding on leave, or returning therefrom, should always be entered in the change statements. This information should also be given when officers depart from, or return to, the district or area where local allowances are admissible.

(e) Change statements are also required for the temporary (not cadastral) establishment.

SECTION I (g).—BUDGET.

D.O. No. 4,
dated 24th
April 1895.

276. (a) Budget estimates are to be submitted on form O. 31 in duplicate to the administrative officer on no account later than the 1st August of each year with a transmitting letter explaining reasons for each item of increased expenditure.* The budget heads are at present as below—

Budget estimates. Rules regarding preparation and submission of—

*explaining reasons for each item of increased expenditure.** The budget heads are at present as below—

(1) <i>Imperial Service.</i>		(3) <i>Subordinate Service.</i>	
Superintendent.		Surveyors.	
Deputy Superintendent.		Sub-Surveyors.	
Assistant do.		Draftsmen.	
Exchange compensation allowance.		Computers.	
		Writer.	
		Hospital Assistant.	
(2) <i>Provincial Service.</i>		Tindals and Khalassies.	
Extra Deputy Superintendents, 1st and 2nd grades.		Guards or Burkundazes.	
Extra Assistant Superintendents, 1st grade.		Temporary Establishment (Sub-Surveyors, Draftsmen, Computers, etc., Menials).	
Ditto, 2nd grade.			
Ditto, 3rd grade		(4) <i>Allowances.</i>	
Ditto, 4th grade		Local allowance to Gazetted Officers.	
Ditto, 5th grade		" " " Sub-Assistant Superintendents.	
Ditto, 6th grade		" " " Native Establishment.	
Sub-Assistant Superintendents, 1st grade.		Travelling allowance at daily rates to Gazetted Officers.	
Ditto, 2nd grade		Travelling allowance at daily rates to Sub-Assistant Superintendents.	
Ditto, 3rd grade			
Exchange compensation allowance.			

* Increased expenditure in any item should be calculated more with reference to the "actuals" of the preceding year, and not merely added to the sums "sanctioned" for that year.

<p>(4) <i>Allowances</i>—contd.</p> <p>Travelling allowance at daily rates to native establishment.</p> <p>Excess moiety charges to Gazetted Officers.</p> <p>Excess moiety charges to Sub-Assistant Superintendents.</p> <p style="text-align: center;">Ditto to Native Establishment.</p> <p>Travelling allowance by rail, road or boat, to or from recess quarters.</p> <p>For transfers for newly appointed officers</p> <p>Compensation for dearness of provisions to menials.</p> <p style="text-align: center;">(5) <i>Supplies and Services.</i></p> <p>Police guards.</p> <p>Purchase and maintenance of stores, tents, etc.</p>	<p>(5) <i>Supplies and Services</i>—contd.</p> <p>Purchase of medical stores.</p> <p>Feed and keep of elephants.</p> <p>Jungle-clearing and line-cutting.</p> <p>Building survey stations and pillars.</p> <p>Conveyance of tents, stores, records, etc.</p> <p>Mukzuri peons.</p> <p style="text-align: center;">(6) <i>Contingencies.</i></p> <p>Rent of offices and godowns.</p> <p>Telegram charges.</p> <p>Postage charges.</p> <p>Miscellaneous.</p> <p>(7) <i>Temporary Establishments (for cadastral parties only).</i></p> <p>Salaries.</p> <p>Contract allowances.</p> <p>Travelling expenses.</p> <p>Boundary marks.</p>
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Cir. Memo.
No. $\frac{2016}{S}$,
dated 30th July
1896.

(b) The amounts of the grants under each separate budget head are not to be exceeded, except with express sanction. Permission must always be asked for the transfer of a portion of the budget allotment from one head to another, but under no circumstances can any portion of the allotment from heads (1), (2), (3), (4) and (7) be transferred to heads (5) and (6).

D. O. No. 4,
dated 24th April
1895.

(c) Particulars against heads (1) and (2) in the columns "Details" and "Budget Estimate" of the form, to be left blank, also in column "Budget Estimate" against the following items under head (4), but the duration of the field season should be noted in the column of "Remarks"—

Local allowance to Gazetted Officers.
Ditto Sub-Assistant Superintendents.
Travelling at daily rates to Gazetted Officers,
Ditto Sub-Assistant Superintendents.

Also the grand total should be left blank in the column "Budget Estimate."

D. O. No. 251,
dated 19th
January 1891.

(d) Executive officers must be careful when submitting their budget estimates to give the details of numbers in, and estimated expenditure for, each year of the nine classes under head 3, "Subordinate Service."

C. I. T.'s
Letter No. $\frac{B.T.,}{54}$,
dated 20th
September 1895.

(e) A nominal roll of surveyors, sub-surveyors, draftsmen, computers and writers, noting their pay, is required to be submitted with the Budget Estimate, showing how the figures estimated against each class have been arrived at.

(f) Executive officers are not restricted to the individual amount of salary, nor to the number of recipients of each amount as specified under the head of Subordinate Service, nor yet to a monthly average of the aggregate, as the limits of any one monthly bill, but they are restricted to the annual budget allotments of their respective parties under that head. The amount saved during the recess months may be utilised during the field season.

D. O. No. 261,
dated 13th
October 1869.

(g) None but authorised charges as regards establishments are to be included in the estimate, the expenditure for which sanction is solicited being separately noticed.

D. O. No. 14,
dated 30th
October 1861.

(h) All charges must be set forth in the fullest, clearest and most careful detail that is practicable.

(i) The travelling charges for subordinate service are to be estimated for in each party according to the probable duration of the field season.

The local allowances for subordinate service are to be estimated for according to the probable period for which they will be required.

(j) If it be in contemplation to transfer a party from one province to another, all probable travelling expenditure consequent on such transfer should be duly estimated and provided for.

(k) In estimating for supplies and services and contingencies, the charge for each item should be carefully considered, with special reference to the nature of the work to be performed and to local circumstances.

D. O. No. 228,
dated 14th
July 1870.

(l) The cost of medicines required are to be entered in the estimate, but the medicines are not generally to be paid for in cash; the transaction is to be considered as one of Book-debit, except for supplies below ₹50, for which cash must be paid.

No. 124 of 7th
January 1861,
para. 3.

(m) The estimate is to include all charges whatsoever, permanent and contingent. No want of any kind can possibly be afterwards supplied, unless the expense of the same has been duly provided for in the annual estimate; and every indent, or application involving expense, requires to be accompanied by a distinct declaration that the charge is included in the budget estimate, without which it cannot be recommended or passed.

No. 133 of 25th
April 1863.

(n) No provision is to be made in the budget estimate for instruments, books, or other stores issued from the Mathematical Instrument Department. These charges are provided for in the general Departmental Budget. No expense on account of printing is to be

provided for, but provision is to be made for petty articles of country stationery only, for which a small monthly average allowance may be estimated.

No. 18 of 21st
April 1862.

(o) The unexpended portion of a budget grant for any year lapses after 31st March, and all payments after that date, for whatever month of the preceding year they may be, are charged against the new financial year.

277. (a) Revised Budget estimates are to be submitted on Form O.

Revised Budget Estimate. *32 in duplicate* to the administrative officer on no account later than the first week of October each year.

(b) In preparing the revised estimate, the grants sanctioned under each budget head must on no account be exceeded without previous sanction.

D. O. No. 4,
dated 24th
April 1895.

(c) Particulars in the column of "Details" should be given, as this information is required for the column of "Actuals for 7 months," but the column of "Probables for 5 months" should be left blank against heads (1) and (2) of the form. Similarly, the particulars in the columns "Probables for 5 months" against the following items under head (4) should be left blank, but the duration of the field season should be noted in the column of "Remarks."

Local Allowance to gazetted officers.

Ditto Sub-Assistant Superintendents.

Travelling Allowance to gazetted officers.

Ditto Sub-Assistant Superintendents.

The totals in the column "Revised Estimate" against the heads referred to above should be left blank, as well as the grand total.

No. 103 of
15th June 1865.

(d) The orders of Government are distinct and positive that the expenditure of departments and establishments must be restricted within the allotted budget grant. The Budget Estimates must always be considered as authoritative for purposes of controlling expenditure, and not the revised estimate, which is merely a forecast of what the actual results of any year are likely to be, and the passing of which does not sanction increased expenditure.

No. 204, dated
25th April 1867.

Further, it has been resolved in the Financial Department that the Heads of Local Governments and Administrations, who are responsible for the careful construction of their estimates, will discourage applications from officers subordinate to them for additional grants; and that the practice of making additional grants is to be discontinued, except under circumstances of a really extraordinary nature.

In exceptional cases of the extraordinary nature referred to above, when there is a prospect of the budget grant being exceeded without a reduction of the establishment, officers in charge of survey parties shall at once make known the circumstance to the administrative officer and solicit his orders. Without previous intimation and sanction, no application for an additional grant can be submitted to Government, and any excess of expenditure over the budget must remain at the responsibility of the executive officer.

SECTION II(a).—PAY, ALLOWANCES, AND REWARDS.

Art. 47,
C. S. R.

278. "Pay" means "monthly substantive pay" and "salary"

Pay and Salary. Definition means the sum of pay and acting or charge of— allowance under Art. 115, Civil Service Regulations. Personal allowance is treated, for the purposes of calculating leave allowances and pensions, as part of an officer's substantive pay. Salary does not include house-rent, tentage, travelling, or local allowances.

279. The scale of pay in the Survey of India Department is

Scale of pay. fixed as follows:—

IMPERIAL SERVICE.

Superintendent, 1st grade	₹1,600 per mensem.
Ditto, 2nd do.	„1,300 „
Deputy Superintendent, 1st grade	„1,000 „
Ditto ditto, 2nd do.	„ 850 „
Assistant ditto, 1st do.	„ 600 „
Ditto ditto, 2nd do.	„ 500 „

NOTE.—Royal Engineer Officers, below the rank of Superintendents, 1st grade, draw, in addition to their departmental pay, their net Military pay in accordance with the following scale:—

Net Military pay of Royal Engineer Officers,	{	Lieutenant	₹70 per mensem.
		Captain	„ 140 „
		Major	„ 182-10 „
		Lieut.-Colonel	„ 243-8 „

PROVINCIAL SERVICE.

Extra Deputy Superintendent, 1st grade	₹800 per mensem.
Ditto ditto, 2nd do.	„ 650 „
Extra Assistant Superintendent, 1st grade	„ 550 „
Ditto ditto, 2nd do.	„ 500 „
Ditto ditto, 3rd do.	„ 450 „
Ditto ditto, 4th do.	„ 400 „
Ditto ditto, 5th do.	„ 350 „
Ditto ditto, 6th do.	„ 300 „
Sub-Asst. Supdt., 1st grade	₹200 rising to „ 250 „
Ditto ditto, 2nd do.	„ 160 „ „ „ 200 „
Ditto ditto, 3rd do.	„ 120 „ „ „ 160 „

SUBORDINATE SERVICE.

D. O. No. 246,
dated 13th
March 1899.

Surveyors, sub-surveyors,
computers, etc. R12 to R100 per mensem.

Art. 145,
C. S. R.

280. (a) An officer of the Imperial Service officiating in the grade immediately above his own is entitled to the pay of that grade : provided that the *salary* of an officer officiating in any grade shall not be greater than that which would be admissible under Article 146 of the Civil Service Regulations if the officer officiated in the next higher grade.

Acting allowances.

Art. 146,
C. S. R.

(b) An officer officiating in a grade higher than that immediately above his own is entitled to an acting allowance, in addition to his pay, of one-fifth of the pay of the grade in which he officiates.

Art. 146 (a),
C. S. R.

(c) The appointments in the Administrative Branch are not graded. Any officer officiating in an administrative appointment is entitled to an acting allowance of one-fifth of the *pay of the appointment*.

C. O. No. 31,
dated 12th June
1879.

(d) In the Provincial Service, officiating promotions are made, in cases of "long leave," from class to class only and not from grade to grade, thus a Sub-Assistant Superintendent, 1st grade, can only officiate in the sixth grade of Extra Assistant Superintendents.

C. O. No. 20,
dated 11th
March 1896.

281. An account officer shall, unless he receives special orders from the Local Government, refuse to investigate claims to arrears of pay, allowances, or increments of pay, which have been allowed to remain in abeyance for a period exceeding two years. An account officer should not issue an order for the recovery from any officer of pay and allowances erroneously drawn more than one year before the issue of the retrenchment order, without first obtaining the sanction of the Local Government which has power to direct the amount to be written off, if it considers that the recipient was not in fault.

C. O. No. 50,
dated 3rd
December 1887.

282. (a) No officer is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority. 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 those of the jurisdiction of such superior.

(b) A Local Government may authorise any of its officers to proceed on duty to any part of the territories within its own jurisdiction ; and also to any part of British India beyond the limits of its own jurisdiction when the pay and allowances are chargeable to Provincia

revenues; but if their pay and allowances are chargeable to Imperial revenues, the sanction of the Government of India is required when the officer is deputed beyond the limits of the province.

The sanction of the Government of India is also necessary when the deputation of an officer within the limits of a province involves additional expenditure chargeable to Imperial revenues.

Hospital Assistants. Pay of— 283. (a) The pay of Military and Civil Hospital Assistants attached to the Survey Department is as follows :—

Military Hospital Assistants.

	Pay of rank.	₹	Extra pay for English qualification.	₹
Senior Hospital Assistant		55		25
Hospital Assistant {	1st grade	40		20
	2nd „	30		10
	3rd „	20		5
Sub-Hospital Assistant		12		4

C. O. No. 70,
dated 25th October 1888.

Civil Hospital Assistants.

	Pay of rank.	₹	Extra pay for English qualification.	₹
Hospital Assistant {	1st grade	35		20
	2nd „	25		10
	3rd „	20		5

Art. 36A,
C. A. C., and
Cir. No. 4, dated
23rd December
1897, of Dir.
Genl., Indian
Medical Service.

(b) A Military Hospital Assistant temporarily employed on civil duty is not liable to pay Income tax, if the emoluments drawn in the Civil Department are not higher than those he was drawing when in military employ. When higher emoluments are drawn in civil employ, Income tax should be recovered.

Cir. Memo.
No. 63, dated
2nd August
1876, of Dir.
Genl., Indian
Medical Service.

Military Hospital Assistants, who rank as non-commissioned officers, are not required to affix a receipt stamp to their pay bills.

ALLOWANCES.

284. The rules regarding the grant of exchange compensation allowance are to be found in Articles 41A to 41K, and Appendix BB of Civil Account Code.

285. (a) The following is the scale of local allowances admissible to officers of the Survey Department stationed in Baluchistan, Burma, and Assam :—

Local allowances.

C. O. No. 71,
dated 16th
November 1888.

Govt. of India
Order No. 28,
dated 8th April
1899.

Baluchistan.

Officers.	Monthly allowances.
	₹
Deputy Superintendents, 1st and 2nd grades .	100
Assistant Superintendents, 1st and 2nd grades .	100
Extra Deputy Superintendents, 1st and 2nd grades, and Extra Assistant Superintendents, 1st grade (Supernumerary).	100
Extra Assistant Superintendents and Sub-Assist- ant Superintendents of all grades.	80
Surveyors, sub-surveyors, and other subordinates on salary of ₹30 and above.	30 per cent. (on permanent pay) subject to a maximum allowance of ₹40.
Sub-Surveyors and other subordinates on salary below ₹30.	50 per cent. (on permanent pay) subject to a maximum allowance of ₹8.

Lower Burma.

Officers.	Monthly allowances.
	₹
Deputy Superintendents, 2nd grade, Extra Deputy Superintendents, 1st and 2nd grades, Assistant Superintendents, 1st and 2nd grade, and Extra Assistant Superintendents, 1st grade (Supernu- merary), when in charge of a Cadastral Survey Party.	150
Deputy Superintendents, 2nd grade, Extra Deputy Superintendents, 1st and 2nd grades, Assistant Superintendents, 1st and 2nd grades, and Extra Assistant Superintendents, 1st grade (Supernu- merary), when not in charge of, but attached to, a Cadastral Survey Party, or employed on any other survey work.	100
Extra Assistant Superintendents and Sub-Assist- ant Superintendents of all grades.	50
Surveyors, sub-surveyors and other subordinates on salary of ₹30 and above.	30 per cent. (on permanent pay) subject to a maximum allowance of ₹40.
Sub-Surveyors and other subordinates on salary below ₹30.	50 per cent. (on permanent pay) subject to a maximum allowance of ₹8.

No local allowances are admissible to officers above the rank of Deputy Superintendents, 1st grade, in Baluchistan, and Deputy Superintendents, 2nd grade, in Lower Burma.

Upper Burma.

C. O. No. 75,
dated 16th
February 1889.

Govt. of India
Order No. 28,
dated 8th April
1899.

Officers.	Monthly allowances.
Deputy Superintendents, 1st and 2nd grades, Extra Deputy Superintendents, 1st and 2nd grades, Assistant Superintendents, 1st and 2nd grades, and Extra Assistant Superintendents, 1st grade (Supernumerary), when in charge of a Cadastral Survey Party.	₹ 150
Deputy Superintendents, 1st and 2nd grades, Extra Deputy Superintendents, 1st and 2nd grades, Assistant Superintendents, 1st and 2nd grades, and Extra Assistant Superintendents, 1st grade (Supernumerary), when not in charge of, but attached to, a Cadastral Survey Party, or employed on any other survey work.	100
Extra Assistant Superintendents and Sub-Assistant Superintendents of all grades.	80
Surveyors, sub-surveyors, and other subordinates on salary of ₹30 and above.	30 per cent. (on permanent pay) subject to a maximum allowance of ₹40.
Sub-Surveyors and other subordinates on salary below ₹30.	50 per cent. (on permanent pay) subject to a maximum allowance of ₹8.

Assam.

Officers.	Monthly allowances.
	₹
Extra Assistant Superintendents of all grades .	50
Sub-Assistant Superintendents of all grades .	40
Surveyors and other subordinates on ₹61 to 100	22 per cent. on pay (permanent).
Ditto, sub-surveyors, and ditto on ₹31 to 60	28 " " (ditto).
Sub-Surveyors and ditto on ₹11 to 30	42 " " (ditto).
Ditto ditto on ₹10 and under.	50 " " (ditto).

D. O. No. 248,
dated 28th
March 1899,
R. & A. Dept.
No. 1292
80-2,
dated 25th May
1896.

(b) Local allowances can only be drawn from the date of taking over charge of duties in the district or area in which they are admissible.

C. O. No. 26,
dated 9th June
1896.

(c) Local allowances for halts on duty during a journey from or to the field, are inadmissible, but instead daily allowance may be drawn except in cases when actual travelling expenses, under the special rule in article 1174 (ii) of the Civil Service Regulations are drawn.

(d) An Extra Assistant Superintendent or a Sub-Assistant Superintendent as the case may be, when placed in charge of a full party, is not entitled to any increased local allowance, but to the allowance as laid down in the above tables.

Art. 300,
C. S. R.

(e) A local allowance may be drawn by an officer on privilege leave only if there is no *locum tenens* to whom it is payable.

The local allowances known as Burma, Assam, and Baluchistan allowances may be drawn by officers on privilege leave, provided that the grant of leave does not necessitate the transfer within the limits of the province of an officer from another province.

G. I. O. No. 29,
dated 3rd
August 1899,
and R. & A.
Dept. No. 1437-
12-6, dated 28th
June 1899.

(f) Local allowances cannot be drawn in addition to field service, or deputation allowances.

286 (a) House-rent is granted according to the following scale to

Presidency house-rent the undermentioned officers when located allowances. at the Presidency, *viz.* :—

C. O. No. 43,
dated 9th June
1897.

	<i>R</i>
Superintendents and Deputy Superintendents	60 per mensem.
Extra Deputy Superintendents	60 "
Assistant Superintendents	100 "
Extra Assistant Superintendents, 1st grade (Supernumerary)	100 "
Extra Assistant Superintendent, 1st and 2nd grades	45 "
Ditto ditto below 2nd grade	30 "
Sub-Assistant Superintendents of all grades	20 "

C. O. No. 162,
dated 14th
November 1884.
Financial
Resolution No.
3512 of 18th
September 1884.

(b) Military officers in civil employ entitled to Presidency house-rent shall, if residing in a Government building, forfeit Presidency house-rent allowance, and shall pay house-rent on the scale laid down in G. G. O. No. 859 of 13th October 1866. If the quarters are not the property of Government, but rented by it, the rent to be recovered from the officer shall be the actual rent, if he occupies the whole house, or a fair share to be determined by the Divisional

Engineer, Department of Public Works, if he occupies a part. If the rent is less than the house-rent to which an officer is entitled, he shall draw only the amount payable by him.

(c) An officer on privilege leave may draw Presidency allowance or Presidency house-rent, provided that no extra expense is thereby caused to the State.

287. The undermentioned allowances are attached to the following appointments :—

	R	
Secretary of State's Despatch No. 43 (Rev.), dated 19th April 1894.	200	(a) Superintendent, Trigonometrical Surveys per mensem (Local).
Secretary of State's Despatch No. 27 (Rev.), dated 14th March 1895.	100	(b) Superintendent, Forest Surveys „ (Staff).
Ditto No. 86 (Rev.), dated 15th August 1895.	100	(c) Superintendent, Provincial Surveys, North-Western Provinces and Oudh „ (Extra).
R. & A. Dept. No. 519-81-4, dated 18th September 1894.	100	(d) Superintendent, Settlement Surveys, Bengal „ (Local).
R. & A. Dept. No. 2570-119-3, dated 23rd November 1899.	100	(e) Officer in charge, Tidal and Levelling Party „ (Local).
C. O. No. 38, dated 15th March 1897.	50	(f) Provincial Tidal Assistant „ („)
G. I. O. No. 2, dated 25th January 1898.		

288. Officers of the Provincial Service recruited before the year 1888 who may be specially selected to fill the appointments specified below, are granted personal allowances on the scale noted against

each, so far as such expenditure can be met from savings resulting from the re-organization in 1897, in order to compensate them for the loss of the higher emoluments which they would have received under the old organization upon promotion to the Senior Division :—

	R
2 Extra Deputy Superintendents, 1st grade	200 per mensem.
3 Ditto, 2nd grade	200 „
3 Extra Assistant Superintendents, 1st grade	50 „
3 Ditto, (Supernumerary)	50 „

289. (a) It sometimes happens that Assistant Superintendents have to be placed in charge of parties which should properly be held only by Superintendents, Deputy Superintendents, or Extra Deputy Superintendents.

R. A. and C. No. 731, dated 31st October 1873.

Charge allowances.

When this occurs, a charge allowance of ₹100 a month will be given to such Assistants.

*Finance Dept.
letter No. 095,
dated 11th
February 1890,
to the Comptrol-
ler, India Treas-
uries.*

NOTE.—*This allowance is subject to the restrictions contained in article 120 of the Civil Service Regulations.*

*C. O. No. 8,
dated 26th
April 1878.*

The charge allowance which an Assistant Superintendent receives for being in charge of a Survey Party is not to be included in either pay or salary when applying the ruling in Article 47 (c) 1 of the Civil Service Regulations to the cases of such of these officers as receive personal allowances.

*C. O. No. 9 of
22nd June
1885.*

(b) An allowance of ₹50 a month is payable to any officer of the Provincial Service below the rank of Extra Deputy Superintendent who is placed in independent charge of a Detachment of a Survey Party. The principal condition to entitle an officer to this allowance is, that he be in sole and responsible charge of considerable bodies of men comprising all classes of surveyors, and differing only from the executive charge of a Survey Party in that the latter is larger. An allowance of ₹100 a month is payable to any officer below the rank of Extra Deputy Superintendent who may be placed in independent charge of a full Survey Party.

*Finance Dept.
letter No. 696,
dated 11th
February 1890,
to the Compt-
roller, India
Treasuries.*

NOTE.—*These allowances are to be treated as special allowances, and are not subject to the restrictions contained in article 120 of the Civil Service Regulations.*

*C. O. No. 84,
dated 20th
September 1889.*

290. Extra Assistant and Sub-Assistant Superintendents drawing less than ₹400 a month are granted an extra allowance of ₹50 a month when placed in charge of sections of a Cadastral Survey Party employed for purposes of settlement in the North-Western Provinces and Oudh, Bengal, and Assam.

*C. O. No. 61,
dated 5th July
1888.*

291. When any officer proceeds on a political mission, or is attached to such a mission, on duty which involves a prolonged residence in Persia, Afghanistan, or other country beyond the British Indian frontier, the Department of the Government of India under whose orders the officer is serving may, when it considers such an allowance

necessary, grant to him an outfit allowance within the limits of the following scale :—

	₹
All Covenanted Civil Servants and Commissioned Military Officers and other Gazetted Officers drawing a salary of not less than ₹500	1,000
Native Attachés	500
European clerks (including Extra Assistant and Sub-Assistant Superintendents)	500
Native-Clerks, Munshis, etc.	250
„ Sub-Assistant Superintendents	250
„ Surveyors and Sub-Surveyors	150
„ Assistant Surgeons	250
Hospital Assistants	125
Compounders and Dressers	50
Political Orderlies Duffadars	75
„ „ Sowars	36
<i>Escort—</i>	
Cavalry—Ressaldar	300
Ressaidar	250
Jemadar	200
Non-Commissioned Officer	75
Sowar	36
Infantry Subadar	150
Jemadar	150
Non-Commissioned Officer	50
Sepoy	24

Art. 98,
C. S. R.

292. (a) An officer on special duty may, in addition to salary and travelling allowances under departmental rules, be allowed to draw a deputation allowance of one-fifth of his salary or ₹10 a day whichever is less.

R. & A. Dept.
No. 2261-134-1,
dated 28th
September 1899.
Government of
India order No.
45, dated 3rd
October 1899.

Local allowance, and field service allowance cannot be drawn in addition to deputation allowance—but when deputation allowance at the above rate would fail to be a fair substitute for the local allowance it is intended to replace, the Government of India will be prepared to sanction its grant at a rate higher than one-fifth of salary.

C. O. No. 69,
dated 9th
October 1888.

(b) The following allowances apply to officers and subordinates of the Survey Department when employed with an army in the field in addition to pay and ordinary travelling allowances under departmental rules :—

Imperial Service Officers, Assistant Superintendents.—₹100 per mensem.
Provincial Service Officers, Extra Assistant and Sub-Assistant Superintendents.—₹100 per mensem, with an outfit or equipment allowance of ₹300 each if they are not supplied with tents by Government, or ₹150 if they are.
Surveyors and Sub-Surveyors.—An increase of ₹50 per cent. on their pay.

Khalasis.—Free rations in addition to their pay, and an increase of pay, amount to be fixed by Surveyor General.

These allowances will be drawn by officers and subordinates from the date of quitting their stations for field service.

Officers of the Imperial service will cease to draw the field service allowances from date of promulgation of the order breaking up the field force, or from date of arrival at the first station within British territory. Officers of the Provincial service and subordinates will draw the extra allowances until return to their stations.

C.O. No. 85,
dated 15th
October 1889.

C.O. No. 56,
dated 16th
April 1888 and
Article 72,
Civil Account
Code.
G. I. O. No. 59,
dated 24th
January 1900.

293. Officers in charge of parties have not the power to grant compensation for dearness of provisions to menials. Compensation for dearness of provisions under Financial Resolution No. 1648, dated 28th March 1888. This can only be granted, when necessary, at the discretion, and under the special orders of the Surveyor General after reference to the Local Government of the province in which the survey party may be serving. The orders in each case will be temporary, and not held to continue in force beyond the end of the financial year in which they are issued.

When officers in charge of parties submit cases for consideration, the grounds on which the recommendation is based should be clearly stated, and the fullest information given as to the general average price of the common staple food grain in the district, as well as to prices prevailing at the time of application, and the average price of labour in the market.

The rules and rates regarding the grant of compensation allowance for dearness of provisions are given *in extenso* in Appendix 13.

C. O. No. 81,
dated 6th
August 1889.

294. Military Hospital Assistants when placed in independent charge of survey parties are not entitled to the extra allowances referred to in Article 35, Army Regulations, India, Vol. I, Part II. Hospital Assistants also holding charge of a second survey party are not entitled to any extra allowances for the same under Article 36, Army Regulations, India, Vol. I, Part II.

Surgeon
General's No.
718, dated 18th
February 1896.
D. O. No. 58,
dated 7th May
1900.

Military Hospital Assistants, while employed with survey parties may, under the Surveyor General's sanction, get compensation for dearness of provisions under Army Regulations, India, Vol. I, Part II, paragraph 213.

D. O. No. 58,
dated 7th May
1900.

A Military Hospital Assistant may get horse allowance if he is *required* to keep a horse for the proper performance of his duties. Horse allowance to Military Hospital Assistants.

NOTE.—Sanction of the Government of India is necessary in each case.

C. O. No. 98,
dated 23rd Decem-
ber 1882.

295. When a Civil Hospital Assistant attached to a survey party is called upon to perform additional duties not strictly pertaining to his substantive charge, or when local circumstances, such as reputed unhealthiness, or dearness of provisions, may give grounds for increasing the emoluments of a particular charge, special allowances from R10 to R25 may be sanctioned by the Surveyor General.

When a Civil Hospital Assistant attached to a dispensary, jail or other institution is appointed to an additional charge, such as a lock-up, or a police hospital, or normal school, he will be entitled to an extra allowance of R10 per mensem.

NOTE.—Such a Hospital Assistant when giving medical aid to a survey party may get the extra allowance of R10 under the sanction of the Surveyor General.

Home and Re-
venue Depart-
ment letter
No. 41, dated
28th January
1881.

The Surveyor General may grant such additional remuneration, within budget limits, to Hospital Assistants, both Civil and Military, whom it may be desirable to employ on other work, in addition to their medical duties.

C. O. No. 137,
dated 24th
September 1894.

296. All Hospital Assistants, whether Civil or Military, should be granted by the authorities paying their salaries, free quarters or house-rent in lieu thereof under certain conditions.

Letter No. 3891-
3 K-13, dated
9th July 1898,
from the
Inspector
General of Jails
with Civil Medi-
cal Administration,
Burma.

297. Special local allowances at the rates mentioned below are granted to Hospital Assistants serving in the Northern Shan States in addition to the ordinary Burma allowance :—

Hospital Assistants, 1st grade	R25 per month.
Ditto, 2nd „	„ 15 „
Ditto, 3rd „	„ 10 „

Letter No.
655-C., dated
28th March 1899,
from the
Sanitary
Commissioner,
Assam.

298. A special local allowance of R10 per mensem in addition to the ordinary Assam allowance is granted to all Hospital Assistants whilst employed in the Lushai Hills District.

Home Depart-
ment No. 49,
dated 28th Janu-
ary 1890, to the
Chief Commis-
sioner, Burma,
and Surgeon
General's
No. 3210, dated
25th August
1891, and
No. 3217, dated
11th July 1892,
to the Surveyor
General.

299. Hospital Assistants, Civil and Military, serving in Burma with survey parties are granted, with the approval of the Burma Government, local allowances at the rates specified below conditionally on approved service. When not recommended for

these allowances, the Hospital Assistants are only entitled to an addition of 50 per cent. to their ordinary pay:—

Rank of Hospital Assistant.		Maximum allowance which the Burma Government is authorised to grant for approved service.
		₹
Military Hospital Assistant with English qualification.	Senior	40
	1st grade	40
	2nd „	40
	3rd „	25
Military Hospital Assistant without English qualification.	Senior	35
	1st grade	40
	2nd „	30
Civil Hospital Assistant with English qualification.	3rd „	20
	1st grade	45
	2nd „	40
Civil Hospital Assistant without English qualification.	3rd „	25
	1st grade	35
	2nd „	25
	3rd „	20

Surgeon General's letter No. 3210, dated 25th August 1898.

300. In Assam, Hospital Assistants receive a local allowance equal to 25 per cent. of their grade pay.

REWARDS.

301. (a) Military officers in permanent civil employ are eligible for rewards for passing in any vernacular language in accordance with Home Department Notification No. 1, dated 2nd January 1880.

Government of India Order No. 23, dated 10th December 1898.

The limits of time, *viz.*, 5, 10 and 15 years, within which an officer can earn a reward for passing the Higher Standard, High Proficiency, and Honour Examinations, respectively, may, for special reasons, be extended by the Government of India on the recommendation of a Local Government or Administration.

C. O. No. 4, dated 10th May 1895.

Military officers in permanent civil employ are not eligible for rewards for passing in languages under Military Rules.

R. & A. Dept.
No. 315 S.,
dated 16th
August 1882.
10S.
No. 26-24,
dated 6th Janu-
ary 1885,
and No. 73 S.,
dated 20th
February 1883.
C. O. No. 37
of 28th
February 1887.

(b) Superintendents, Deputy and Assistant Superintendents are granted rewards for passing in Burmese, as per scale below, provided they pass within three years of arrival in Burma :—

The amounts are—

	₹
(1) For passing the elementary examination test	500
(2) Ditto Lower Standard departmental test after passing colloquial	300
(3) For passing the Lower Standard departmental test without previously passing the colloquial	800

Extra and Sub-Assistant Superintendents are granted rewards at half these rates, subject to the same conditions.

Note.—An officer is not allowed to retain the reward if he leaves Burma otherwise than on medical certificate within a year from earning it.

G. I. O. No. 44,
dated 28th
September 1899.
R. & A. letter
No. 2894-73-4,
dated 20th
December 1899.

(c) A European or Eurasian officer in the Provincial service of whatever grade, is entitled to a reward of ₹90 for passing the Lower standard in a vernacular language of an Indian Province, of ₹90 for subsequently passing the Higher Standard and of ₹180 for passing the Higher without first passing the Lower Standard.

The term "vernacular language" does not include trans-frontier languages.

Article 50, Civil
Account Code,
Vol. I.

Bills for rewards under civil rules to civil officers and military officers in civil employ should be submitted to the Comptroller, India Treasuries, through the administrative officer, for pre-audit.

Bills for rewards under military rules to military officers in civil employ should be similarly submitted to the Comptroller, India Treasuries, who will pass them for payment after having been pre-audited by the Military Department.

SECTION II (b).—SALARY BILLS.

Art. 25, C. A. C. 302. (a) Salary bills may be signed at any time on the last working day of the month by the labour of which the salary is earned, and are due for payment on the next working day. In the following cases only may the salary due to date be paid before the end of the month, viz.—

- (i) When an officer proceeds on leave (other than privilege leave) lasting beyond the end of the month in which the leave is taken, or on deputation to Europe.
- (ii) When an officer is transferred from the Civil Department to the Military, Public Works Department, or is transferred in the Civil Department to another Province.
- (iii) When an officer finally quits the service of Government, or is transferred to Foreign Service.
- (iv) When a non-gazetted officer takes privilege leave under the circumstances provided for in Article 297 of the Civil Service Regulations.

C. O. No. 6,
dated 5th
June 1895.

(b). Salaries of gazetted officers are only payable to the officers themselves, or at their written request, or order, to some *well-known* banker, or agent.

C. O. No. 48,
dated 3rd
January 1880.
D. O. No. 39,
dated 26th
November 1895.

303. (a) Salary bills of all gazetted officers and Sub-Assistant Superintendents are drawn separately for each officer on Form O. 17 and presented monthly to authorized treasuries for payment; while at the Presidency, they are also separately submitted to the Assistant Accountant General.

- (1) The salary bill of a Sub-Assistant Superintendent must be countersigned by the officer under whom he may be serving.
- (2) One-anna receipt stamp must be affixed to each bill.
- (3) On the last day of each month, all officers must send intimation to the officer in charge, of the amount drawn in their salary bills for that month, with specification of details.

C. O. No. 48,
dated 3rd
January 1880.

(b) The salaries of native establishment must be drawn on Form O. 19.

The names of the inferior officers whose pay does not exceed ₹10 should be omitted from the pay bills sent to the treasury, but their number and aggregate pay must be entered. On these bills the following certificate must be prominently recorded:—

“Certified also that all persons on pay not exceeding ₹10 for whom pay has been drawn on this bill, have actually been entertained during the month.”

Art. 61,
C. A. C.
D. O. No. 302,
dated 18th
November 1872.

When the name of any person appointed to Superior Service appears for the first time in an establishment bill, either reference must be given to a previous appointment held by him (which should be supported by a Last-pay certificate), or if he did not previously hold any appointment, or is re-employed, after resignation, or forfeiture of past service, a health certificate on Form O. 26 must accompany the bill.

(c) Pay bills for all temporary establishments should be made out separately from permanent establishment bills.

D. O. No. 328,
dated 12th
February 1874.
D. O. No. 409,
dated 25th
January 1894.
Art. 58, C. A. C.

Local allowances, fixed travelling allowances and house-rent allowances how to be drawn.

(d) Local allowances, fixed travelling allowances, and house-rent allowances, should be drawn in the regular pay bills, and not in separate bills.

Art. 60,
Civil Account
Code.

304. A statement of leave of absence on Form O. 20 should accompany the establishment salary bill.

Leave statement.

C. O. No. 96,
dated 11th
October 1882.

305. Acquittance Rolls showing the name in full of every man on the establishment, and the pay due to him, are to be made out monthly for record in the party; they should be preserved by the officer in charge of the party so long as the party exists, and then lodged in the headquarters' office at Calcutta or Dehra, as the case may be. The signatures or marks of all men paid by the officer in charge should be affixed to them, and opposite the names of those working in separate squads, notes should be entered having reference to the number and date of the squad acquittance rolls bearing the signature or marks of the several individuals. After a reasonable period, when all probable chance of a dispute as to pay shall have lapsed, the *squad* acquittance rolls may be destroyed.

D. O. No. 10,
dated 20th
August 1862.

Receipt stamps of one anna should be affixed to Acquittance Rolls by recipients of salaries over ₹20 per mensem; each stamp to bear the signature of the recipient.

Circular Memo,
dated 30th
December 1955.
C. O. No. 29,
dated 19th
June 1868,
and addendum,
C. O. No. 115,
dated 4th
March 1893.
C. O. No. 124,
dated 28th
September 1893.

306. Deductions for pension funds are to be entered in all salary bills, also for income-tax under Act II of 1886 and Accountant General's Circular No. 107, dated 22nd February 1886, for table see Appendix 3.

Presidency and local allowances, rewards for passing examinations, and bonuses are liable to taxation.

C. O. No. 42,
dated 6th
June 1887.

307. Arrears of pay should be drawn in separate bills, and not included in the regular monthly bills, and Supplementary bills for arrears of pay. in the form accompanying the circular order quoted in the margin.

308. All pay should be disbursed personally by the officer in charge of a party or by his assistants. Pay—by whom to be disbursed.

Comptroller
General's
Circular No.
212, dated 18th
July 1874, and
Circular No.
167, dated 12th
April 1874.
C. O. No. 17
dated 19th
November 1878.

309. On receipt of every Government Gazette, the Comptroller, India Treasuries, issues a notice in the form of a salary slip to all gazetted officers whose salaries are changed, and no officer can draw an increased rate of salary without this authority.

If the rate of deductions alters for any reason, or if an officer reverts without a new order to his former scale of pay, no notice is issued.

310. Officers in charge of treasuries are debarred from accepting deposits of

D. O. No. 121,
dated 5th
December 1867.

Deposits of pay.
pay from public officers.

CHAPTER IV.

SECTION I.—LEAVE.

(a).—GENERAL RULES.

Art. 220,
C. S. R.

311. Leave of all kinds is only granted subject to the exigencies of the public service, and can never be claimed absolutely as of right.

Leave, conditions of grant.

Art. 222,
C. S. R.

After five years' continuous absence, whether with or without leave, an officer is considered to be out of Government employ.

C. O. No. 145,
dated 24th June
1884.

312. Owing to the inconvenience arising through an officer obtaining leave of absence during the season when field operations are in progress, and before they are fully closed, officers should so frame their plans as to submit their applications for leave for short periods from 1st June to 30th September, and for furlough on 1st October. Any urgent request for leave will be complied with as far as possible.

Leave or furlough; when it should be applied for.

Art. 88g,
Note 1, C. S. R.

313. When an officer applies for leave, he should quote the article or rule of the leave rules in the Civil Service Regulations under which he considers himself entitled to leave.

Application for leave.

314. Leave granted by administrative officers to officers of the Imperial and Provincial Services is notified in Part II of the *Gazette of India* and long leave granted to officers of the Imperial Service by the Government of India, is notified in Part I of the *Gazette of India*.

Notification of leave granted.

Art. 260,
C. S. R.

315. All officers should invariably report to the Surveyor General's Office the date on which they hand over charge of their duties when proceeding on leave, also the date of their return to duty.

Report of making over charge.

Art. 90g,
C. S. R.

316. Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted.

Art. 251,
C. S. R.

Ordinarily if an officer makes over charge of his office before noon his leave in India begins on and includes the day on which he makes over charge; otherwise it begins on, and includes the following day, but if the absence of the officer does not involve the immediate deputation of any officer from another station, or any formal transfer of charge in the way of taking over money, or the like, then the absentee may leave his station at the close of the last day on which the office

Commencement and termination of leave.

is open for business before his leave begins. In such case the several transfers of charge, dependent upon the departure of the absentee, shall take effect from the close of the last working day as aforesaid. But subject to the provisions of Article 359, Civil Service Regulations, the leave of the absentee and the re-arrangement of allowances, if any, depending upon his departure, shall begin from, and include, the first day thereafter on which the office is open for business. The actual date of the officer's departure from his station, must, however, always be reported.

NOTE—(For the purposes of this article the office is regarded as closed for business only on Sundays and gazetted holidays.)

Art. 254,
C. S. R.

Subject to the provisions of above paragraph, an officer begins to draw pay and acting allowance from the day on which he assumes the office (substantive or officiating) to which he has been appointed, or on which he may have a lien. But if his leave (or the joining time between two appointments) end on a Sunday or gazetted holiday, and he take charge before noon on the first working day after such Sunday or holiday his assumption of office, and the re-arrangement of appointments and allowances (if any) consequent thereon, shall be held to have taken place on the day after that on which his leave ended; provided that such re-arrangement (if any) does not involve the transfer of any officer to another station, the formal appointment of any officer to a new office, or the loss of his office by an officer appointed temporarily to the public service. If there is any doubt as to the application of this proviso, the Local Government shall decide which officer shall be held to have been in charge, and to which the salary of the office for the Sunday or holiday shall be paid.

Art. 261,
C. S. R.

317. An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment,—

- (i) if his leave was furlough under European Service leave rules, or furlough or leave on medical certificate under the Indian Service leave rules—immediately;
- (ii) if it was special leave under the European Service leave rules, leave on private affairs under the Indian Service rules or privilege leave—after a week.

The provisions of this article have no effect on the liability of an officer overstaying leave in regard to the forfeiture of past

service, the rule as to which is contained in Article 463 (b), Civil Service Regulations.

D. O. No. 247,
dated 13th Feb.,
1871.
Art. 262,
C. S. R.

According to above rules, if an officer overstays his privilege leave, he forfeits all salary during the time of his remaining so absent; and if he continues so absent for more than one week, his office becomes vacant. The Surveyor General may, however, exempt an officer from the second of these penalties, if he is satisfied that the default is due to circumstances beyond the officer's control.

318. No kind of leave, except extraordinary leave without allow-
Extension and commuta-
tion of leave. ances under Articles 366 and 372, can be granted *in continuation of* any other kind of leave, but leave granted under the Civil Service Regulations may be retrospectively changed for any other kind, or period of leave for which the officer was qualified when the leave was originally granted; and the Local Government may commute retrospectively periods of absence without leave, into leave without allowances (Article 464); subsidiary leave is not, for the purposes of this rule, regarded as a continuation of leave.

Art. 954,
C. S. R.

If the leave of an officer, whether in or out of India, is extended or commuted, the audit officer within whose jurisdiction the officer is employed must, on receiving advice of such extension or commutation forthwith communicate it to the audit officer within whose jurisdiction his leave allowances are drawn. He should also communicate any other circumstances connected with the leave which may be required to be known to the audit officer who passes the officer's leave allowances.

D. O. (Adm.),
No. 113, dated
5th May 1887.

319. Executive officers in charge of parties when submitting appli-
Leave applications from
Extra Assistant and Sub-
Assistant Superintendents,
etc. cations for leave, of whatever nature, on behalf of Extra Assistant Superintendents and Sub-Assistant Superintendents, surveyors, sub-surveyors, etc., will invariably send in the application on Form O. 24.

Art. 217,
C. S. R.

320. An officer holding a temporary or officiating appointment is not *entitled* to leave of any kind. Officiating and temporary service, if it counts for pension, counts also for leave other than privilege leave; the latter is specially provided for by Article 273, Civil Service Regulations.

Art. 937,
C. S. R.

321. A gazetted officer on leave in India may draw his allowances
Leave allowances in India;
Gazetted Officers. at any treasury in India. The bill must be supported by a copy of the orders granting leave, with date and number, as it appears in the Gazette.

Art. 93B,
C. S. R.

If a gazetted officer signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government, or some other well known and trustworthy person. If he draws his allowances through an authorised agent, the agent, whether he has or has not a power-of-attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

Art. 940,
C. S. R.

The leave allowances of a non-gazetted officer on leave in India can be drawn only at the treasury where his salary is paid, and under the signature of the head of his office, who is responsible for any over-charges; no other security is required.

Leave allowances in India :
non-gazetted officer's.

Art. 223,
C. S. R.

322. An officer recalled to duty before the expiry of leave of any kind, is entitled to take the balance of his leave, together with any leave of the same kind subsequently earned, as soon as he can be spared from duty. Time occupied in the voyage to India on recall from recognised leave out of India, counts as active service under Article 11 (iii), Civil Service Regulations. During the voyage to India, leave allowances only are granted.

Recall from leave.

Art. 225,
C. S. R.

An officer recalled to duty before the expiry of leave in India, other than privilege leave, is treated as on duty (*i.e.*, on joining time between appointments) from the date on which he starts for the station to which he is ordered.

G. I. O. No. 35,
dated 2nd June
1899.

323. No gazetted officer of Government, who is in receipt of furlough or leave allowance, may, without the special orders of the Government of India, 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.

Sanction to take employ-
ment during leave.

SECTION I (b).—CASUAL LEAVE.

324. Casual leave of absence, not exceeding an aggregate of 15 days in a year, may be granted by executive officers at their discretion. Such absence

Casual leave.

need not be reported in the monthly leave statement, but should be systematically entered in a book kept in the office, and when an application for privilege leave is received, the leave should be granted or refused with some reference to the entries in this book.

C. S. R. note
below Art. 366.

325. An officer on casual leave is not treated as absent from duty.

Casual leave.
Rules regarding —

Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- | | |
|------------------------------------|---------------------|
| (a) Date of reckoning allowances; | } Arts. 64 to 70, |
| (b) Charge of office; | |
| (c) Commencement and end of leave; | } Arts. 251 to 263, |
| (d) Return to duty; | |

or so as to extend the term of privilege, or other leave, beyond the time admissible by rule.

SECTION I (c).—DEPARTMENTAL OR RECESS LEAVE.

C. O. No. 144
of 30th June
1884.
Article 323,
C. S. R.
and R. & A.
Dept., 2160-117,
dated 14th
October 1898.

326. The native establishment for conducting survey operations are necessarily, from the peculiar nature of the duties to be performed, very different from other fixed establishments of the State, and consequently exceptional, as regards the application of leave rules. The officer in charge of a party may grant leave of absence during every recess season to a surveyor or sub-surveyor, computer, or menial on half pay or less (payable on return to duty) or without pay: provided always that the absentee returns to duty when required by his superior officers. Such leave of absence reckons as service qualifying for pension, and should be entered in all service books.

The sanction of departmental leave to surveyors, sub-surveyors and menials must be regulated on uniform principles. The services of none but really efficient, useful, and deserving men shall be thus retained. Individuals on low salaries, whose return to the survey in the following field season is immaterial, are not eligible. The same individuals should not, as a rule, go on leave every year to the detriment of others. Executive officers must bear in mind that the system has been sanctioned as a measure of expediency, in order, during recess, to dispense with all superfluous hands, whose retention during the recess months would be an unnecessary expense, but whose services, at the same time, are absolutely necessary during the ensuing field season. The leave is never to be extended beyond the recess season without sanction of the administrative officer. An application for such extension shall only be made in case of sickness.

Leave pay is not to be drawn until the return of the recipient to his head-quarters; and should a subordinate or menial die whilst on such leave, no leave pay can be drawn for and paid to his heir.

D. O. No. 209,
dated 7th Dec.
1889.
C. O. No. 609 of
15th Dec. 1873.

327. At the discretion of executive officers a lower rate than half pay may be given to individuals while on Departmental leave pay. leave during the recess season, with the object of reducing expenditure, and to bring a greater number of men on the leave pay list with no additional outlay. Half pay should in any case be only given to those who have deserved the concession by doing their best during the field season, and who are in truth really efficient, useful, and deserving men. The indulgence is a reward for good service, and not a right. Executive officers should bear in mind that leave pay should depend not only on the value of a man's services but also on the question of recruiting ground. In some provinces in India it is quite unnecessary to give leave pay at all, except to a few of the best hands, such as tindals, while to others a retaining fee of ₹1 or ₹2 per mensem would suffice, and even this sum should be given only to men who are trained.

328. Sub-Surveyors and menials rejoining field parties in Burma cannot be held as rejoining in Calcutta, unless they are required there for duty. Commencement and ending of leave to subordinates and menials serving in Burma. Men on departmental leave get their passages paid to Calcutta and back, but they are in no way entitled to full pay during the sea transit. They must be considered to be on departmental leave from date of leaving the field head-quarters which is held to be the place where the establishment is broken up at the end of the field season, up to the date of rejoining the party again in Burma, and during this period they are entitled to departmental leave pay only.

329. Leave certificates should be distinct, and should on no account appear to show that men going on leave have been permitted to take their discharge and to seek other employment. Departmental leave certificate.

The following certificate should be invariably entered at foot of each bill, in which arrears of leave pay are drawn for surveyors, sub-surveyors, and menials:—

"I do hereby certify upon honour that each and all of the men for whom leave pay on departmental leave has been drawn, have rendered good, efficient, and approved service throughout the past field season, and that it is desirable in the interests of Government to retain their services."

330. Leave pay of surveyors, sub-surveyors, etc., transferred from one party to another during departmental leave is debitable to the party to which they are transferred.

Debit of Departmental leave pay.

SECTION I (d).—PRIVILEGE LEAVE.

331. Privilege leave to Imperial Service officers is granted by the Surveyor General, and to Provincial Service officers and subordinate establishment by administrative officers.

Grant of privilege leave.

The rules in Chapter XII of the Civil Service Regulations regulate the grant of privilege leave to all officers of the Imperial, Provincial, and Subordinate Services.

332. Applications for privilege leave should be submitted on form O. 24, and not more than six weeks before the leave is wanted.

Application. Submission of—

Arts. 890,
891, C. S. R.

An officer applying for privilege leave must sign a declaration that he has no intention of retiring, or of taking furlough, special leave, subsidiary leave, leave on private affairs, or leave on medical certificate for three months after his return to duty. Though not actually debarred by this declaration from applying for permission to retire or to take leave within the three months, he should, if he does so, explain his change of mind. Formal joining at the end of privilege leave, with the intention of taking other leave within a few days is not permitted, as the other leave granted in such circumstances would practically be in continuation of the privilege leave.

Arts. 277, 283,
C. S. R.

333. The amount of privilege leave earned by an officer is one-eleventh part of the time during which he has been on duty without interruption; provided that no privilege leave can be earned by an officer by duty performed while three months such leave is due to him, and that whenever duty is interrupted, all claim to privilege leave earned thereupon is forfeited. Absence on privilege leave, though not counting as duty, is not an interruption of duty.

Privilege leave: amount earned.

NOTE.—For explanatory ruling in regard to “interruptions of duty,” see Articles 284 to 290 of the Civil Service Regulations.

Art. 278,
C. S. R.

The calculations must be made as follows :—One *calendar month* for every eleven complete calendar months of duty, and one day for every eleven days of the balance.

Art. 282,
C. S. R.

The maximum amount of privilege leave admissible at one time is limited to three calendar months. But all European officers in

Burma who do not come under the definition of Article 45, C. S. R., may be allowed the leave up to three months and fifteen days.

NOTE.—This concession has been extended for a period of five years from 1st July 1896 to all European officers serving in the Civil Department in Burma.

Art. 283,
C. S. R.

The privilege leave due to an officer is the privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on privilege leave.

Art. 291,
C. S. R.

To an officer who has been on duty without interruption for eleven calendar months, and who has not for six calendar months been absent on privilege leave, the whole or any part of the leave due to him may be granted.

Art. 291,
C. S. R.

An officer after availing himself of the full amount of privilege leave due to him can again avail himself of the whole, or part of any privilege leave which he has earned after he has been on duty without interruption for six calendar months from the date of his return to duty.

C. O. No. 73,
dated 21st
November 1888.
Clause 155,
India Army
Circular, dated
31st October
1888.

334. The following rules are applicable to all continuous-service Royal Engineer Officers who may be permitted to proceed to England for a course of instruction at Chatham under the provisions of Clause 176, India Army Circulars, 1887 :—

I.—The period passed at Chatham does not interrupt privilege leave previously earned, but it does not count for further privilege leave.

II.—Privilege leave may be taken either—

(a) between the date of giving over charge in India and joining at Chatham ; or

(b) between the date of leaving Chatham and embarking in England for India.

III.—In case (a) the officer will pay the expenses of his journey to England, and in case (b) from England.

Art. 291,
C. S. R.

335. An officer on privilege leave is entitled to a leave allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien, and he is entitled to this allowance even though another officer be appointed to act for him.

Art. 241, (a),
C. S. R.

Privilege leave allowances are not payable out of India. They may be made payable to an agent or banker as explained in paragraph 321.

Art. 297,
C. S. R.

A non-gazetted officer whose salary is less than ₹200 a month is not entitled to receive his allowances for the period of his leave till he returns to duty; he may, however, with the special sanction of the head of his office, receive in advance the allowances which would, but for this rule, become payable to him on the first and second pay days included within the period of his leave. Such advances will be drawn from the treasury as final establishment charges.

These advances are not recoverable should the officer die before earning the full amount of the advance; but the office held by the deceased will be held to have become vacant from the day following that up to which he was paid, instead of from the date of his decease.

Should the head of the office prefer it, he may order the allowances to be paid on the pay day of the month for which they are earned, instead of granting an advance under this article.

Art. 329,
C. S. R.

336. Privilege leave may not be granted to a surveyor or sub-surveyor entitled to recess leave as above, unless he is prevented from availing himself of such leave, in which case it may be granted on a certificate from the head of the party to the effect that the man was prevented from availing himself of the recess leave in consequence of the exigencies of the service. Service towards such leave counts from the date of return from leave last availed of including recess leave.

Art. 304,
C. S. R.

No extra expense may be imposed on the State in respect to the privilege leave of an officer whose pay is less than ₹100 and who is allowed privilege leave for more than one month at a time.

Art. 279,
C. S. R.

An officer who has a temporary or officiating appointment only may be allowed privilege leave, without losing his lien on such appointment, if no substitute is required, or if his duties can be provided for without additional expense.

Art. 275,
C. S. R.

337. Privilege leave may be granted to a Military Hospital Assistant in civil employ, on the condition that no additional expense is thereby caused. Hospital Assistants. A Hospital Assistant is not entitled to privilege leave in respect to duty done in the Military Department.

SECTION I (e).—LONG LEAVE AND FURLOUGH.

D. O. No. 118,
dated 20th
Sept. 1867.

338. Notice of intention to apply for furlough should be given to the head of the department three months before an officer intends to leave the country, to admit of the necessary departmental arrangements being made. Rules regarding submission of application.

Long leave and furlough to Imperial Service officers is granted by the Government of India.

C. O. No. 5,
dated 31st
May 1895.
C. O. No. 11,
dated 11th
Oct. 1895.

The records of service for furlough, pension, and promotion of all military officers in the Survey Department is maintained by the Controller of Military Accounts, Bengal Command, irrespective of the command in which the officers may be serving, and officers intending to apply for furlough should first obtain from him a certificate showing furlough at credit, and attach it to their applications which should be submitted through their administrative officers to the Surveyor General.

Art. 971,
C. S. R.

Every officer going on leave out of India should procure from the account office and take with him a copy of the "Memorandum of Information issued for the guidance of officers proceeding on leave (other than privilege leave) out of India."

Military officers subject to furlough rules of 1868, and non-continuous Royal Engineer Officers, submit their applications on Army Form 3, which will then be forwarded, through the heads of their departments, to the Government of India in the Military Department, or to the Governments of Madras, or Bombay, according to whether the officer is borne on the establishment of the Bengal, Madras, or Bombay Presidency, but this does not apply to Royal Engineer Officers who have elected for continuous service or Staff Corps officers under Civil Leave Rules, who should apply by letter.

R. A. & C.
Dept. Nos.
107-108, dated
25th February
1878.

339. The number of absentees on furlough must not exceed 20 per cent. of the entire strength of the Department; prior claim to be given—

Art. 342(a),
C. S. R.

- (1) To the applicant to whom most furlough is due.
- (2) Of two or more applicants to whom the same amount is due, to him who has rendered longest continuous active service.
- (3) Of two or more such applicants who have rendered the same continuous active service:—to the senior.

D. O. No. 232,
dated 16th
August 1870.
G. O. No. 135,
dated 11th
June 1870.

340. Officers are prohibited from leaving their stations until they have been officially informed that their furloughs have been sanctioned. Neither are they permitted to leave their stations unless there is reasonable ground for believing they can embark within the period of ordinary preparatory leave sanctioned.

D. O. No. 321,
dated 17th
December 1873.

Officers must always report to the officer in charge of the Surveyor General's Office, the date of their embarkation on furlough, in addition to whatever reports or returns may be called for by other functionaries under existing regulations of the public service.

Art. 66,
C. S. R.

341. An officer may leave India or return to India, by any port ; but his furlough or special leave begins on, Port of embarkation and debarkation. and includes the day of the vessel's departure from the port where he first meets it, and ends on the day before its arrival at the port where he last quits it.

C. O. No. 113,
dated 22nd Jun;
1883. Milly.
Ben. Army
Regns., section
13, paras. 155-6
and 163.

342. Military officers proceeding on furlough out of India are required to report their embarkation to the Arrival and departure report. Military Officers. Military Department direct ; and on return from furlough to present the India Office letter of permission to do so, and report their arrival in person at the Office of the Deputy Assistant Adjutant General at the port of debarkation.

Art. 955,
C. S. R.

343. When an officer proceeds on leave from one place to another in India, he should obtain a last-pay certificate from the Accountant General of his Presidency or Province. Leave in India. Last pay certificates.

Art. 956,
C. S. R.

An officer on leave, who does not leave his district, does not require a last-pay certificate, nor does an officer who leaves his district on leave in India without allowances.

Art. 957,
C. S. R.

If during leave the officer desires to change the treasury at which he receives payment of his allowances, he must obtain a new last-pay certificate.

Art. 958,
C. S. R.

344. When an officer proceeds on leave out of India, other than privilege leave, and is entitled to allowances during the leave, the Accountant General who audits the pay of the officer will, as soon as the leave is gazetted or otherwise notified to him, send to the officer a letter in Form No. 6 with enclosure in Form No. 7 requiring him to call at his office or give the necessary information. Leave out of India. Last-pay certificate.

Art. 959,
C. S. R.

If the officer calls at the Accountant General's office, the Accountant General will pay him up to the day before he leaves India. The Accountant General will also—

- (i) if the officer proceeds to Europe and intends to draw leave allowances at the Home Treasury of the Government of India, give him a completed last-pay certificate in Form No. 8;
- (ii) if the officer proceeds to a Colony and intends to draw leave allowances there, a last-pay certificate in Form No. 9.

Art. 960,
C. S. R.

If the officer is unable to call at the Accountant General's office, the Accountant General will prepare a bill for the officer's allowances

from the end of the month preceding that of his making over charge, to the day before he sails, and will (if the officer intends to draw leave allowances at the Home Treasury of the Government of India or in a Colony) forward it with the certificate in Form No. 8 or 9, as the case may be, to the treasury officer, for delivery to the officer according to the instructions in Form No. 10.

A t. 961,
C. S. R.

With every such last-pay certificate a blank Form No. 11 will be given, on which the officer proceeding on leave is to report to the Accountant General, from the first port at which the vessel touches, the day of his departure from India.

Art. 963,
C. S. R.

When an officer proceeding to England is compelled to leave without a last-pay certificate, the necessary document should be forwarded to the India Office at the earliest possible date through the Government of India, Madras, or Bombay, as the case may be. If delayed beyond fifteen days, or the second mail after the officer's departure it should be accompanied by an explanation as to the cause of delay.

D. O. No. 233,
dated 17th
August 1870.

Officers proceeding on leave to Europe and drawing their absentee allowances should be warned that on returning to India, they must obtain a last-pay certificate from the India Office, as, without it, no pay will be issued to them after their return.

S. G.'s
Cir. Memo.

No. $\frac{F.}{844}$, dated
15th October
1877.

No claim against an officer quitting India on leave of absence or retirement, which has been outstanding for more than six months, should be noted in the last-pay certificate for recovery by the Secretary of State for India. If any such claims are discovered, they should be reported with full particulars and explanation of the delay in their submission for the orders of the Government of India. They should also be entered in the officer's last-pay certificate, though not "noted for recovery."

345. Officers of the Imperial and Provincial Services proceeding on furlough should leave at the office of the Surveyor General the addresses to which letters to them during furlough should be directed. Officers on furlough should inform the Surveyor General of the probable date of their return to duty (*viz.*, date on which they would rejoin their appointment), and of the port at which they intend to land in India on return to duty, sufficiently early for the information to reach the Surveyor General's Office two months before the date of return. They should also state the probable date of embarkation, and the steamer by which they intend to return, and give their address at port of debarkation.

Art. 256,
C. S. R.

346. An officer may not, without the permission of the authority which granted him leave, return to duty more than 14 days before the end of long leave.

Art. 257,
C. S. R.

An officer on long leave in Europe may not return to India without obtaining the permission of the Secretary of State. He must apply for this permission at the India Office at least three months before the end of his leave.

Art. 259,
C. S. R.

347. Furlough and special leave out of India ordinarily begin on and include the day of departure of the vessel in which the officer sails, and end on the day, inclusive, before the arrival of the vessel in which he returns.

Special leave and furlough out of India—Commencement and end.

NOTE.—The day on which a vessel quits or reaches her moorings, or anchorage in port, is respectively the day of departure or arrival.

348. Officers who may wish their absentee allowances to be paid in India should name the persons to whom payment is to be made, and such persons should give a guarantee in Form O. 53, which must be stamped under Act XVIII of 1869, which requires stamps to the value of 8 annas per ₹100 of aggregate furlough pay from ₹2,000 to ₹10,000 and an increase of ₹2-8-0 for every subsequent ₹1,000. They must also produce a power-of-attorney.

Furlough allowances, how drawn in India.

Art. 245,
C. S. R.

349. When leave allowances are paid at the Home Treasury or in a Colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being for the adjustment of financial transactions between the Imperial and Indian Treasuries, unless any other rate has been exceptionally authorised. But for the present the rate of conversion is subject to a minimum of 1s. 6d. to the rupee.

Payments of leave allowances from the Home Treasury are made quarterly to Military officers (including Military officers in civil employ) on the 15th of February, May, August, and November, and to other officers on the 15th of January, April, July and October.

Payments are made—

- (1) to the officer on his personal application ;
- (2) to his banker, or agent, duly authorized under power-of-attorney on production of a life certificate, unless the banker or agent has guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof ;

(3) on presentation of a draft duly filled up and signed by the officer in a form, which with the requisite form of life certificate attached, may be obtained from the India Office, London—on the officer's written application.

C. O. No. 47,
dated 27th July
1897.
Art. 257,
C. S. R.

350. An officer granted long leave to Europe on account of ill-health, whether the leave be technically ill-health, leave on medical certificate, or not, shall not be allowed to return to duty unless he first obtains a certificate of fitness for duty in India. The fact of the leave having been granted on a medical certificate should invariably be stated in the leave and pay certificates furnished to officers proceeding to Europe granted on account of ill-health, whether the leave be technically leave on medical certificate, or not. To enable the Account Officer to make the necessary entry in the leave and pay certificate, the Local Government, or other authority granting leave to an Officer to Europe on account of ill-health, should in each case inform the Account Officer of the reason for the grant of the leave.

C. O. No. 118,
dated 1st Sep-
tember 1883.

351. The Government of India alone can grant permission for application to the Secretary of State for Commutation or extension of furlough. extension or commutation of furlough of a gazetted officer whose leave is granted by the Government of India.

C. O. No. 23,
dated 11th
March 1886.

352. Applications for non-regulation passages by troopships authorised by paragraph 253 of the Transport Regulations, Part I, may be forwarded through the Surveyor General to the head-quarters' office of His Excellency the Commander-in-Chief. These are briefly defined as follows :—

Applications for passages for—

Lieutenants . Can always be forwarded.

Captains . Can always be forwarded, but a statement must accompany, to the effect that the officer's circumstances are such as to render the indulgence desirable.

<p><i>Majors</i> . <i>Lieutenant-</i> . <i>Colonels</i> . <i>Colonels</i> . <i>or</i> <i>Officers of</i> <i>relative rank.</i></p>	}	<p>Cannot be forwarded unless— (1) the officer is sick from wounds, or sickness contracted on service ; (2) his illness is of such a nature as to cause him to be recommended for treatment on a troopship. (In such cases the Government of India will be asked to sanction a passage.)</p>
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The rules regarding the families of officers are the same as for officers themselves, but special passages are sanctioned from time to time for families of officers on field service, or to those referred to in clause (c), paragraph 253.

With reference to the foregoing, should any case specially deserving of consideration come under notice, it should be forwarded with a recommendation.

Art. 42 (d),
C. S. R.

353.(a) *Imperial Service*.—(i) All Military officers who were in civil employ on the 30th December 1875 and have been since continuously in such employ, are subject to the *Military Leave Rules of 1868*, excepting any who may have elected the Rules of 1875, before the 7th of December 1877.

Furlough, and Long Leave Rules, to which officers are subject.

Para. 739 (a),
India Army
Regulations,
Vol. I, Part I.

(ii) Non-continuous Royal Engineer Officers of the Imperial list, who were posted to the Indian establishment on, or before the 11th March 1886, come under the furlough regulations of 1868, if in permanent civil employ.

(iii) Military officers subject to the Furlough Regulations of 1868 when they take leave *in India*, come, as regards periods of leave obtainable, and amount of pay to be granted, under the *Civil Leave Rules*. When they take leave *out of India*, they come under the *Military Leave Rules*.

Art. 42 (b),
C. S. R.

(iv) All Civilian officers of the Imperial Service, and all Military officers in permanent civil employ, who entered the Staff Corps after the 31st December 1875, or were subject previous to their entering civil employ, to the Leave Rules promulgated by Army Circular, dated 30th April 1886, and Royal Engineers in permanent civil employ who have elected for continuous service in India, are subject, to the *Civil Leave Rules*, as published in the Civil Service Regulations, Chapters XI to XIII, Part III.

Art. 42 (e),
Note 2, C. S. R.

NOTE.—A Military officer who has served or officiated in the Survey of India Department continuously for not less than 3 years, is considered to be in "permanent civil employ." Furlough or leave (other than privilege leave) is not included in this continuous officiating service, and unless it is granted on medical certificate operates, as a break cancelling past officiating service for the purposes of the rule.

The Furlough Rules of 1868 and 1875 are published *in extenso*, in Appendices A and B of the India Army Regulations, Volume I, Part I, and in Appendices 11 and 12 of the Civil Service Regulations.

Art. 338(II),
C. S. R.
Art. 730 (b),
India Army
Regulations,
Vol. I, Part I.

(v) A non-continuous Royal Engineer Officer, who was posted to the Indian establishment after the 11th March 1886, remains under "British Army Leave Rules" till he elects for continuous service, and retains a lien on any appointment he may be holding on his proceeding on furlough, or on leave in, or out of India. If, at the time of electing, he is in permanent civil employ, he comes at once under "Civil Leave Rules."

Art. 758
(vii), 756,
and 760,
A. R. I.

(vi) Military officers in civil employment while they continue in such employment are not affected by the "Staff Corps Leave Rules" of 1886 (published in paragraphs 745 to 783 of the India Army Regulations, Vol. I, Part I); but officers who were in civil employ on the 30th June 1886 subsequently reverting to military duty, may elect them within six months from the date of being replaced at the disposal of the Military Department. If such officers are on leave when so replaced, they must make their election at once. Those taking leave within the six months must make their election before going on leave; and if desirous of retiring on pension direct from such employment, they will, whether on duty, or on furlough, be given the benefit of the rule which allows all previous leave to count as service for pension, but no officer in civil employment will be allowed to place himself out of employment for the purpose of taking leave under these rules, or for any purpose, but immediate retirement.

Art. 367, 368,
C. S. R.

(b) *Provincial and Subordinate Services.*—Officers of these services are subject to the Civil Leave Rules—Indian Services—as published in Chapter XIV, Civil Service Regulations. They apply fully to those officers whose pay is not less than R100 a month, and who have substantive appointments on permanent establishments under the Government. Leave may also be granted under these rules to an officer whose pay is less than R100, so far as it can be done without imposing any cost upon the State. The absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after provision is made for the efficient discharge of his duties during his absence.

(c) *Hospital Assistants.*—Civil Hospital Assistants are entitled to leave under the Civil Service Regulations, whilst Military Hospital Assistants are subject to the leave rules of the Army Regulations.

Furlo. Regula-
tions, 868,
Rule IX.

354. (a) *Military officers subject to the Furlough Rules of 1868*

Limitation of Furlough, and
Long Leave, and amount
earned.

are eligible for two years' furlough, on the completion of eight years' actual service in India, for a third year after a further period of six years' actual service, and a fourth and fifth year after similar intervals of six years up to a maximum of eight years. The maximum to be taken at any one time carrying pay and retention of appointment will be two years, any extension will be without pay, unless it is on medical certificate.

N.B.—Furlough "without pay" does not reckon as furlough already taken in calculating the balance at an officer's credit.

Rule VIII.

A period of three years' service after return from last furlough must be completed, before furlough can again be taken, unless obtained under medical certificate.

Art. 334,
337, 340, 345,
C. S. R.

(b) *Officers of the Imperial Service subject to the Civil Leave Rules*, who have rendered eight years' active service in civil employ are eligible for furlough for not more than two years. The amount of furlough earned by an officer is one-fourth of his active service, up to an aggregate of six years during his service, and on no account to extend beyond two years at one time, except on medical certificate. A period of three years' service after return from last furlough must elapse before furlough can again be taken.

Art. 13,
C. S. R.

In the case of a military officer subject to the Civil Leave Rules, "Active Service" for the purpose of calculating the amount of leave admissible under these Regulations, commences from the date of entry into permanent civil employ, *i.e.*, from the date of first substantive appointment in the Civil Department, or from the date of completion of three years' continuous officiating service in the Civil Department whichever may be earlier. But the "Active Service" of an officer of the Royal Engineers commences, for the purpose mentioned above, from the date of entry into permanent civil employ or from the date of electing for continuous service in India, whichever is later.

Art. 338 (i),
C. S. R.

(i) An officer who at the time of coming under Civil Leave Rules was subject to the Military Furlough Regulations of 1868, or 1875, may be credited with the furlough that may have accrued to him, less any furlough already taken which, under those rules, would reduce the amount of furlough due. The amount of furlough accrued shall in that case be calculated proportionably on the whole service qualifying for furlough without reference to the minimum periods of service which those rules require to be rendered before furlough can be granted.

Art. 338 (II),
C. S. R.

(ii) An officer who, at the time of coming under Civil Leave Rules, was subject to the Leave Rules for the Staff Corps (1886), shall be credited with an amount of furlough equivalent to one-fourth of his "Active Service," less any leave with pay out of India actually taken. This also applies to officers of the Royal Engineers who, while serving under British Army Leave Rules, have elected for continuous service in India, whether the election was made before, or after their entry into civil employment.

(iii) A non-continuous service officer of the Royal Engineers, if under British Service Leave Rules, will be allowed, whether in civil or military employ, to take leave once, for one year, as if under the leave rules of the Staff Corps, either at the end of his first tour of service in India, or later, if he remains in India, subject to the condition that he returns to duty in India before the end of the year, or within eighteen months in case he receives an extension of leave. Any officer not so returning will be required to refund the difference between his leave pay and the pay he would have received under the rules applicable to officers of the British Army serving in India. Service for calculating leave pay will reckon from date of first commission. Any extension of leave beyond the one year, either on urgent private affairs or on medical certificate, will be on British pay. After eighteen months' leave in all, an officer will, if he does return to India, cease to be on the Indian establishment.

C. O. No. 58,
dated 16th May
1888.
C. O. No. 117,
dated 4th April
1893.
G. I. O. No. 14,
dated 4th August
1898.
I. A. C., clause
94, dated 1st
June 1898.

I. A. C., clause
18, dated 15th
February 1899.
G. I. O. No. 31,
dated 15th May
1899.

Non-continuous service Royal Engineer Officers who proceeded on leave out of India under British Service Leave Rules before the publication of clause 94, India Army Circulars, 1898, may, if they desire, have such leave treated, in accordance with the provisions of the circular, as if it were leave under the leave rules for the Staff Corps, this conversion having effect, in the case of leave availed of before the 31st March 1898; from that date and, in all other cases, from the date of the commencement of the leave, which should be regulated in accordance with Article 740, Army Regulations, India, Volume I, Part I.

G. I. O. No. 14,
dated 4th August
1898.

Officers of the Royal Engineers, drawing leave pay under the Staff Corps Rules, will be in the same position as Staff Corps Officers in regard to passage to and from England. A subaltern going home on medical certificate will be entitled to passage home but not to

passage back. No other officer will be entitled to passage either way; but an officer who does not return to India, and has consequently to refund the difference of pay, will be entitled to passage money to England at Indian rates in reduction of the amount to be refunded. An officer on leave on medical certificate who obtains an extension on British pay will, if able to return within the period of eighteen months, be entitled to passage to India.

C. O. No. 67,
dated 27th
September 1888.

- (iv) Time spent by a Royal Engineer Officer permitted to proceed to Chatham for a course of practical training, in accordance with clause 176, India Army Circulars of 1887, does not interrupt any leave previously earned by him, but will not count for leave of any kind.

Art. 367, 370,
371, C. S. R.

(c) *Officers of the Provincial and Subordinate Services*, who are subject to the Leave Rules Indian Services, Chapter XIV of the Civil Service Regulations, are entitled to "*leave on private affairs*" for six months, after six years' service, if no furlough has been taken during that period, and may be repeated after intervals of six years, but such leave does not accumulate, and cannot be taken in instalments—and to furlough as follows:—

- (i) After ten years' service,—one year or any less period; and thereafter, at intervals of not less than eight years, one year or such other period as together with all periods already spent in furlough may not exceed two years; or
- (ii) After eighteen years' service;—two years or any less period; and thereafter, at intervals of not less than eight years, any such period as together with all periods already spent in furlough may not exceed two years;

Provided that the service for furlough of an officer who has had leave on private affairs counts only from the date of his last return from such leave, and that the aggregate amount of furlough or of furlough, and leave on private affairs taken together shall not exceed two years.

N.B.—Leave on medical certificate counts as service for furlough.

355. (a) *An officer subject to the Furlough Regulations of 1868* is allowed 50 per cent. of the average salary drawn by him during the three years prior to his proceeding on furlough at the rate of 15. 6d. per rupee subject to a maximum of £1,000 and a minimum of £250 per annum and the time spent and the allowances drawn during

any leave other than "privilege leave" will be omitted in the calculation of average salary. But an officer whose term of office shall lapse who shall vacate his appointment, or whose appointment shall be abolished during his furlough, will revert at once to half the Indian pay of his rank, subject to a minimum of £250 a year.

Art. 346 (a).
C. S. R.

(b) *A Military officer subject to the Civil Leave Rules* is entitled to a leave allowance equal to half his average salary, at the rate of 1s. 6d. per rupee, subject to the following limits:—

- (i) If paid at the Home Treasury of the Government of India, maximum £250 a quarter and minimum £125 a quarter or his last salary, whichever is less.
- (ii) If paid in India, maximum R833½ a month, and minimum R416½ a month, or his last salary, whichever is less.

Art. 346 (b).
C. S. R.

Provided that, furlough added under paragraph 354 (b) (i) to the furlough earned under Civil Rules, the minimum shall (in the case of an officer who became subject to the Civil Leave Rules on or after the 1st April 1888) be that prescribed by the Military Rules to which an officer was previously subject, and that in the case of an officer of the Royal Engineers, whose case is governed by paragraph 354 (b)(ii), the minimum shall be the rate prescribed by the Leave Rules for the Staff Corps (1886) according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers serving under British Army Leave Rules, who elected for continuous service in India before the 1st February 1898, the minimum for so much of the furlough credited under paragraph 354 (b) (ii) as has been earned by service in civil employment shall be at the rate of £500 a year.

The leave allowances prescribed by the leave rules for the Staff Corps (1886) are as follows:—

After appointment to the staff Corps	£ 200 a year.
After the commencement of the 5th years' service for pension	£ 250 „
Ditto 15th ditto	£ 300 „
Ditto 20th ditto	£ 450 „
Ditto 25th ditto	£ 600 „
Ditto 30th ditto	£ 700 „

Art. 346 (c).
C. S. R.

(c) *A civil officer of the Imperial Service* is entitled to a leave allowance equal to half his average salary, at the rate of 1s. 6d. per rupee subject to the following limits:—

- (i) If paid at the Home Treasury of the Government of India, maximum £200 a quarter; no minimum.
- (ii) If paid in India, maximum R665½ a month; no minimum.

(d) *An officer of the Provincial and Subordinate Services*, who is subject to the Leave Rules, Indian Services, Chapter XIV of the Civil Service Regulations, on "furlough," or on "leave on private affairs," is entitled to half his average salary, subject to the following limits:—

- (i) If paid in England, maximum £150 a quarter; if paid in India, ₹500 a month.
- (ii) For a non-gazetted officer, whose salary is not less than ₹300 the minimum of half average salary is ₹150.

When a non-gazetted officer takes leave for *not more* than one month, or when such an officer's *salary* is less than ₹300, his *pay* (not *salary*) when he gives up office is to be taken in lieu of *average salary*.

The term "salary" includes "personal allowances" but not "extra," "special," or "local allowances."

SECTION I (f).—LEAVE ON MEDICAL CERTIFICATE.

Art. 893,
C. S. R.

356. (a) *Gazetted officers*.—An application from an officer in India, for leave, or extension or commutation of leave, on medical certificate, must be accompanied by a certificate in the following form, or as nearly in this form as the circumstances allow:—

I, A. B. Surgeon at (or of)..... do hereby certify that C. D. of the..... service, is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea (or to such place as the Surgeon may think proper, expressing it in the certificate).

Art. 804,
C. S. R.

(b) With the cognizance of the head of his office, or if he is himself the head of his office, of the head of his department, the applicant must, except in the cases provided for in clauses (e) and (f) below, present himself with two copies of the statement of his case at the seat of the Government under which he is serving, or at such other place as may be appointed by that Government, where a committee of medical officers can be assembled under the orders of the administrative medical officer of the Province, and when practicable, presided over by him. From this committee the officer should obtain a certificate as follows:—

We do hereby certify that according to the best of our professional judgment after careful personal examination of the case, we consider the health of C. D. to be such as to render leave of absence for a period of (X) months absolutely necessary for his recovery.

Arts. 893, 396
and 357.
C. S. R.

(c) Before deciding whether to grant or refuse the certificate to an applicant for a medical certificate under the preceding clause (b), a

medical board or officer may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days and at the same time grant him a certificate as follows :—

A. B. having applied to us or me for a medical certificate under Article 894 of the Civil Service Regulations, we (or I) consider it expedient, before granting or refusing such a certificate to A. B., to detain him under professional observation for (X) days.

If the applicant appears before the Medical Board or officer during his subsidiary leave, the effect of this certificate will be to prolong his subsidiary leave to the date on which the period mentioned in the certificate expires.

If an officer eventually fails to obtain the medical certificate required by Article 894, he is entitled to joining time from the date on which the decision of the Medical Board, or officer, is communicated to him to enable him to return to his appointment. During this joining time, allowances are regulated as if he was on subsidiary leave.

Art. 896,
C. S. R.

(d) The time spent by an officer, after leaving his station, in obtaining a certificate under Article 894, Civil Service Regulations, reckons as subsidiary leave, unless he is expressly permitted by the Local Government to retain charge of his duties, and to resume them before proceeding on leave.

Art. 897,
C. S. R.

(e) If the state of the applicant's health be certified by a commissioned medical officer or by a medical officer in charge of a civil station, to be such as to make it highly inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the Local Government may accept a certificate from any two medical officers, either commissioned or in charge of civil stations. The certifying officers need not belong to the same province as the applicant.

NOTE.—(A medical certificate from the Civil Surgeon, or Civil Medical Officer of the station countersigned by the District Officer or by the Commissioner of the Division, may be accepted in exceptional cases in which the Local Government considers it impracticable or undesirable to insist on the production of a certificate signed by two medical officers.)

Art. 898,
C. S. R.

(f) If an applicant for furlough in India is exempted by a Local Government from appearing at the seat of the Government, or at any other place, he should produce a certificate signed by at least two medical officers, either commissioned or in charge of Civil stations, provided neither of them is his regular medical attendant.

Art. 890,
C. S. R.

(g) The certificate obtained should then be submitted to Government for orders. The grant in Article 894, of the option of undergoing medical examination at the seat of the Government under which he is serving, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the Government to which he is subordinate.

Art. 900,
C. S. R.

(h) If an officer is going on leave out of India, he should take with him one copy of the medical report upon his case.

Art. 901,
C. S. R.

(i) A duplicate of the medical report upon the case of an officer going to Europe on leave on medical certificate should be forwarded direct to the India Office, addressed to the Under Secretary of State for India, by the Local Government under which the officer is employed, for the information of the Medical Board attached to the India Office, so as to arrive as soon as the officer reaches England. No delay should be allowed to occur in the transmission of the duplicate report to the India Office.

Art. 902,
C. S. R.

(j) If an applicant for an extension or commutation of leave on medical certificate be residing out of India, and within sixty miles from London, he must produce a certificate from the Medical Board attached to the India Office, showing the necessity for the extension or commutation. If he be residing more than sixty miles from London, certificates in the form given in clause (a) above, must be produced from two medical practitioners; and he may be called upon to produce other evidence.

Art. 903,
C. S. R.

357. (a) *Non-gazetted officers*.—Application for leave, or extension, or commutation of leave on medical certificate, must, in the case of an officer in superior service, be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is at a Presidency Town, and in all other cases, by the officer in chief medical charge of the district where the applicant resides.

Art. 904,
C. S. R.

(b) The countersigning officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey, in which case such officer may after careful investigation of the case, either countersign the certificate or refuse to do so as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office, or if the applicant be

himself the head of his office, without immediate report to the head of his Department.

Art. 905
C. S. R.

If the leave be for more than six months, the papers must, in the case of an officer in superior service, be submitted for counter-signature by the administrative medical officer of the province to which he belongs.

It is not necessary that the applicant for leave should appear in person before the administrative medical officer, unless that officer calls upon him so to appear. The administrative officer should only call upon an applicant from a distant station to appear for very special reasons.

In the case of an officer who is granted leave on medical certificate for three months, and who subsequently applies for an extension, which if granted would have the effect of making the entire period of leave more than six months, it is necessary that the application for extension should be supported by a medical certificate countersigned by the administrative medical officer.

Art. 366,
C. S. R.

358. If an officer subject to the Indian Service Leave Rules, who is absent on privilege leave or on leave on private affairs, or on furlough, takes an extension of leave on medical certificate, the whole of the absence will be treated as leave on medical certificate.

Art. 367,
C. S. R.

359. Extraordinary leave without allowances cannot be converted retrospectively into leave on medical certificate; but leave on medical certificate may be given in continuation of extraordinary leave without allowances.

360. (a) *Imperial Service.*—An officer subject to the Furlough Regulations of 1868 is entitled to furlough on medical certificate to the extent of two years which may be extended on a fresh medical certificate up to a third year on “English furlough pay,” after which it rests with the Secretary of State to order him to appear before a Medical Board, with a view to placing him on the retired list, if entitled to pension, or on the half-pay list. Should the circumstances, however, warrant a further extension of furlough, it can only be granted “without pay.”

Furlough on medical certificate with “furlough pay” reckons as furlough already taken in calculating the balance at an officer’s credit, or as part of the total of eight years allowed, but furlough on medical certificate without “furlough pay” will not so reckon.

Arts. 340, 343,
344 and 347,
C. S. R.

(b) An officer subject to the Civil Leave Rules who has rendered less than three years’ continuous service, may be granted furlough on medical certificate up to one year, but not more; but an officer who

has rendered three years' continuous service may be granted furlough on medical certificate for two years, on "furlough pay," which may be extended to a third year, on "subsistence allowance" as published in Article 127, Note I of the Civil Service Regulations if a military officer, and to the allowance quoted in Article 347 (ii) if a civil officer.

Art. 351A,
C. S. R.

(c) When a civil officer of the Imperial Service is obliged to take long leave out of India owing to ill-health, absentee allowances are subject to the following minima :—

On ordinary furlough or special leave,—

- | | |
|----------------------|--|
| When paid in England | . £200 a year, or $\frac{3}{4}$ of last salary,
whichever is less. |
| When paid in India | . ₹166 $\frac{2}{3}$ a month, or $\frac{3}{4}$ of last salary,
whichever is less. |

On furlough other than ordinary,—

- | | |
|----------------------|--|
| When paid in England | . £100 a year, or 37 $\frac{1}{2}$ per cent of
last salary, whichever is less. |
| When paid in India | . ₹83 $\frac{1}{2}$ a month, or 37 $\frac{1}{2}$ per cent. of
last salary, whichever is less. |

These minima rates of leave allowance are also admissible in the case of any leave out of India commuted into leave on medical certificate. An officer claiming the minimum rate must furnish a medical certificate in support of the claim, *vide* Article 893, Civil Service Regulations. For the purpose of this rule Ceylon is not held to be "out of India."

Arts. 369, 371,
374, and 374A,
C. S. R.

361. (a) *Provincial and Subordinate Services*.—Officers of these services subject to the rules published in Chapter XIV (Indian Services) of the Civil Service Regulations, are entitled to leave on medical certificate for three years in all, but not for more than two years at one time; and no officer can have leave on medical certificate out of India more than twice.

N. B.—An officer who has a temporary or officiating appointment may be allowed leave under this rule for not more than three months if no substitute is required, or if his duties can be provided for without additional expense.

(b) An officer on leave on medical certificate under these rules is entitled to half his average salary as laid down in paragraph 355 (d) for the first fifteen months of each period of absence, but not for more than thirty months in all. For the rest of his leave he is entitled to a quarter of his average salary, subject to the following maximum :—

- (1) If paid in India, ₹400 a month.
- (2) If paid at the Home Treasury of the Government of India, £120 a quarter.

N. B.—For non-gazetted officers whose salary is not less than ₹300, the minimum of quarter salary is ₹75 a month.

(c) When an officer subject to these rules is obliged to take leave out of India owing to ill-health, absentee allowances are subject to the following minima :—

If paid in England	. . .	£200 a year, or $\frac{3}{4}$ ths of last salary, whichever is less.
If paid in India	. . .	₹166 $\frac{2}{3}$ a month, or $\frac{3}{4}$ ths of last salary, whichever is less.

These minima rates are also admissible in the case of any leave out of India, commuted into leave on medical certificate. An officer claiming the minimum rate must furnish a medical certificate, *vide* Article 893, Civil Service Regulations. For the purpose of this rule Ceylon is not held to be "out of India."

SECTION I (g).—SUBSIDIARY LEAVE.

Art. 352,
C. S. R.

Nature of, and period admissible. 362. (a) *Imperial officers*.—Subsidiary leave is the time allowed—

- (i) to an officer leaving India, or retiring from the service, or on furlough, or special leave, to break up his domestic establishment and travel to the port of embarkation; and
- (ii) to an officer returning to India from furlough, or special leave, to travel from the port of debarkation, and reorganise his domestic establishment.

No subsidiary leave is admissible to an officer who does not leave India by sea.

Art. 355,
C. S. R.

The minimum subsidiary leave is ten days; otherwise subsidiary leave is calculated according to the rules and restrictions laid down for "joining time" in paragraph 230 of this Hand Book, and Chapter IX of the Civil Service Regulations.

Art. 354 (b)
C. S. R.

If an officer going on furlough or special leave out of India, is prevented by sickness or other urgent and adequate reason not within his own control—such, for example, as the postponement of the departure of the vessel in which his passage is engaged—from embarking within his subsidiary leave, the Local Government may order that his furlough, or special leave shall begin in India at the end of the subsidiary leave otherwise admissible, without forfeiture of his subsidiary leave.

Art. 378,
C. S. R.

(b) *Provincial and Subordinate Services*.—An officer going on or returning from leave out of India on medical certificate, or leave on medical certificate to a sanitarium, is entitled to subsidiary leave under the above rules, clause (a).

Art. 370,
C. S. R.

Subsidiary leave on half-pay, for a period not exceeding fourteen days, may be given to an officer preparatory to leaving India by sea

on retirement from the service, provided that the grant causes no additional expense to the State.

Art. 362,
C. S. R.

363. (a) *Imperial Service*.—The allowances of a military officer on subsidiary leave, are calculated in the same way as his furlough allowances, but without limitation as to maximum and minimum. The limitations prescribed in paragraph 355 (c) apply to the allowances of a civil officer.

Art. 363,
C. S. R.

An officer may, however, draw allowances as if he were on privilege leave for any part of his subsidiary leave for which, if he were not retiring from the service or going on furlough, or special leave, privilege leave would be admissible to him. It is to be observed that an officer who has no lien on an appointment cannot benefit by this rule.

Art. 380,
C. S. R.

(b) *Provincial and Subordinate Services*.—An officer on subsidiary leave prefixed to other leave is entitled to half his average salary. But he may draw allowances as if he were on privilege leave, for any part of his leave for which, if he were not going on leave out of India, privilege leave would be admissible to him.

An officer on subsidiary leave following other leave is entitled to half his average salary, according to the rate of allowance to which he may be entitled at the end of the leave to which it is subsidiary.

SECTION I(h).—SPECIAL AND EXTRAORDINARY LEAVE.

Art. 348,
C. S. R.

364. Special leave in or out of India on urgent private affairs may be granted to an officer of the Imperial Service subject to the Furlough Regulations of 1868, or the Civil Service Regulations at any time for not more than six months, provided that an officer who has had special leave must render six years' active service before he can again have such leave. The period of three years required for furlough is not broken by special leave intervening, nor does special leave count as part of the three years. Special leave is not included when counting the maximum eight years allowed for furlough, but it does not count as service for furlough.

Art. 350,
C. S. R.

For the first six months for which an officer is on special leave, whether the six months be included in the same leave or not, he is entitled to furlough pay, thereafter he is entitled to no leave allowance.

C. D. No. 129,
dated 5th
April 1894.

Special leave for three months in India is admissible to officers of the Royal Engineers serving in the Survey of India Department, in order to enable them to qualify for the military examination to

Leave to Royal Engineer Officers for passing military examinations.

be passed previous to promotion. This leave may be taken in instalments, but must not exceed three months in the aggregate.

N.B.—The “special leave” referred to in this rule is obviously only special leave from civil duty, and not leave in the ordinary sense, for it is implied that the officer is to be placed on military duty.

Art. 103,
C. S. R.

365. A military officer in civil employ who, with the sanction of the Secretary of State, is deputed to Europe on special civil duty, is entitled from the date on which he makes over charge of his office in India, to the date on which he resumes it, to an allowance not exceeding two-thirds of the salary which he would draw were he on duty in India.

Art. 104,
C. S. R.

When an officer is detained in Europe on civil duty, under the orders of the Secretary of State or permitted to remain on special civil duty, beyond the period of his leave he is entitled—

- (1) If on any leave, other than privilege leave, to an allowance not exceeding two-thirds of his pay and allowances in India.
- (2) If on privilege leave, to an allowance not exceeding half his pay and allowances in India, for the period during which he is so detained, or permitted to remain on special civil duty.

Art. 372,
C. S. R.

366. Extraordinary leave without allowances may be granted to any officer by the Surveyor General (or if the officer be on furlough, or special leave in Europe, by the Secretary of State,) for such time as may be necessary, and when no other kind of leave is by rule admissible.

No officer is *entitled* to extraordinary leave. It may not be granted in combination with the grant of other leave; but subject to the provisions of Article 222 of the Civil Service Regulations, there is no limit to the length or frequency of leave under this ruling, and it may be granted in continuation of other leave.

SECTION II.—PENSIONS AND GRATUITIES.

(a)—MILITARY OFFICERS.

Art. 505,
C. S. R.

367. Officers cease to be in employment in the Survey of India Department on attaining the age of fifty-five years, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the Department for a further definite period.

368. Officers of the Staff Corps, and continuous service Royal Pension Rules applicable to Engineer Officers are subject to the Pension Rules of 1881, as published in the Military Officers. Army Regulations, India, Vol. I, Part I.

Art. 1412 and
1413, A. R. I.

369. *A military officer under the furlough rules of 1868* is allowed Leave of absence which counts as service for pension. to reckon towards the term of service entitling him to retire on pension, the following periods of absence on leave, as announced in general orders, but leave preparatory to retirement does not reckon :—

2 years in 20 years' service.

3 " " 24 " "

4 " " 28 " "

5 " " 32 " "

6 " " 38 " "

No difference is made between furlough or leave of absence taken in Europe, or elsewhere in or out of India, whether the leave be on sick certificate, or private affairs.

Art. 749 (iv) and
Appendix B,
Rule 4, A. R. I.

A military officer subject to the furlough rules of 1875, or the Staff Corps Rules of 1886, is entitled to count all leave in and out of India as service for pension.

Arts. 736 and
760, A. R. I.

Military officers who were in civil employ on the 30th June 1886, who may desire to retire on pension direct from such employment, have, on such retirement, the option of electing the Staff Corps Rules of 1886, by which they may be given the benefit of the rule which allows all previous leave to count as service for pension.

Arts. 1425 and
1426, A. R. I.

Furlough, or leave taken in or out of India in consequence of wounds received in action, or illness contracted by active service in the field (*i.e.*, service recognised as such by the Government of India or the Secretary of State) or of illness which was originally contracted by such service being aggravated, or reproduced by subsequent service in the field is allowed to count as service for pension to a maximum limit of 18 months (two years for officers under the furlough rules of 1875) provided that the immediate departure of the officer is necessitated and that it is certified by the medical committee before whom the officer appears that the disability originated on field service, and is solely caused by unusual hardship, and exposure in the field, or by wounds received in action.

NOTE.—Application to be allowed to reckon as service for pension any furlough or leave necessitated by illness contracted on field service must be made within one year from the date of expiration of the furlough or leave, or of return to duty. As a rule, however, such claims must be advanced when an officer appears before the medical committee to obtain the furlough or leave, and any delay in

making the application must be explained. Under no circumstances will applications be entertained after the expiration of one year from the officer's return to duty.

Art. 1418, 1420,
and 1431, A. R. I.

370. (a) *Staff Corps*.—Under the pension rules of 1881, officers who have entered the Staff Corps since the 12th September 1866, receive the following

Rates of pension.		Per annum.
pensions:—		£
After 20 years' service in India		250
„ 24 „ „ „ „		365
„ 28 „ „ „ „		500
„ 32 „ „ „ „		700
„ 38 (not applicable to an officer joining the Staff Corps on probation, on or after the 1st July 1881).		750

Art. 1486.

Colonels' allowances are admissible to officers who entered the Staff Corps after the 12th September 1866, and before the 1st July 1881, in the following proportion:—

Bengal	20
Madras	6
Bombay	7

When the senior of each separate list has completed 12 years' service as a substantive Lieutenant-Colonel, he will succeed to Colonels' allowances on the list to which he belongs, and the next to him in succession in the same way, until the above establishment of Colonels' allowances fixed for each list respectively is complete. Thenceforward these numbers of Colonels' allowances will be maintained so long as any officers of this class remain in the Bengal, Madras, or Bombay army, vacancies in each list being filled by the seniors, without reference to qualifying service.

Art. 1485.
A. R. I.

The rates at which Colonels' allowance may be drawn are as follows:—

<i>In India.</i>		Per mensem.
		₹ a. p.
If drawn in addition to Indian pay		456 5 2
If drawn in addition to English pay		545 13 0
<i>In England.</i>		Per annum.
		£ s. d.
With furlough or English pay		668 12 5

The rates of Staff Corps pay (while permitted to reside in, or out of India) and English furlough pay are as follows:—

	Daily.			Daily.		
	£	s.	d.	₹	a.	p.
Brevet Colonel, and Lieutenant-Colonel } after succeeding to Colonels' allowance }	1	5	0	12	3	11
Brevet Colonel and Lieutenant-Colonel	1	0	0	9	12	9
Major	0	16	0	7	13	5
Captain	0	10	6	5	2	3
Lieutenant	0	6	6	3	2	11

Arts. 753 (VII)
and 756,
A. R. I.

A Lieutenant-Colonel subject to the furlough regulations of 1868, who was in civil employ on the 30th June 1886, subsequently reverting to military duty, on attaining the age of 55 years, has the option of serving the balance of his 38 years for the full pension of £750 per annum, in India on the pay of his rank, *viz.*, R827-14 per mensem, and out of India on £1 per diem, or he may elect the Staff Corps rules of 1886 within six months from the date of being replaced at the disposal of the Military Department, and is then entitled to reside out of India for the balance of his service on £700 per annum. If he is on leave when so replaced, he must make his election at once. An officer taking leave within the six months must make his election before going on leave.

Art. 1439,
A. R. I.

(b) *Royal Engineers*.—Officers of the Royal Engineers of the Imperial List who have elected for continuous Indian service, are eligible for pensions under the above conditions and rates applicable to officers admitted to the Staff Corps, after the 1st July 1881.

Art. 1440,
A. R. I.

Service for Indian pension will be reckoned from the date of a Royal Engineer Officer's first arrival in India, and will include all periods thereafter during which he may receive pay from Indian revenues. In calculating the period of Indian service for pension three years' British service will be allowed to count as Indian service.

The prescribed period passed by a Captain of Royal Engineers under instruction at the school of military engineering at Chatham will also reckon as service for Indian pension.

Art. 1441,
A. R. I.

A Royal Engineer Officer serving on the Indian establishment on the 20th February 1886 who has served part of his time elsewhere than in India, or an officer serving on the British establishment on that date who may afterwards proceed to India, will, on retirement, receive a pension consisting of the retired pay to which he would be entitled under the Royal Warrant regulating the retired pay of Royal Engineer Officers generally, and, in addition, such a portion of the difference between the said retired pay, and the Staff Corps pension belonging to his total length of service as is represented by the proportion his Indian service bears to the minimum total service, that would have qualified him for the before-mentioned Staff Corps pension. But if the Indian service of an officer exceeds the minimum period of Indian service necessary to qualify him for a particular rate of Staff Corps pension, he will receive that pension only, and no more. In calculating the Indian service, any broken period of 15 days and upwards shall be reckoned as one month, and any broken period of less than 15 days, shall not be counted, and, further, three years of British service will be reckoned as Indian service.

Art. 1442,
A. R. I.

Should a Royal Engineer Officer retire before he has served a sufficient time to entitle him to a pension under the rules applicable to the Staff Corps, he will be granted only such retired pay or gratuity as he would have been entitled to receive under the Royal Warrant regulating the retired pay of officers of Royal Engineers generally, had he not elected for continuous Indian service.

Arts. 1443 and
1444, A. R. I.

A Royal Engineer Officer on the British establishment who is allowed to exchange with a continuous Indian service officer will not be entitled to count as Indian service for pension any portion of the first period of five years' service in India; but the continuous service officer exchanging will be allowed to count his five years' service out of India as service towards this pension.

An officer electing continuous service on completion of his period of exchange service in India must complete at least 15 years' service in India, including the five years above mentioned (which, however, will not, under any circumstances, be allowed to count towards Indian pension) before becoming entitled to Indian pension.

The condition will not be enforced in the case of an officer who may be compelled to retire on account of ill-health.

Art. 1449,
A. R. I.

371. (a) *Staff Corps*.—An officer of the Staff Corps in England who is unable to return to India, but who may not wish to retire, and an officer removed by command of the Sovereign from the effective list of the Staff Corps, who may not be entitled to retire on a pension, may, provided he has served three years in India in the Staff Corps, be placed on the half-pay list on the rates of pay allowed to officers of the same rank in the British service.

Art. 1450,
A. R. I.

Officers placed on temporary half-pay at the recommendation of the Medical Board of the India Office, will be examined by the same board, as to their fitness to return to duty, every two years; and if still reported unfit at the third examination, that is, after being six years on the temporary half-pay list,—they will be transferred to the retired list on permanent half-pay.

An officer so circumstanced may, if entitled to pension, retire on that pension, for which, however, his service on half-pay will not count as qualifying service, except where his removal to half-pay may have been in consequence of ill-health *contracted in the performance of military duty* (i.e., medical unfitness caused by military duty) in which case time on half-pay not exceeding one year will be allowed to reckon as service for promotion and pension. An officer reported to be unfit at the commencement of the second period,—that is, after

two years on half-pay,—may, however, be permitted voluntarily to retire on permanent half-pay.

Additional rules regarding half-pay are to be found in Articles 1451 to 1455 of the Army Regulations, India.

Art. 1460,
A. R. I.

(b) *Royal Engineert.*—Officers of the Imperial List who have elected for continuous Indian service, and are transferred to the half-pay list on account of ill-health come under the same conditions as officers of the Staff Corps, and time spent on half-pay, not exceeding one year, shall be allowed to reckon as service for pension in the case of officers placed on half-pay on account of ill-health *contracted in the performance of military duty.*

Art. 1432,
A. R. I.

372. An officer of the Staff Corps who has become incapacitated for further service in India on account of unfitness caused by duty, may, after he has been two years on the temporary half-pay list, be granted an invalid pension according to the following scale:—

	Per annum.
After 15 years' pensionable service	£ 150
" 16 " " " "	170
" 17 " " " "	190
" 18 " " " "	210
" 19 " " " "	230

The provisions of this article are applicable to officers of Royal Engineers who elect for continuous service in India.

373. Pensions and gratuities for wounds and injuries received in action, or in the performance of military duty, are granted according to the rules published in Articles 615-626 of the Royal Warrant, and in Articles 1500-1518 of the Army Regulations, India, Part I, Vol. I.

Military Officers in civil employ, who receive wounds or injuries in the discharge of civil duties have no claim to injury-gratuity or pension under military rules.

374. By the Royal Warrant, Article 642, the following pensions may be granted to the widows of officers dying in the service after 30th June 1881, and compassionate allowances to their children:—

	Pension to widow.	Compassionate allowance to each child.
Colonel, substantive or brevet, provided he has been employed on such after 31st December 1890	£ 120	£ 20
Lieutenant-Colonel	90	16
Major	70	14
Captain	50	12
Lieutenant or 2nd Lieutenant	40	10

Art. 780 A,
C. S. R.

In the event of the children being motherless and in great pecuniary distress, twice the rate of compassionate allowance to each child, provided the total amount does not exceed the annual amounts of half-pay attached to the officer's rank.

If the deceased officer died from illness which can be directly traced to fatigue, privation, or exposure, incident to active operations in the field, within 12 months after having first been removed from duty on account of such illness, provided the illness is certified to have commenced during such operations; or died in consequence of wounds received in the performance of military duty otherwise than in action, within 12 months after having been wounded, a widow's pension is raised 50 per cent. more than the above rate, and the compassionate allowances for the children 25 per cent. more.

If the deceased officer was killed in action, or died of wounds received in action, within 12 months after having been wounded, the widow receives twice the above rate of pension and the children 50 per cent. more than the above rates of compassionate allowance.

375. In addition to the pensions and compassionate allowances granted under Royal Warrant, the widows of officers who have subscribed to the Indian Military Family Pension Fund receive the following pensions, etc.:—

	Pension to widow.
	£
Class I { Lieutenant-Colonels who have completed 5 years' service as such, and elected to contribute in this class	160 per mensem.
Class II.—Lieutenant-Colonels	130 „
Class III.—Majors	100 „
Class IV.—Captains	70 „
Class V.—Lieutenants	40 „
and to each orphan child of all classes alike—	
From birth till age of 6 years	10 „
From age of 6 till age of 12 years	20 „
From age of 12 till age of 21 years	30 „
To females only, from age of 21 years for life, or till marriage	45 „

The Indian Military Service Family Pension Regulations are to be found in Articles 1542-1600, Army Regulations, India, Vol. I, Part I.

(b)—CIVIL OFFICERS.

376. All civil officers of the Survey of India Department are subject to the pension rules as published in Part IV of the Civil Service Regulations, Chapters XV—XXI.

Art. 505,
C. S. R.

377. Officers in the Survey of India of rank not lower than that of Sub-Assistant Superintendent, shall cease to be in employment on attaining the age of 55 years, unless specially permitted by the Secretary of State in the interests of the public service, to remain in the Department for a further definite period. The Government of India may, however, grant an extension of service without previous reference to the Secretary of State, to an officer in charge of a survey party who attains the age of 55 years in the middle of the survey year, provided the extension in no case exceeds six months, and is granted solely in the interests of the public service.

Art. 503,
C. S. R.

An officer in *superior service*, but not in the Provincial Service, may be permitted by the Surveyor General to remain in the service after attaining the age of 55 years, provided he considers him efficient.

D. O. No. 433,
dated 2nd
August 1894.
Art. 902,
C. S. R.

If an officer in superior service, whose age is less than 60 years, is required to retire under Article 503 (a) the sanction of the Surveyor General must be previously obtained for the applicant's retirement on superannuation, and the head of the office must certify against the heading "Any other remarks," in page 3 of the application for his pension, the cause of the applicant's inefficiency and quote the order of the Surveyor General sanctioning the officer's retirement as superannuated. If the officer wishes to retire of his own accord under Article 508, the fact should be stated.

C. O. No. 31,
dated 27th
October 1896.

378. In the case of an officer whose year of birth is known, but not the exact date, the 1st July should be treated as the date of birth for the purpose of determining when he should be held to attain the age of 55.

G. V. O. No. 12,
dated 20th July
1898.

The 55th birthday is to be reckoned as a non-working day, and an officer must retire, or revert, or cease to be on leave (as the case may be) with effect from, and including his, 55th birthday.

Art. 1012,
C. S. R.

379. All officers should bear in mind that delay in the payment of pensions may involve pecuniary hardship, and everything should be done to prevent, or shorten to the utmost, such delays.

C. O. No. 124,
dated 9th
January 1884.
Art. 988 (b),
C. S. R.

380. Applications for pensions and gratuities should be submitted by executive officers to their respective administrative officers *for preliminary verification of service* six months before the date on which it is intended that the applicant should retire.

Art. 993 (b),
C. S. R.

381. The application of a gazetted officer (uncovenanted) of the Imperial Branch, should be prepared in Form 15-A. In the case of other gazetted officers and non-gazetted officers (including subordinate service), the application should be prepared in Form 15.

Art. 514,
C. S. R.,
and Note.

382. The full pension admissible under the Civil Service Regulations is not to be given as a matter of course but rather to be treated as a matter of distinction.

Art. 399,
C. S. R.

383. Except for compensation gratuity, an officer's service does not in the case of superior service qualify till he has completed twenty years of age.

Art. 995 (b),
C. S. R.

384. No question about the pension of an officer who has not actually retired from the public service should be submitted unless there are special reasons which should always be set forth. The mere desire of an officer for a decision upon some doubtful abstract question affecting his prospects does not justify public correspondence on his behalf.

Arts. 403 and
415 (b),
C. S. R.

385. Service does not qualify unless the officer holds a substantive office, but temporary service in the Survey of India, if followed, without interruption, by qualifying service, qualifies for pension.

Art. 398,
C. S. R.

Service of an Amin or Inspector who is paid by contract does not count for pension.

Art. 447,
C. S. R.

Time passed on leave by officers of the subordinate service during recess counts for service provided they return to duty when required by their superior officers.

Arts. 407 and
408, C. S. R.

Service as an apprentice does not qualify but that of a probationer who holds a substantive office and draws substantive pay qualifies for pension.

G. I. O.
No. 51, dated
16th November
1899.

Soldier surveyors permanently appointed in the Survey Department without break of service can count their service for civil pension from the date of the Roorkee certificate.

Art. 386 (a),
C. S. R.

386. It being the duty of every Government officer himself to provide for his family, the Government recognizes no claim by a widow on account

Claims of widows.

of the services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule.

Art. 355,
C. S. R.

387. Pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency.

Art. 570,
C. S. R.

388. A pensioner of any class may, with the sanction of the Local Government (Surveyor-General), be re-employed without loss of pension, provided that the employment is *bonâ fide* temporary, lasting for not more than a year.

Other rules regarding the re-employment of pensioners are to be found in Articles 564-578 of the Civil Service Regulations.

Arts. 988 and
989, C. S. R.

389. Application for pension of a non-gazetted officer should be submitted in Form 15 (O. 39), and should be accompanied by his service book, last-pay certificate, statement of services verified, and statement of average emoluments. No last-pay certificate is required for an officer when he retires from service while on leave in England and desires to draw his pension in England, nor with applications for gratuities, and extraordinary pensions.

Art. 990,
C. S. R.

In the case of a gazetted officer, part of whose service has been rendered in non-gazetted appointments, the non-gazetted portion of his service should be verified.

Art. 991 (a),
C. S. R.

The officer who submits the application should certify on the application, whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government. If the application is for pension on the superior scale, he must be careful to enter all periods of leave, suspension, etc., which are not reckoned as service.

Art. 991 (b),
C. S. R.

He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not; more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (e) of article 989, Civil Service Regulations, when the exact nature of the investigations made, and the conclusion at which the authority has arrived, must be especially reported.

An impression of the ball of the thumb of the applicant's left hand in black printing ink should be obtained on the first page of the application against entry 17 "marks" and another on a separate slip of paper which should be attached to the pension application.

The cause of delay, if any, in submitting the application should be explained.

Art. 466,
C. S. R.

390. *Superior Service*.—Pensions for "Superior Service" are divided into the following four classes, the Rules for which are prescribed in Chap. XVIII of the Civil Service Regulations :—

Classification.

- | | | |
|----------------------------|--|------------------------------|
| (1) Invalid pensions. | | (3) Superannuation pensions. |
| (2) Compensation pensions. | | (4) Retiring pensions. |

Amount of Superior Pension.

391. The amount of a pension is regulated by length of service as follows :—

Art. 518,
C. S. R.

- (a) After a service of less than ten years a gratuity not exceeding (except in special cases and under the orders of Government) one month's emoluments for each completed year of service. If the officer's emoluments have been reduced during the last five years of his service otherwise than as a penalty, average emoluments may, at the discretion of the Local Government, be substituted for emoluments.
- (b) After a service of not less than 10 years' service, a pension not exceeding the following amounts :—

Years of completed service.	Scale of pension.		Maximum limit of pension.	
			₹	₹
10	10 sixtieths of average emoluments.		2,000 a year or	166 $\frac{2}{3}$ a month.
11	11	"	2,200	183 $\frac{1}{3}$ "
12	12	"	2,400	200 "
13	13	"	2,600	216 $\frac{2}{3}$ "
14	14	"	2,800	233 $\frac{1}{3}$ "
15	15	"	3,000	250 "
16	16	"	3,200	266 $\frac{2}{3}$ "
17	17	"	3,400	283 $\frac{1}{3}$ "
18	18	"	3,600	300 "
19	19	"	3,800	316 $\frac{2}{3}$ "
20	20	"	4,000	333 $\frac{1}{3}$ "
21	21	"	4,200	350 "
22	22	"	4,400	366 $\frac{2}{3}$ "
23	23	"	4,600	383 $\frac{1}{3}$ "
24	24	"	4,800	400 "
25 and above	30	"	5,000	416 $\frac{2}{3}$ "

NOTE.—For the precise meaning of average emoluments, see Articles 530 and 531 of the Civil Service Regulations

For allowances which do not count in calculating average emoluments, see Article 532, Civil Service Regulations.

G. I. O. No. 68,
dated 2nd July
1900.

The following amount of leave, with allowances out of India, is reckoned as pensionable service : 1 year in 15 years' service ; 2 years in 20 ; 3 in 25 ; 4 in 30, and 5 in 35.

An officer who has held the appointment of Deputy Surveyor General, or Superintendent, 1st grade, for not less than 3 years previous to retirement, is eligible for an extra pension of ₹1,000 per annum.

Art. 521 (a),
C. S. R.

A superannuation pension, or an invalid pension granted on account of incapacity for further service due to old age or natural

decay from advancing years, shall, if the officer's qualifying service began after the 20th January 1871, and after he attained the age of thirty years, be reduced by one-fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded thirty years.

NOTE.—Article 521 (a) is not applied in the case of an officer re-employed after discharge owing to abolition of appointment, or ill-health.

Art. 521 (b),
C. S. R.

Gratuities are not subject to any reduction, and in the case of pensions, the fixed limits are to be applied before, and not after making the reduction.

Art. 473,
C. S. R.

No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service.

Art. 488,
C. S. R.

392. An invalid pension is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated—

Invalid pensions.

(1) For the public service, or

(2) For the particular branch of it to which he belongs.

Arts. 486 to 488,
C. S. R.

If an officer applying for an invalid pension is sixty years old or upwards, no certificate by a medical officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant, otherwise incapacity for service must be established by a medical certificate.

Art. 901 (c),
C. S. R.

If the applicant is less than sixty years old, the requisite medical certificate should be attached to the application. But if omission has been made in this respect, the Local Government may accept a certificate bearing a later date.

D. O. 305,
dated 10th Feb.
1892.

In submitting applications for invalid pensions, executive officers are requested to obtain, whenever possible, the medical certificate required under clauses (c) and (d) of article 486, of the Civil Service Regulations, from a Medical Invaliding Committee, and, when impossible, to state the reasons for submitting a certificate from a single medical officer.

Art. 487 (b),
C. S. R.

If the examining medical officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinions, and, if possible, a second medical opinion should always in such a case be obtained.

Art. 487 (e),
C. S. R.

In a case of this kind, special explanation will be expected from the head of the office or department, of the grounds on which it is proposed to invalid the officer.

Art. 488,
C. S. R.

A simple certificate that inefficiency is due to old age or natural decay from advancing years, is not sufficient in the case of an officer whose recorded age is less than fifty-five years, but a medical officer is at liberty, when certifying that the officer is incapacitated for further service by general debility, to state his reasons for believing the age to be understated. An officer's pension should not be reduced under Article 521 (a), Civil Service Regulations; on the ground of such a belief having been expressed unless it is clearly shown by the medical and other evidence that the age has been intentionally understated.

Art. 496,
C. S. R.

An officer discharged on other grounds has no claim under Article 485, Civil Service Regulations, even although he can produce medical evidence of incapacity for service.

Art. 497,
C. S. R.

If an officer is invalided as unfit for employment only in some particular branch of the public service, every effort should be made to find for such an officer other employment suited to his particular capacity.

Art. 498,
C. S. R.

If the incapacity is the result of irregular or intemperate habits, no pension can be granted. Otherwise, it is for the Local Government to decide whether the officer's incapacity is such as to render it necessary to admit him to invalid pension.

Art. 499,
C. S. R.

An officer who has submitted under Article 486, Civil Service Regulations, a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Local Government), be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence except subsidiary leave preparatory to retirement. Without the further special sanction of the Local Government, service after the date of a medical certificate does not count for pension.

Art. 501,
C. S. R.

The retirement of an officer who is invalided while on leave other than privilege leave may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

Art. 527,
C. S. R.

An officer should not, without urgent necessity, be invalided when he has nearly completed thirty years' service.

Art. 523,
C. S. R.

In the case of an officer whose qualifying service began after he attained the age of thirty years, the attention of the examining medical officer should always be called to Article 521 (a), Civil Service Regulations, in order that he may adapt his certificate accordingly.

Art. 468,
C. S. R.

393, A compensation pension is awarded to an officer discharged from the public service when, on reduction of an establishment, his appointment is

Compensation pensions.

abolished and other suitable employment cannot be found for him. An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this article. But in such case it may sometimes be cheaper to grant a personal allowance than a pension.

Art. 459,
C. S. R.

To pension an officer still capable of useful service is a waste of public money; before a pension is granted to such an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be otherwise provided for. The head of a department, in forwarding an application for compensation pension, should invariably state for what reasons it has been found impossible to provide suitable employment for the applicant.

Art. 471,
C. S. R.

The abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for compensation pension. The saving should always exceed the cost of the pension; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment.

Art. 478,
C. S. R.

Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office.

Art. 502,
C. S. R.

394. A superannuation pension is granted to an officer entitled or compelled, by rule, to retire at a particular age.

Superannuation pensions.

Art. 503 (a),
C. S. R.

An officer in superior service, who has attained the age of 55 years, may be required to retire, unless the Local Government considers him efficient, and permits him to remain in the service. In cases in which the rule is enforced, a statement of the reasons for enforcing it shall be placed on record by the Local Government or other competent authority.

Art. 508,
C. S. R.

An officer in superior service who has attained the age of 55 years may, at his option, retire from the service on a superannuation pension.

Art. 503,
C. S. R.

If an officer in superior service whose age is less than sixty years, is required to retire under Article 503 (a), Civil Service Regulations, the head of the office must certify in the column for "Any other remarks," on the third page of the application for his pension, the cause of the applicant's inefficiency, and quote the order of the Local Government sanctioning the applicant's retirement as superannuated. If the officer wishes to retire of his own accord under Article 508, Civil Service Regulations, the fact should be stated.

Art. 509,
C. S. R.

395. A retiring pension is granted to an officer who voluntarily retires after completing qualifying superior service for thirty years.

Retiring pensions.

Art. 524,
C. S. R.

396. *Inferior Service*.—Pensions and gratuities for “inferior service” are regulated by Chap. XIX, Articles 524-529 of the Civil Service Regulations, and may, subject to the conditions laid down in Chapter XVIII, Articles 468 to 501, be granted as follows:—

(a) Compensation and invalid gratuity—

- (i) after a service of less than five years—*nil* ;
- (ii) after a service of not less than five years, but less than ten years,—three months’ pay ;
- (iii) after a service of not less than ten years, but less than fifteen years—four months’ pay ;
- (iv) after a service of not less than fifteen years, but less than twenty years—five months’ pay ;
- (v) after a service of not less than twenty years—six months’ pay.

(b) Compensation and invalid pension after a service of not less than thirty years—half pay not exceeding ₹4 a month. (*See* exception to this rule, Article 526, Civil Service Regulations.)

NOTE.—There is no superannuation or retiring pension for inferior service.

Art. 455,
C. S. R.
Art. 302,
C. S. R.

An inferior servant counts periods of authorized leave.

In the case of inferior service, service counts after the age of sixteen years, but if an inferior officer’s qualifying service began after the 1st April 1880 and after he had attained the age of 40 years, his service does not qualify for pension or gratuity of any kind.

NOTE.—The proviso in this ruling does not apply to an inferior servant who is re-employed after discharge owing to abolition of appointment or ill-health.

In the case of an inferior servant re-employed after resignation, or discharge for misconduct or inefficiency, the amount of previous qualifying service rendered should be deducted from his age before applying the proviso.

Art. 525,
C. S. R.

If the pay of an officer in inferior service has been reduced during the last five years of his service otherwise than as a penalty, his gratuity or pension under Article 525, Civil Service Regulations, may, at the discretion of the Local Government, be calculated upon the average of his pay during the last five years of his service.

Art. 777,
C. S. R.

397. Officers and servants of Government being volunteers, who are called out on actual military service, are entitled (themselves and their families) to the pensions, allowances, or gratuities admissible under Army

Regulations, India, Vol. IX, Section XIX, as amended by India Army Circulars of 1896, clause 168, but if they are entitled by the rules of the service to which they belong to a higher pension allowance or gratuity than is provided by the Army Regulations, then they or their families shall receive such higher pension, allowance, or gratuity in lieu thereof.

Art. 778,
C. S. R.

Gratuities and pensions are granted to civil officers wounded, and to the families of such officers killed, while serving (in circumstances justifying their presence) with a military force, and to the families of such officers whose death is due to illness, contracted on service with an army in the field, according to the scale applicable to officers, or men of the regular force or their families, the rank of the officer being determined as follows:—

(i) in the case of a civil officer not being a native officer,

An officer whose salary is				Ranks as.
Rupees	16 a month, or upwards	.	.	A Sepoy.
"	50 ditto	.	.	A Jemadar.
"	100 ditto	.	.	A Subadar.
"	200 ditto	.	.	A Lieutenant of less than 3 years' service.
"	300 ditto	.	.	A Lieutenant of more than 3 years' service.
"	500 ditto	.	.	A Captain.
"	1,000 ditto	.	.	A Major.
"	1,500 ditto	.	.	A Lieutenant-Colonel.
"	2,000 ditto	.	.	A Colonel.
"	2,500 ditto	.	.	A Major-General.

(ii) in the case of a native civil officer.

An officer whose salary is	Wound pension.	FAMILY PENSION.				Maximum amount of pension admissible.
		Intermediate rate.		Highest rate.		
		For widow.	For each child.	For widow.	For each child.	
	₹	₹	₹	₹	₹	
Rupees 16 a month or upwards .	} The rates are determined in accordance with Army Regulations, India, Vol. I., Part II, as in case (i).					
" 50 ditto .		80	60	12	80	16
" 100 ditto .		120	90	18	120	24
" 200 ditto .		240	120	24	180	36
" 500 ditto .		360	150	30	225	45
" 1,000 ditto .		360	180	36	270	54
" 2,000 ditto .		420	210	42	315	63
" 2,500 ditto .						} Half the salary of the officer.

398. The rules regarding the grant of extraordinary pensions and gratuities for injuries received on duty, are laid down in Chap. XXIV, Section II of the Civil Service Regulations.

Extraordinary pensions and gratuities for injuries received on duty.

Art. 781,
C. S. R.

They apply to any person employed permanently or temporarily in the service of Government, and provide for a pension in cases of injury or death:—

- (1) To a man so injured in the execution of a public duty as to be incapacitated for earning a livelihood ;
- (2) To the family of a man killed in the execution of a public duty.

Art. 782,
C. S. R.

The pension is only granted when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk. The Government recognises no claims on account of life or bodily injury resulting from an ordinary accident.

Art. 783,
C. S. R.

A pension is granted to the family of a man killed in the execution of his duty, only if he had a wife, legitimate child, father or mother, dependent on him for support.

Art. 784,
C. S. R.

The Government does not bind itself to grant pension in every case, or, if it grants pension, to grant it for life.

The application for pension should be submitted in the form prescribed under article 798, Civil Service Regulations, and should be accompanied by a full report as to cause of injury or death.

For rules regulating the amount of pension or gratuity admissible, see articles 785 to 791, Civil Service Regulations.

Appendix 1—List of Office Forms.

Number of Form.	Description of Forms.
I. O. F.	Indent for Office Forms.
Special Forms used by the Trigonometrical Branch.	
O. 1 Δ	Transfer of Stations.
O. 2 Δ	Do. Bench Marks.
Special Forms used by the Topographical Branch.	
O. 1 T	Through Routes.
O. 2 T	Principal Mountains, Passes, and Ghauts.
O. 3 T	Schedule of Passes.
O. 4 T	Do. of Fords and Ferries.
Special Forms used by the Revenue Branch.	
*O. 1 R	Statement showing the Permanent and Temporary Establishments on 1st December.
O. 2 R	Distribution of charges and Cost Rate of each description of Survey.
*O. 2a R	Statement showing how and for what periods the different charges are distributed.
O. 3 R	Annual Table of Area, Cost and Rates.
O. 4 R	Annual Table of Mathematical Results.
O. 5 R	Annual Table of Work performed by each Member.
O. 6 R	Annual Table of Records prepared.
O. 8 R	Annual Table of Conspicuous Objects met with.
O. 9 R	Annual Table of Approximate Outturn of Season's Operations
*O. 10 R	Annual Table of Estimate of Monthly Expenditure.
*O. 10a R	Annual Table of Estimate of Monthly Expenditure (Cadastral).
*O. 11 R	Monthly Budget Memorandum (Professional).
O. 11a R	Monthly Budget Memorandum (Cadastral).
O. 12 R	Monthly Return, Field and Office Work (Traverse).
O. 12a R	Monthly Return, Field and Office Work (Cadastral).
O. 13 R	Monthly Return, Field Work (Cadastral).
O. 14 R	Monthly Return, Office Work (Cadastral).
O. 15 R	Monthly Return, Mapping (Cadastral).
O. 17 R	Monthly Return, Office Work (Topographical).
O. 18 R	Monthly Statement of Expenditure (Cadastral).
O. 19 R	Acquittance Roll of Establishment.
O. 20 R	Acquittance Roll for Squads.
O. 21 R	Acquittance Roll of Parties for Field Season.
O. 22 R	Docket advising despatch of Maps to Deputy Surveyor General.
O. 23 R	Invoice List of Maps (Cadastral).
O. 23a R	Invoice List of Maps (Traverse).
O. 24 R	Docket advising despatch of records to Settlement Officer;†
O. 25 R	Invoice List of Settlement Records.
O. 26 R	Record Receipt.
O. 27 R	Abstract of Survey duties in a Cadastral Camp.
O. 28 R	Progress Statement of the working of Detail Areas.
O. 29 R	Field Surveyor's Contract Account.
O. 30 R	Estimator's Contract Account.
O. 31 R	Draftsman's Contract Account.
O. 32 R	Partial Diary.

* Used also in Topographical Branch.

Number of Form.	Description of Forms.
Special Forms used by the Revenue Branch—contd.	
O. 33	R Partaller's Report.
O. 34	R Inspector's Fortnightly Return of Work.
O. 35	R Field Surveyor's Return of Work.
O. 36	R Sub-Surveyor's Return of Traverse Work.
O. 36 ^a	R Abstract of Return of Field Work of Surveyors and Sub-Surveyors.
O. 37	R Abstract of Field Surveyor's Return of Work.
O. 38	R Abstract of Inspector's Return of Work.
O. 39	R Field Surveyor's Reference List.
O. 40	R Inspector's Reference List.
O. 41	R Line Clearing Tindal's Report.
O. 42	R Zemindar's and Patwari's Receipts for Permanent Marks (Persian).
O. 42 ^a	R Zemindar's and Patwari's Receipts for Permanent Marks (in Nagri and Bengali).
O. 43	R Memo. for Pay of Camps.
O. 44	R Distribution of Pay for the month.
O. 45	R Ledger Account.
O. 46	R Index of Villages by Sub-circuits.
O. 47	R Daily Statement of Office Work of Traverse Camp.
O. 48	R Form of Cheque.
O. 49	R Coolie Bill.
O. 50	R Diary of Receipt and Issue Letters.
O. 51	R Serial number Despatch Book.
Forms used by all Branches of the Department.	
O. 1	Requisition for Special Letter of Credit to cover advances to Establishment.
O. 2	Monthly Statement of Expenses.
O. 3	Statement showing amount of money required quarterly.
O. 4	Account Current.
O. 5	Abstract of Cash Statement.
O. 6	Contingent Bill in detail for Executive Officers.
O. 7	Contingent Bill in detail for Assistants, Surveyors and Sub-Surveyors ($\frac{1}{2}$ and $\frac{1}{4}$ Sheets).
O. 8	Abstract Classification of Contingent Charges.
O. 9	Muster Roll and Bill for Feed and Keep of Government Elephants.
O. 10	Certificate of payment of a charge for which a voucher is not procurable.
O. 11	Receipt form in counterfoil for money received from Treasuries.
O. 12	Cash Book { Inner sheets.
O. 13	Indent for Police Guards.
O. 14	Travelling Allowance Bill.
O. 14 ^a	Travelling Allowance Bill for Establishment. { Outer sheet.
O. 15	Certificate to be forwarded to Head Quarters with the Travelling Allowance Bills when daily rates are drawn.
O. 16	Excess Moiety Travelling Allowance Bill.
O. 17	Salary Bill of Gazetted Officers.
O. 19	Salary Bill of sanctioned Native Establishment ($\frac{1}{2}$, 1, and $1\frac{1}{4}$ Sheets).
O. 20	Monthly Statement of Leave for Non-Gazetted Officers drawing more than R10.
O. 20 ^a	Detailed Statement of Arrears of Pay drawn in Supplementary Bills.
O. 21	Last Pay Certificate.
O. 22	Authority for increment to pay of Sub-Assistant Superintendents.
O. 23	Memo. to Treasury Officer forwarding Pay Bills, etc.
O. 24	Application for Leave.
O. 25	Leave Certificate for Surveyors, Sub-Surveyors, Kalassis, etc., during Recess Season.
O. 26	Application to Medical Officer for examination of a candidate for employment.
O. 27	Application to a Medical Board or Medical Officer for an Invaliding Certificate.
O. 28	Instructions for guidance of candidates for the Provincial Service, and form of agreement with Government.

APP. I.]

OFFICE FORMS.

Number of Form.	Description of Forms.
Forms used by all Branches of the Department—<i>contd.</i>	
O. 29	Qualification Report of Extra Assistant Superintendents and Sub-Assistant Superintendents.
O. 30	Qualification Report of Surveyors, Sub-Surveyors, etc., Permanent and Temporary.
O. 30a	Qualification Report of Surveyors, Sub-Surveyors, etc., recommended for promotion, or for transfer to the Permanent Establishment.
O. 31	Budget Estimate.
O. 32	Revised Estimate (Statement of actual expenditure for 6 months and probable expenditure for 6 months of the Financial year).
O. 33	Return of Hospital Assistants (quarterly).
O. 34	Annual Return of Government Elephants.
O. 35	Stock Book of Instruments (Quinquennial).
O. 35a	Increase and Decrease Statement of Instruments (Annual).
O. 35b	Report on condition of Instruments (Annual).
O. 36	Annual Return of Books, Office furniture, Equipment.
O. 37	Mortuary Return of European Officers.
O. 38	Indent on Mathematical Instrument Office.
O. 39	Application for Pension or Gratuity.
O. 40	Memo. form for general use (quarter sheet).
O. 41	Letter form to Administrative Officer.
O. 41(1)	Ditto Assistant Surveyor General.
O. 41(2)	Ditto Superintendent, Trigonometrical Surveys.
O. 41a	Docket form on letters to Surveyor General's Office (General).
O. 41b	Ditto Deputy Surveyor General (Revenue).
O. 41c	Ditto Deputy Surveyor General (Topographical).
O. 41d	Ditto Superintendent, Trigonometrical Surveys.
O. 42	Letter form to the General Public.
O. 43	Letter form from Assistants to Executives.
O. 43a	Letters between Assistants and Executives, Reference and Reply (half Sheet).
O. 43b	Ditto ditto ditto (quarter Sheet).
O. 44	Letter of advice Post Offices.
O. 45	Journal for Assistants during Field Season.
O. 46	Tabular Progress Report at close of Field Season.
O. 47	Plane Table's Progress Report.
O. 48	Monthly Progress Report of a Party } Full Sheet. Half Sheet.
O. 49	Progress Return of Levelling (monthly and annual).
O. 50	Counterfoil advice form of Monthly Bills and Statements.
O. 51	Monthly Statement of Changes.
O. 51a	Ditto ditto (Establishment).
O. 52	Form C. Abstract of Establishment to accompany Annual Establishment Returns.
O. 53	Form of Guarantee from Agents who draw the Pay of Absentees.
O. 54	Certificate for Office Rent.
O. 55	Acquittance Rolls of Detachments (half and quarter Sheets).
O. 56	Detail of Triangulation. } For Annual Reports.
O. 57	Do. of Topography. }
O. 58	Do. of Traversing. }
O. 59	Receipt for Forms (Professional).
O. 59a	Ditto (Office).
O. 60	Requisition for Remittance Transfer Receipt.
O. 61	Distribution of charges and the Cost Rates of each description of work.
O. 62	Description Roll of men proscribed and debarred from further service in Survey of India Department.
O. 63	Register of Tents.
O. 64	Report on condemned Government property.
O. 65	Statement of proposed Recess strength of Native Establishment.
Army Hospital Form No. 9.	Annual Confidential Report on Medical Subordinates and additions to records of services.
I. M. D. Form No. 31.	Indent on the Medical Store Depot for Medical and Surgical Equipments (Annual).

APP. 2]

PROFESSIONAL FORMS.

Number of Form.	Description of Forms.
Forms used by all Branches of the Department—concl'd.	
I. M. D. Form No. 32.	Indent on the Medical Store Depôt for Medical and Surgical Equipments (Supplementary).
I. A. Form No. 3.	Application for Furlough (non-continuous service, R. E. Officers). Indent for Stationery { Head Quarters Offices. Field Establishment Offices.
Titles, Labels, etc.	
L. 1	Title pages of Congregated Village Plans or Atlas Volumes.
L. 2	Title pages of Traverse Volumes.
L. 4	Labels for Back of Village Traverse Volumes.
L. 5	Ditto Levelling Records.
L. 6	Ditto Traverse Field Books.
L. 7	Ditto Original Field Sheets.
L. 8	Ditto Field Area Statements.
L. 9	Ditto Main Circuit Traverses.
L. 10	Ditto Azimuth Observations.
L. 11	Ditto Horizontal Angle Books.
L. 12	Ditto Vertical ditto.
L. 12(1)	Labels combined Horizontal and Vertical Angle Books.
L. 13	Envelopes to Deputy Surveyor General.
L. 14	Ditto Assistant Surveyor General.
L. 15	Ditto Superintendent, Trigonometrical Surveys.

Appendix 2--List of Professional Forms.

Number of Form.	Description of Forms.
P. 1	Indent for Professional Forms.
P. 2	Ray Trace.
P. 3	Books of..... Quires each for Horizontal Angles, 3 Verniers.
P. 4	Books of..... Quires each for Horizontal Angles, 5 Micrometers or Verniers.
P. 5	Books of..... Quires each for Vertical Angles, 2 Micrometers or Verniers.
P. 6	Abstract of Secondary Horizontal Angles and Approximate Azimuths.
P. 7	Abstract of Vertical Angles.
P. 8	*Computation of Weights of Observed Angles.
P. 9	*Computation of Spherical Excess.
P. 10	*Reduction of a Quadrilateral by the method of least squares.
P. 11	*Reduction of a Polygon by the method of least squares.
P. 12	*Computation of Principal Triangles.
P. 13	Ditto of 1st Class ditto.
P. 14	Ditto of Secondary ditto.
P. 15	Ditto of Tertiary ditto.
P. 16	* Ditto of Lats., Longs., and Azimuths of Principal (or 1st class) stations.
P. 17	*Computation of Lats., Longs., and Azimuths of Secondary Stations.
P. 18	*Computation of Lats., Longs., and Azimuths of Intersected Points.
P. 19	*Computation of Heights of Stations.
P. 19T	Computation of Heights of Stations.
P. 20	Computation of Heights of Intersected Points.
P. 20a	Computation of Traverse Heights.
P. 21	*Computation of Clinometer Heights.

NOTE.—Forms marked thus * are supplied from Dehra only, Cir. Memo No. $\frac{1}{5}$, dated 8th February 1899.

APP. 2.]

PROFESSIONAL FORMS.

Number of Form.	Description of Forms.
List of Professional Forms—continued.	
P. 22	*Computation of Barometrical Difference of Height.
P. 23	*Computation of Difference of Heights from Observations with Aneroid Barometer.
P. 24	Synopsis of Latitudes, Longitudes, Azimuths, and Heights.
P. 24a	List of Latitudes, Longitudes, and Heights of Trigonometrical Stations, and Points.
P. 25	*Computation of Triangles by 2 Sides and included Angle.
P. 26	*Computation of the position of a Station from Observation to 3 known Points.
P. 27	*Computation of Distances apart and mutual Azimuth of Principal Stations.
P. 28	*Computation of Distances apart and mutual Azimuth of Secondary Stations.
P. 29	Field Register of Villages.
P. 30	*Field sheets of Spirit Levelling Operations.
P. 31	Levelling Field Book.
P. 32	*Computation of Circumpolar Star Observations for Azimuth.
P. 33	*Observation and Computation of Azimuths (of general application).
P. 35	*Computation of Time from single Altitudes.
P. 36	*Computation of Corrections to Mean place of Star to find apparent place.
P. 37	*Computations of Mean and Apparent Declinations.
P. 39	*Computation of Longitude from Lunar Zenith Distance.
P. 40	*Combined Horizontal and Vertical Angle Books of.....quire each.
P. 41	*Angles observed with 6" Subtense Theodolite.
P. 42	*Computations of Lats. by Circum-meridional Zenith Distances.
P. 43	*Computation of Lats. by observations to <i>Polaris</i> out of the Meridian.
P. 44	*Computation of Time.
P. 44a	*Computation of Azimuth (Horzl. and Vertical Angles) observed simultaneously.
P. 44b	*Computation from Star observations when the time is known.
P. 45	Main Circuit Traverse Table.
P. 46	Village Circuit Traverse Table.
P. 47	Computations of Co-ordinates of Traverse Stations.
P. 48	*Computations of Rectangular Co-ordinates, from Lats. and Longs.
P. 49	*Determination of Elements for the reduction of Traverses.
P. 50	*Reduction of Trigonometrical Stations from Rectangular Co-ordinates to Spherical.
P. 51	Determination of Direction of Sides of Triangles with respect to Meridian of the Origin.
P. 52	*Computation of Rectangular Co-ordinates of Intersected Points.
P. 53	Synopsis and Description of Traverse Stations.
P. 54	*Computation for Comparing Traverse with Triangulation Distances.
P. 55	Computation of Rectangular Co-ordinates.
P. 56	Descriptions of Bench-Marks.
P. 57	Field Area Statement (Cadastral) Acres and Decimals. { Imp. H. M. Paper, Draft Paper.
P. 58	Area Statement, and Land Register (Town Surveys).
P. 59	Alphabetical Index with Village Areas (Cadastral).
P. 60	Computation of Distances on Meridian and Perpendicular by Logarithms.
P. 61	Computation of Distances on Meridian and Perpendicular by Traverse Tables.
P. 62	Multiplication.
P. 63	Main Circuit Field Book.
P. 64	Traverse Field Book.
P. 64a	Traverse Field Book Cover.
P. 65	Field Surveyors' Boundary Field Book.
P. 66	Index to Traverse Table Volumes.
P. 67	Index to Volumes of Field Area Statement (Cadastral).
P. 68	Index to Villages and Detailed Area Statement (Cadastral).
P. 69	Index to Village Field Book.
P. 70	Ruled Sheets (one inch squares in blue).
P. 71	Level Section Sheets ruled in blue.
P. 72	Examination Report of Maps.
P. 73	Particulars of Examination of Maps.
P. 73a	Particulars of Examination of the Traverse Survey computations.
P. 74	*Principal Stations in the District of—(Record of).

NOTE.—Forms marked thus * are supplied from Dehra only, Cir. Memo. No. $\frac{516}{5}$,

dated 8th February 1899.

APP. 3.]

INCOME TAX.

Number of Form.	Description of Forms.
For General Report.	
<u>G. R.</u> 1	Title Page.
<u>G. R.</u> 2	Table of Contents.
<u>G. R.</u> 3	Index Vol.

Appendix 3—Income Tax.

Acct. Genl.
Bengal, Cir.
No. 107, dated
22nd Feb. 1886.

Under Act II of 1886, an income derived from any salary, annuity, pension or gratuity, falling due on or after the 1st April 1886, and drawn at a rate not below ₹41-10-8 per mensem, or ₹500 per annum, will be subject to deduction of Income Tax. The rate of deduction will be at four pies in the rupee if the income is less than ₹2,000 per annum, or ₹165-10-8 per mensem. If the income amounts to ₹2,000 per annum, or ₹166-10-8 per mensem, or upwards, the rate will be five pies in the rupee. The salary, annuity, or pension for March 1886, which will be due on the 1st April following, will therefore be subject to the deduction, and the Treasury Officers will be careful to see that no bills for such allowances from the month of March next are paid without the deduction of Income Tax.

2. Similarly, the gratuity calculated at the rate of ₹41-10-8 or upwards, paid on or after the 1st April 1886, will be subject to the deduction of Income Tax.

3. "Salary" as defined in the Act, includes pay, acting, local and deputation allowances, commissions and other allowances received in addition to fixed pay, but it does not include travelling, tentage, horse, house or sumptuary allowance, or any other allowance granted to meet specific expenditure. The deduction of Income Tax should, therefore, be made only from the allowances included in the term "salary."

4. The deductions which are made from the salary, pension or annuity of any officer or person under the authority, or with the permission, of the Government for the purpose of securing a deferred annuity to him, or a provision for his wife or children after his death, as also the amount paid by him to an Insurance Company in respect of an insurance or deferred annuity on his own life or on the life of his wife, are exempt from liability to tax to an extent not exceeding one-sixth of his income. Income Tax should, therefore, be calculated on the net salary of the officer after the deductions on account of the service funds to the extent referred to above. In the case of any officer claiming exemption in respect of any amount paid by him to an Insurance Company, he should attach to his salary bill the receipt of the Company and a copy thereof for the amount paid by him, or otherwise satisfy the assessing officer. The officer paying the salary, pension or annuity will compare the original receipt with the copy, return the original and attach the copy to the salary, pension or annuity bill, after duly attesting the copy under his signature. When the Collector is satisfied about the payment of the premium to the Insurance Company without the production of the receipt, he should certify on the bill that the exemption claimed is admissible.

APP. 3.]

INCOME TAX.

The amounts exempted from assessment under this paragraph shall not, however, be deducted from income for the purpose of determining whether the income is liable to the tax, or of determining the rate at which the tax shall be levied.

5. In the case of officers employed on Local Fund establishments, which are paid by cheques on Government treasuries, such as those employed under the District Road Cess Committee, the Cantonment Committee, the Municipality, and the Trust Funds, the Income Tax due by them on their salaries will be deducted by the administrators of the funds from the pay of the officers concerned and remitted to the treasury by a cheque in favour of the Collector for credit to Government with a statement showing (1) names of the persons from whose pay the tax has been realized ; (2) period for which the salary has been paid ; (3) amount of salary paid ; and (4) amount of tax. The amount thus received will be credited separately in the treasury account, the particulars of the credit being shown in a separate statement to be submitted with the account.

6. Interest becoming due on Government securities on or after the first day of April 1886 will be subject to deduction of Income Tax at 5 pies in the rupee, unless the owner of the security produces a certificate signed by the Collector that his annual income from all sources is less than ₹500, or that the interest is employed solely for religious or public charitable purposes, in which case no deduction shall be made from the interest, or unless he produces a like certificate that his income from all sources is less than ₹2,000, in which case the rate shall be four pies in the rupee. Whenever the certificates are produced, they should be noted under the signature of the Treasury Officer in the register of enfaced notes prescribed in Article 179, Chapter 13, Civil Account Code, and attached to the first voucher in which the interest is drawn. In subsequent vouchers a reference should be made to the voucher with which the certificate was sent.

Table for calculating the Tax under Act II of 1886.

Income.	At 4 pies in the Re.	At 5 pies in the Re.	Income.	At 4 pies in the Re.	At 5 pies in the Re.	Income.	At 4 pies in the Re.	At 5 pies in the Re.
R	R a. p.	R a. p.	R	R a. p.	R a. p.	R	R a. p.	R a. p.
1	0 0 4	0 0 5	51	1 1 0	1 5 3	100	2 1 4	2 9 8
2	0 0 8	0 0 10	52	1 1 4	1 5 8	200	4 2 8	5 3 4
3	0 1 0	0 1 3	53	1 1 8	1 6 1	300	6 4 0	7 13 0
4	0 1 4	0 1 8	54	1 2 0	1 6 6	400	8 5 4	10 6 8
5	0 1 8	0 2 1	55	1 2 4	1 6 11	500	10 6 8	13 0 4
6	0 2 0	0 2 6	56	1 2 8	1 7 4	600	12 8 0	15 10 0
7	0 2 4	0 2 11	57	1 3 0	1 7 9	700	14 9 4	18 3 8
8	0 2 8	0 3 4	58	1 3 4	1 8 2	800	16 10 8	20 13 4
9	0 3 0	0 3 9	59	1 3 8	1 8 7	900	18 12 0	23 7 0
10	0 3 4	0 4 2	60	1 4 0	1 9 0	1,000	20 13 4	26 0 8
11	0 3 8	0 4 7	61	1 4 4	1 9 5	1,100	22 14 8	28 10 4
12	0 4 0	0 5 0	62	1 4 8	1 9 10	1,200	25 0 0	31 4 0
13	0 4 4	0 5 5	63	1 5 0	1 10 3	1,300	27 1 4	33 13 8
14	0 4 8	0 5 10	64	1 5 4	1 10 8	1,400	29 2 8	36 7 4
15	0 5 0	0 6 3	65	1 5 8	1 11 1	1,500	31 4 0	39 1 0
16	0 5 4	0 6 8	66	1 6 0	1 11 6	1,600	33 5 4	41 10 8
17	0 5 8	0 7 1	67	1 6 4	1 11 11	1,700	35 6 8	44 4 4
18	0 6 0	0 7 6	68	1 6 8	1 12 4	1,800	37 8 0	46 14 0
19	0 6 4	0 7 11	69	1 7 0	1 12 9	1,900	39 9 4	49 7 8
20	0 6 8	0 8 4	70	1 7 4	1 13 2			
21	0 7 0	0 8 9	71	1 7 8	1 13 7			
22	0 7 4	0 9 2	72	1 8 0	1 14 0			
23	0 7 8	0 9 7	73	1 8 4	1 14 5			
24	0 8 0	0 10 0	74	1 8 8	1 14 10			
25	0 8 4	0 10 5	75	1 9 0	1 15 3			
26	0 8 8	0 10 10	76	1 9 4	1 15 8	2,000	52 1 4	
27	0 9 0	0 11 3	77	1 9 8	2 0 1	3,000	78 2 0	
28	0 9 4	0 11 8	78	1 10 0	2 0 6	4,000	104 2 8	
29	0 9 8	0 12 1	79	1 10 4	2 0 11	5,000	130 3 4	
30	0 10 0	0 12 5	80	1 10 8	2 1 4	6,000	156 4 0	
31	0 10 4	0 12 11	81	1 11 0	2 1 9	7,000	182 4 8	
32	0 10 8	0 13 4	82	1 11 4	2 2 2	8,000	208 5 4	
33	0 11 0	0 13 9	83	1 11 8	2 2 7	9,000	234 6 0	
34	0 11 4	0 14 2	84	1 12 0	2 3 0	10,000	260 6 8	
35	0 11 8	0 14 7	85	1 12 4	2 3 5	15,000	390 10 0	
36	0 12 0	0 15 0	86	1 12 8	2 3 10	20,000	520 13 4	
37	0 12 4	0 15 5	87	1 13 0	2 4 3	25,000	651 0 8	
38	0 12 8	0 15 10	88	1 13 4	2 4 8	30,000	781 4 0	
39	0 13 0	1 0 3	89	1 13 8	2 5 1	35,000	911 7 4	
40	0 13 4	1 0 8	90	1 14 0	2 5 6	40,000	1,041 10 8	
41	0 13 8	1 1 1	91	1 14 4	2 5 11	45,000	1,171 14 0	
42	0 14 0	1 1 6	92	1 14 8	2 6 4	50,000	1,302 1 4	
43	0 14 4	1 1 11	93	1 15 0	1 6 9	60,000	1,562 8 0	
44	0 14 8	1 2 4	94	1 15 4	2 7 2	70,000	1,822 14 8	
45	0 15 0	1 2 9	95	1 15 8	2 7 7	80,000	2,083 5 4	
46	0 15 4	1 3 2	96	2 0 0	2 8 0	90,000	2,343 12 0	
47	0 15 8	1 3 7	97	2 0 4	2 8 5	1,00,000	2,604 2 8	
48	1 0 0	1 4 0	98	2 0 8	2 8 10			
49	1 0 4	1 4 5	99	2 1 0	2 9 3			
50	1 0 8	1 4 10						

At 5 pies in the Re.
R a. p.

Appendix 4.—Rules for crossing the N.-W. Frontier of India.

C. O. No. 80,
dated 25th Nov.
1889.
C. O. No. 16,
dated 25th
November 1895.
C. O. No. 29,
dated 19th
August 1895.

The following extract from the Proceedings of the Government of India, in the Foreign Department, No. 1682-F., dated 1st November 1889, is circulated for departmental information and guidance:—

No. 1682-F., dated Simla, the 1st November 1889.

*NOTIFICATION by the Government of India, Foreign
Department.*

*Extract from the Proceedings of the Government of India, in the Foreign
Department.*

OBSERVATIONS.—The Viceroy and Governor General in Council observes that the progress of events during recent years has rendered it desirable that on the North-Western Frontier of India some modification should be made in the orders restricting British officers from visiting countries beyond the border.

In parts of the North-Western Frontier, more especially south of the Vihowa Pass, the attitude of the frontier tribes towards the British Government has undergone a considerable change for the better; and though this may not be the case in other parts, it has nevertheless become a matter of necessity that the Government should obtain a fuller knowledge of the country beyond the border, and endeavour to establish closer relation with its inhabitants. The restrictions hitherto in force cannot yet be wholly withdrawn, as excursions beyond the border will still in many places be attended with risk; but the Governor General in Council is of opinion that, with proper local precautions and arrangements, much may be done to decrease this risk and to promote friendly intercourse between British officers and the border tribes.

RESOLUTION.—The Governor General in Council is accordingly pleased, in modification of the previous orders on the subject, to issue the following rules. It will be understood that they relate only to the North-Western Frontier of the Punjab:—

Rules.

I.—Long expeditions into or across foreign territory, or short excursions into disturbed districts, which obviously involve considerable personal risk, should not be undertaken without the previous consent of the Government of India in the Foreign Department.

II.—In cases not covered by Rule 1, British officers or other persons desiring to cross the frontier, must lay before the Deputy Commissioner of the Frontier District from which they propose to start a clear statement of the route intended, the object of the journey, the time to be spent upon it, the precautions proposed, the dependence, if any, to be placed upon guides or tribal headmen, and the reasons for supposing that the journey can be made with safety. This rule also applies to any cis-frontier tract, which may for the time being be declared dangerous by

the local civil or political authority. When such authority has reason to consider cis-frontier tract unsafe for travellers, he should forward a declaration to that effect to the Local Government or Administration for transmission to the Lieutenant-General Commanding the Forces, Punjab, who will be held responsible that the warning thus given is duly communicated to and observed by Military officers within his command.

III.—Applicants should not address the Deputy Commissioner until they have first obtained from superior authority written permission to do so, and this permission must be laid before the Deputy Commissioner when the application is made. It should be obtained, if the applicants are not in the service of Government, from a Secretary to a Local Government ; if they are in the Army, from the General Officer Commanding the District in which they are serving ; and if they are in the service of Government in any other capacity, from the Head of the Department to which they belong. It must be clearly understood that the permission gives no authority to cross the border or to enter cis-frontier tracts which have, for the time being, been declared dangerous until the consent of the local District Officers has been obtained in the manner prescribed by these rules.

IV.—South of the Vihowa Pass, on receipt of an application in the prescribed form, the Deputy Commissioner may himself allow the applicants to cross the frontier, provided he is satisfied that the risk they will incur is small, and that satisfactory arrangements can be made for tribal escort or protection. If he is of opinion that the journey should not be allowed, or is unwilling to take the responsibility of authorising it, he should proceed as described in Rule V.

V.—North of the Vihowa Pass, the Deputy Commissioner on receipt of the application will record his opinion and advice, and forward the papers to the Commissioner of the Division for orders.

VI.—The Commissioner of the Division can grant permission for the journey to be made when he feels assured that there is no risk, even if there is no stronger reason than the desirability of cultivating intercourse with the tribesmen and accustoming them to visits by Europeans. If, however, he considers that there is some risk, he should not grant permission without the sanction of the Local Government unless the risk is, in his opinion, slight, the object sufficient, and the officer proposing to make the expedition trustworthy, and unless delay is likely to prejudice the success of the expedition.

VII.—It should be distinctly understood that permission to cross the frontier under these rules should only be given to persons who are thoroughly trustworthy ; who may be relied on not to pass the limits, if any, within which permission to travel is given ; who speak the language of the country they propose to visit ; and who have some practical experience in dealing with frontier tribes. Ordinarily, also permission should not be allowed to these excursions, except when it is clearly desirable to obtain information of a practical character.

VIII.—In any case in which a Deputy Commissioner or Commissioner grants permission to any person to cross the frontier under these rules, a report should be sent to the Local Government, by whom it should be forwarded to the Government of India in the Foreign Department for information.

IX.—Nothing in this Resolution will affect the provisions of the Punjab Frontier Crossing Regulation, VII of 1873, or the special rules prescribed for travelling in Kashmir, or will warrant any person in entering the territories of the Amir of Afghanistan without the special permission of the Government of India.

The Punjab Frontier Crossing Regulation, VII of 1873, is herewith republished for general information :—

“ Whereas by a Resolution passed by the Secretary of State in Council on the 6th day of October 1870, the provisions of the 33rd of Vict., chapter I, section I, were declared applicable to the Districts of Hazara, Peshawar, Kohat, Bannu, Dera Ismail Khan, and Dera Ghazi Khan : and whereas the Lieutenant-Governor of the Punjab has proposed to the Governor General in Council a draft of the following Regulation, together with the reasons for proposing the same and whereas the Governor General in Council has taken such draft and reasons into consideration, and has approved of such draft, and the same has received the Governor General's assent. In pursuance of the direction contained in the said section, the said draft is now published in the *Gazette of India*, and will be published in the local Gazette, and will thereupon have the force of law.”

Regulation.

“ 1. No person duly warned in the manner hereinafter described shall pass out of a British territory across the frontier of the Districts of Hazara, Peshawar, Kohat, Bannu, Dera Ismail Khan, and Dera Ghazi Khan.

“ 2. A warning for the purpose of this Regulation, if addressed to an individual, shall be in writing under the hand of the Commissioner of the Division or of the Magistrate of the District, within which such individual dwells or may be found, and shall be served upon him in such manner as the Local Government may from time to time prescribe; if addressed to a class of persons or to the public generally, the previous sanction of the Governor General in Council must be obtained, and this warning shall be notified in the *Punjab Government Gazette* and be otherwise published in such manner as may be directed by the Local Government.

“ 3. Whoever disobeys, or attempts to disobey, or abets, within the meaning of the Indian Penal Code, another person in disobeying, or attempting to disobey the prohibition contained in the first section of this Regulation, shall be punishable with fine not exceeding five hundred rupees.

“ The provisions of sections sixty-four, sixty-seven, sixty-eight, sixty-nine, and seventy of the Indian Penal Code shall apply to all fines imposed under this section.

“ 4. If any person disobeys, or attempts to disobey, or abets, within the meaning of the Indian Penal Code, another person in disobeying, or attempting to disobey the said prohibition, the Local Government may order him to remove to such place under the Government of the Lieutenant-Governor of the Punjab as the Local Government in each case directs.

“ 5. If any person contravenes any such order, the Commissioner of the Division, or Magistrate of the District, within which he is dwelling or may be found may cause him to be apprehended and detained in custody until he is released upon such conditions as the Local Government thinks fit.

“ 6. If the Commissioner of the Division or Magistrate of the District within which any person (whether a European British subject or not) is dwelling or may be found, reasonably suspects that he intends to disobey the prohibition contained in the first section of this Regulation, such Commissioner or Magistrate may require such security for his good behaviour, for a period not exceeding six months as to the Commissioner or Magistrate may seem sufficient.

 APP. 5.] GRANT OF A BONUS OR HONORARIUM TO AN OFFICER, ETC.

“The provisions of the Code of Criminal Procedure, sections five hundred and seven to five hundred and sixteen (both inclusive), shall apply *mutatis mutandis* to all cases under this section.”

Appendix 5.—Grant of a Bonus or Honorarium to an Officer for special work.

C. O. No. 97,
dated 6th De-
cember 1890.

The following extract from the Civil Service Regulations is circulated for departmental information and guidance. Attention is particularly called to Article 91, the rules in which must be strictly adhered to :—

89. (a) An honorarium may be granted to an officer from Imperial or Provincial, or from Local Funds administered by Government when the Head of his Department certifies that the work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties.

(b) The powers of sanction of the several authorities in respect of any honorarium payable from Imperial or Provincial revenues, or from Local or other funds administered and controlled by the Government are as follow :—

- Up to ₹100 by the Head of the Department.
- „ ₹500 by the Local Government or Administration.
- „ ₹1,000 by the Government of India.
- Above ₹1,000, the sanction of the Secretary of State is required :

provided that the limit of sanction, when the charge falls on Imperial Funds in the case of Local Government or Administration, shall be ₹200 in each case.

(c) If it is proposed to grant to any officer for special work of any description a bonus or honorarium which will require the sanction of the Government of India or the Secretary of State, as the case may be, the consent of the Government of India in the Finance Department must be obtained to the payment of a specific sum before the work is begun.

(d) Remuneration shall not be given under this rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them. But remuneration may be granted to officers superintending an examination of candidates for admission to the public service, or any other examination the conduct of which is declared by the Local Government or Administration not to come within the ordinary duties of the officer or officers conducting them. If fees are levied from the candidates appearing at an examination, and the amount of such fees is sufficient to cover the honoraria of the examiners, the reference required by clause (b) to the Government of India or the Secretary of State in certain cases shall not be necessary.

90 (a) Any servant of Government is eligible to receive without special permission the premium awarded for an essay or plan in public competition.

(b) Any servant of Government may also receive without special permission any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice ; and also any reward payable in accordance with the provisions of any Act or Regulation or Rules framed under such enactments.

91. In other cases not provided for by existing special orders, the sanction of the Government of India should be obtained to the grant of remuneration from the public revenues in addition to the fixed pay of any public officer.

(a) Any officer may receive a fee from a private person or private body, or a public body whose funds are not administered by the Government for work done for it provided—

- (1) he has undertaken the work with the knowledge and sanction in writing of the Head of his Department ;
- (2) that the Head of the Department certifies that it can be carried out without detriment to his official duties ; and
- (3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (c) power to sanction its acceptance.

 APP. 6.] RULES FOR THE SUBMISSION OF PETITIONS TO THE GOVT. OF INDIA.

(b) When the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of the Government, the fee should be credited to Government; but the authority having power under clause (c) may grant to the officer concerned the whole or such portion of the fee realised as it may deem suitable.

(c) The powers of sanction of the several authorities in the case of each fee under clauses (a) and (b) are as follow :—

Up to ₹100, the Head of the Department.

„ ₹500, the Local Government or Administration.

Above ₹500, the sanction of the Government of India is required.

(d) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance, subject only to the orders contained in the Resolution of the Government of India in the Home Department, No. 813, dated 18th December 1888. (180, Finance Department No. 3501, dated 19th July 1890.)

 Appendix 6.—Rules for the submission of petitions to the Government of India.

C.O. No. 88,
dated 14th Nov-
ember 1889.

The following Notification of Government of India in the Home Department, No. 1812, dated 11th October 1889, is circulated for departmental information and guidance.

NOTIFICATION No. 1812 (Public), dated Simla, the 11th October 1889, by the Government of India, Home Department.

NOTIFICATION No. 65, dated 21st January 1898.

The following rules regarding the submission of petitions to the Government of India are published for general information :—

NOTE 1.—In these rules the words Local Government include a Local Administration, the Commander-in-Chief in India, and a Lieutenant-General Commanding the Forces; and also, except as regards Rule 3 (7), Section III, the head of a Department directly under the Government of India.

RULE 1 a.—A petition from a person who has been removed from, or has left the service of, Government relating to the removal from the service or to claims arising out of his service, should be forwarded through the Local Government under which the petitioner is employed.

NOTE 2.—These rules do not apply to non-pensionable subordinates, clerical and menial establishments employed in the construction and working of State Railways, to whom Circular No. VI-Railway, Public Works Department, dated 1st June 1888, applies.

NOTE 3.—These rules apply so far as may be to all memorials, letters, and applications, etc., addressed to the Governor General in Council.

NOTE 4.—The rules in Sections I and III apply also to petitions by persons no longer in military service, who have served in the Army or the Royal Indian Marine, or have been attached to Regiments or batteries, or to the staff or Departments of the Army in any capacity.

 SECTION I.—RULES REGULATING THE SUBMISSION OF PETITIONS TO THE GOVERNMENT OF INDIA BY PRIVATE PERSONS OR PUBLIC BODIES.

1. Every petition to the Government of India, whether it bears immediately on a matter of Imperial policy or has reference to the orders or the general policy and action of a Local Government, should be forwarded through the Local Government under which the petitioner is residing or is employed. But there is no objection to the petitioner's forwarding simultaneously a duplicate copy of the peti-

 APP. 6.] RULES FOR THE SUBMISSION OF PETITIONS TO THE GOVT. OF INDIA.

tion to the Government of India, if he so desires, provided that he marks it as a "duplicate."

2. A petition may be either in manuscript or print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or when the petitioners are numerous, by one or more of them, and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government requesting its transmission to the Government of India, and when any order of a Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with any Bills before the Council may be addressed either in the form of a petition to the Governor General in Council or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary to the Legislative Department. Ordinarily such communications will not be answered. Except in the case of the High Court at Fort William, such communications from courts, officials, or public bodies should be sent through the Local Governments.

SECTION II.—SPECIAL RULES REGULATING THE SUBMISSION OF PETITIONS BY OFFICERS IN CIVIL EMPLOY.

1. Every officer wishing to petition the Government of India should do so separately.

2. Every petition should be submitted through the Head of the Office or Department to which the petitioner belongs, and be forwarded by him through the usual official channel. But there is no objection to the petitioner transmitting a duplicate to the Government of India direct, provided that he marks it as a "duplicate."

3. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in such matter.

4. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service, unless it is submitted by the officer himself.

SECTION III.—RULES FOR OBSERVANCE BY LOCAL GOVERNMENTS IN REGARD TO THE TRANSMISSION OR WITHHOLDING OF PETITIONS.

1. Petitions should be forwarded to Government of India by the Local Government with a concise statement of material facts and (unless there be special reason for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government service, the papers submitted by the Local Government should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing.

2. When the petition is not in English, the Local Government should transmit a translation with it.

3. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases :—

(1) When a petition is illegible or unintelligible.

(2) When a petition contains language which, in the opinion of the Local Government is disloyal, disrespectful, or improper.

 APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

- (3) When a previous petition has been disposed of by the Secretary of State or the Governor General in Council, and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a petition is an application for employment from a person not in the service of Government.
- (6) When a petition is an appeal from a judicial decision with which the executive has no longer power of interference.

NOTE.—If the Government has reserved any discretion of interference or is concerned as party to the suit, or if the appeal is practically an appeal for mercy or pardon, the petition must be transmitted. But in the last-mentioned case the transmission of the petition will not affect the discretion in regard to capital sentences allowed to Local Governments by the Home Department Resolution dated 14th October 1885.

- (7) When a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction, or other punishment of a Government servant whose salary was not more than R10 a month.
- (8) When a petition is an appeal against a decision which by any law or rule having the force of law is declared to be final.
- (9) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.
- (10) When a petition is an appeal against an order or decision of the Local Government and is made more than six months after the communication of such order or decision to the petitioner without satisfactory explanation of the delay.
- (11) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension, except as provided in Article 995 of the Civil Service Regulations.
- (12) When a petition is an appeal against the non-exercise by the Local Government of a dispensatory discretion vested in it by law or rule.
- (13) When a petition relates to a subject on which the Local Government is competent to pass orders, and no previous application for redress has been made to the Local Government.

4. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

5. A list of petitions withheld under Rule 3, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the Department concerned.

Appendix 7.—Rules for transmission of memorials to the Secretary of State.

Rules for the submission, receipt, and transmission of memorials and other papers of the same class addressed to Her Majesty the Queen-Empress of India, or to the Right Honourable the Secretary of State for India by private persons or by officers of all Civil Departments.

N. B.—These rules do not in any way affect or supersede orders issued on the same subject by the Military authorities for the guidance of the Army.

(Notifications by the Government of India in the Home Department (Public), No. 707, dated 29th March 1878, No. 072, dated 24th May 1878; No. 208, dated 30th January 1879; No. 212, dated 7th November 1879; No. 443, dated 18th March 1881; No. 1273, dated the 17th July 1885; No. 2061, dated 30th October 1889, and Office Memorandum from Home Department, to Revenue and Agricultural Department, No. 674, dated 17th May 1893.)

I.—No memorial will be received or attended to unless forwarded as hereinafter prescribed.

C. O. No. 120,
dated 30th June
1893, and
Addendum,
dated and
October 1899.

 APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

II.—Every memorial should be accompanied by letter requesting its transmission to the authority to which it is addressed.

III.—Every memorial addressed to Her Majesty or to the Secretary of State for India should be forwarded through the Local Government under which the writer is residing or is employed.

IV.—Memorials to Her Majesty or to the Secretary of State from persons in the Madras and Bombay Presidencies should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in the case of memorials which relate to any rule or standing order of the Government of India, or which, if granted, would cause expenditure for which the Imperial and not the Local Government, would be primarily responsible, or which relate to any legislative proceeding of the Governor General in Council, or to an Act to which the Governor General has assented or which relate to a case which has been previously under consideration of the Government of India, whether on appeal or otherwise. Such memorials should be forwarded, with a covering letter containing a full statement of facts and an expression of opinion, to the Government of India in the Department having cognizance of the subject-matter of such memorial, by which Department the memorials will be transmitted to the Secretary of State.*

V.—Memorials to Her Majesty or to the Secretary of State from persons in Bengal, the North-Western Provinces and Oudh, or the Punjab, should be forwarded by the Local Government, with a full statement of facts and an expression of opinion to the Government of India in the proper Department, for transmission to the authority addressed.†

VI.—Memorials to Her Majesty or to the Secretary of State from persons in the minor Administrations—the Central Provinces, Burma, Berar, Mysore, Coorg, and Assam—should be forwarded, with a full statement of facts and an expression of opinion, by the Chief Commissioner or other officer charged with the administration of the Province, to the Government of India in the proper Department, for transmission to the authority addressed.*

VII.—No limit is fixed to the time within which an appeal from an order of the Government in India must be preferred to the Home Government, except in the case of appeals from a judicial decision in which the Judge is a Political Officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the persons concerned of the order to which objection is taken.

VIII.—Memorials may be transmitted either in manuscript or in print, but must with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

IX.—Memorials, together with their accompanying documents, should be in English.† If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

N.B.—It will be well for the transmitting office to examine such translations, and, if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The original will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel will not be delayed by the transmitting Government in India beyond a month after the receipt of such memorial.

XII.—Governments and Administrations in India are vested with discretionary power to withhold the transmission of memorials addressed to Her Majesty or to the Secretary of State in the following cases :—

- (1) When a memorial is illegible or unintelligible.
 - (2) When a memorial contains disrespectful or improper language.
 - (3) When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a re-consideration of the case. A memorial addressed to Her Majesty by a person whose appeal to the Secretary of State has already been rejected shall be held to be a second memorial to the same authority and shall not be transmitted.
 - (4) When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
 - (5) When a memorial is an application for employment under one of the Governments in India from a person not belonging to the covenanted service.
 - (6) When a memorial is a mere appeal from a judicial decision.
 - (7) When a memorial is addressed by an officer still in the public service and has reference to his prospective claim to pension.
 - (8) When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal, reduction or other punishment of a Government servant whose salary was not more than ₹100 a month; or when it is an appeal against similar orders of a Local Government confirmed by the Government of India from a Government servant whose salary was not more than ₹250 a month.
- The first sentence in this clause applies to the orders of the Government of India as well as those of Local Governments.
- (9) When a memorial is a mere appeal against the non-exercise by one of the Governments or Administrations in India of a dispensatory discretion vested in such Government or Administration by law or rule.
 - (10) When a memorial is an appeal against a decision by a local, municipal, or other authority, which by any law, or rule having the force of law is declared to be final.
 - (11) When a memorial is an appeal against the action of a private individual, or of a body of private individuals regarding the private relations of the memorialist, and such individual, or body.
 - (12) When a memorial is an appeal against orders refusing the grant of a pension to an inferior servant who is not eligible for such grant under the pension rules. (Addendum No. 2, dated 14th January 1899).

XIII.—The Government of India may withhold the transmission of a memorial addressed to Her Majesty or to the Secretary of State unless the memorialist has previously memorialised the Government of India and the Local Government concerned on the same subject.

XIV.—A list of memorials withheld under the discretionary power conferred by Rule XII will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power and by the Government of India in the Department concerned to the Secretary of State.

* In the case of memorials and petitions against or regarding Acts passed by the Legislative Council of the Governor General, the Legislative Department is to be considered to be the Department having cognizance of the subject-matter of the memorials. Such memorials will be transmitted to Her Majesty's Secretary of State through that Department; and to it should be referred all memorials of the kind now described, which may reach any other Department of the Government of India. The Legislative Department will, when necessary, consult the Executive Department concerned before disposing of or transmitting, such memorials—*Home Department No. $\frac{22}{906}$ -1001 (Public), dated 24th May 1878.*

† Appeals by private persons from the orders of Lieutenant-Governors lie, in the first instance, to the Governor General in Council. An appeal to the Secretary of State will lie only in the event of an appeal to the Governor General in Council having been rejected.

* In these minor Administrations, also, appeals by individuals from the orders of the Chief Commissioners, etc., lie, in the first instance, to the Governor General in Council, and thereafter to the Secretary of State.

† As it frequently happens that the disposal of vernacular petitions presented to the Government of India is delayed owing to their being unaccompanied by English translations, and as Local Governments and Administrations have greater facilities for translating the vernaculars in use under their different provinces than the Government of India have, I am directed to request that, in order to avoid inconvenience and delay, all vernacular petitions transmitted by a Local Government and Administration to the Government of India may invariably be accompanied by an English translation.

2. It should, however, be clearly understood that it is not the intention of the Governor-General in Council that any petition presented for transmission to the Government of India or the Secretary of State should be refused by reason of its being in the vernacular, or because it is unaccompanied by a translation. The great majority of the population do not know English and cannot obtain the services of an English petition-writer; and it is most undesirable that in a country like India the free right of petition should be curtailed. But, as the languages of India are many and diverse, it is desirable that any vernacular petition or memorial forwarded to supreme authority by or through a Local Government, should be accompanied by an English translation.—*Home Department No. $\frac{54}{2086}$ -95 (Public), dated 21st November 1878.*

* The Governor General in Council considers that the discretionary power of withholding petitions under Clause 8, Rule XII, of the Rules for the submission, receipt, and transmission of memorials and other papers of the same class addressed to Her Majesty the Queen-Empress of India, or to the Right Honourable the Secretary of State for India, by private persons or by officers of all Civil Departments should be used with caution, and only after a full consideration of the facts in each case. Having regard to the constitution and character of the Indian subordinate services, dismissals of Government officials often involve serious distress, if not actual ruin, to them, and it is right that, under such circumstances, every opportunity should be allowed to them of making themselves heard. Further, when, as sometimes happens, their representations reach the Secretary of State through non-official channels, it is convenient that he should be in a position at once to deal with them, instead of being obliged, as may now be the case, to refer for information to this country. Such petitions, therefore, should not be withheld when there is any reasonable prospect of difference of opinion as to the orders passed on them by the Government of India, or when they contain anything to which the attention of the Secretary of State is likely to be especially directed.—*Home Department No. 1438 (Public), dated 24th September 1880.*

Appendix 8.—Care and Treatment of Elephants.

In many parts of India and Burma, elephants are almost indispensable for survey parties, and as both the purchase and keep
Necessity of supervision. of these animals form a somewhat heavy charge, it is very desirable that executive officers should themselves exercise a careful supervision over their treatment in order to ensure their efficiency.

It would be impossible to enter here into all the diseases to which elephants are subject, but there are two which are the most frequent cause of temporary disablement, and which are generally preventible by reasonable care.

Two principal causes of disablement. These are injuries to the feet, and sore backs.

Injuries to the feet are very liable to occur in marching over ground from which bushes and small jungle have been cut down, with short sharp stumps left standing in the ground. An elephant treading on these, or even on small sharp pieces of stone, may cripple itself more or less: when such a road has to be traversed, it is a good plan to harden the soles of the feet by the application of a paste, of which the ingredients are known to *mahouts*, and generally used by them for this purpose.

There are two kinds of disease peculiar to the feet of elephants, named *Tawákkh* and *Sarjan*. They are both contracted through neglect, and from allowing the animal to stand or many consecutive days on the same *tahan* without cleaning it. The best treatment is by nitric acid, applied with thin strips of copper, which should be dipped into the bottle containing the acid, and rubbed over the wound. The feet must be first well pared and washed; the acid should be applied morning and evening.

One of the best native remedies for *Sarjan* is the following:—*Tua* or *Chowdara*, one fruit, cut up, powdered, and mixed with one seer of mustard oil; this must be kept on the fire until it burns, and becomes thick and black. The mixture is spread over the wounded surface whilst it is quite hot. An ordinary paint-brush is the best means of applying it.

Continued. Carbolie lotion is useful for dressing wounds on the feet of the elephant, and should be applied on plugs of tow inserted in the wounds after they have been carefully cleaned out, and all proud flesh cut away.

Sore backs are generally caused by the padding being out of order, in consequence of which the loads press directly on the back, and thus occasion inflammation, and very frequently suppuration to an extent that sometimes require months to cure. If on the first symptom of a swelling being observed, the place is well fomented and rubbed, a sore back may probably be avoided. But *mahouts*, as a class, are proverbially unobservant and heedless in the performance of their duties; and the chances are that the swelling will not be noticed by them, until it becomes so large that it is impossible to avoid seeing it. The mischief is then done, and suppuration, which must be allowed to take its course, has most probably set in. These suppurating abscesses usually take place a little behind the tips of the shoulder blades. When they are quite ripe they should be opened with a long lancet-shaped knife, four incisions in the lower surface being made—two on either side. It is better to open them thoroughly at first, otherwise the pus is liable to find its way into the surrounding cellular tissue, and an enormous diffused abscess is the result. After the matter has been well pressed out, the cavity should be thoroughly syringed with lukewarm water, twice a day, morning and evening—the cavity being filled between the syringings with tow steeped in carbolie acid lotion of the following strength, *viz.*, 1 oz. of carbolie acid to 10 oz. of water. The wound should be constantly protected by a broad pad of cloth,

otherwise its cure will be considerably retarded by the habit elephants have of blowing dust or dirt over their bodies—more particularly when they have sores on any part of them.

In the case of sore backs prevention is easier than cure, and as the *gadhela* or pads are generally the cause, too much attention cannot be given to ensure their being kept in a proper condition. They are very liable to become rotten when exposed to rain, and should therefore be always kept under cover when not in actual use; a single month of monsoon weather is sufficient to destroy them, if recklessly exposed to it. The pads and other furniture at present in use for the elephant are as follows:—

- (1) The *namda* which consists of hair well felted together, is about an inch thick, and two yards square, and has a covering of gunny on the upper side, and one of coarse cloth on the under. The latter comes in immediate contact with the animal's back.
- (2) The *gadhela* placed on the top of the *namda*, consists of two bags of gunny filled with bulrushes, a foot thick, and two feet broad, the length being four to five feet, according to the size of the animal. These bags are joined edge to edge at either extremity, the open space between them being intended to receive the spinal ridge of the animal's back-bone.
- (3) The *Vimgadi* which is of similar construction to the *gadhela*, but smaller in its dimensions.
- (4) The *jhul*, a coarse cloth consisting of gunny which is thrown over the whole.
- (5) A rope about one inch in diameter by which the above are fixed on the back—one end of this rope is converted into a loop, sufficiently long nearly to surround the body of the animal and the pads. It is tied on the top, then passed singly round the neck, then along the upper sides of the pads, then below the tail and finally tied again at the place of the first knot on the top. The parts which pass under the belly and tail are sheathed with leather, to prevent abrasion of the elephant's skin.

It may be assumed as a principle that sore back and injuries to the feet of elephants, are the result of negligence on the part of the attendants, and it is therefore a good rule to enforce, that so long as the animals are under treatment for such injuries, half of the attendants' pay should be stopped; unless good cause can be shown, in individual cases, why the rule should not be put in operation.

Elephants are occasionally very useful in pushing down trees; when so occupied pads should be provided to defend their heads. If an elephant bruise or injure itself when so employed, and this it is liable to do, it will probably refuse to give assistance again in this way.

Elephants should not be picketed out in a burning sun; inflammation of the brain and other similar diseases may be caused by such exposure. If shade be not available, a white padded covering should be fastened over the head.

On coming off a march, an elephant should be allowed to cool previously to being washed; negligence in this particular is apt to occasion serious illness. The animal may be allowed to drink water when in a heated state without any untoward effects resulting, but it should not be allowed to throw water over itself.

Precautions against chills. Elephants should be watered twice daily; at each time they take about 15 or 16 gallons of water. They prefer river water to all others, and willingly drink that procured by digging holes in the sandy beds of rivers, after it has stood for a few minutes to allow the sediment to sink. Elephants cannot be kept with impunity for more than 24 hours without water.

Appendix 9.—Suggestions regarding the treatment which, in the absence of medical aid, may be adopted for malarious fevers, diarrhoea, dysentery, cholera, and sunstroke, when these diseases break out in a small Survey Party, by Surgeon T. R. Lewis, M.B., dated Calcutta, 2nd January 1878.

The number of diseases to which a party under canvas is exposed is comparatively few, provided the health of the persons composing the party was good at starting, that the coolies, etc., are well provided with warm blankets during the cold season, and that every care is taken to keep the camp clean, dry, and within easy reach of a supply of good drinking water.

There are, however, certain diseases which, notwithstanding every precaution even the strongest are liable to suffer from at certain seasons in almost all districts which officers of the Survey have to visit. Regarding some of the more prominent of these affections, a few general suggestions as to their proper treatment may be useful to officers in charge of parties in those cases where professional aid cannot be obtained, and where only a very limited supply of medicines and medical comforts are available, owing to difficulties of transit, and so forth.

1.—MALARIOUS FEVERS.

These are beyond question the diseases which most tend to interfere with the progress of survey parties in India; and a clear conception as to how they should be treated in a general way in cases of emergency is of very great value to every person liable to exposure to malarial influences. The fevers are referred to under various designations in this country, such as *Fever and Ague*, *Terai fever*, *Marsh fever*, *Bengal fever*, *Jungle fever*, etc. The affections commonly referred to by these names correspond to what medical men describe as *Intermittent* and *Remittent* forms of malarious fevers. By intermittent fever is meant that form of fever which, whilst recurring daily, on alternate days, or every third day, leaves the patient fever-free in the intervals; there is an *intermission* of feverish symptoms—in the first case of one day, in the second of two, and in the last of three more or less, clear days. In the case of remittent fever, however, the feverishness does not completely disappear between paroxysms, there is simply a diminution—a *remission* of the attack. It is the severer attacks of this latter form of malarious disease that is usually meant when the terms “Jungle” and “Terai” fever are used, whilst the former is commonly referred to as “ague.”

It is, however, frequently difficult, even for the experienced physician, to decide definitely whether a person is suffering from the intermittent or the remittent form of the malady, as the symptoms often 'shade off' one into another—the fever being intermittent for a few days, then remittent, and again, perhaps, intermittent.

Fortunately the general line of treatment to be adopted is the same in both forms, and it will probably be found that when working in some malarious localities, the two forms of the disease may prevail simultaneously.

Prophylactic measures.—When it has been decided to visit a locality known to be productive of fever, it should be laid down as a general rule that every member of the party should receive small doses of some cinchona preparation during a few days previously, and twice daily during the stay in the locality. Two to three grains of quinine should be taken morning and evening, or, what is equally efficacious and very much cheaper, the same quantity of the *Cinchona febrifuge* prepared at the Government Cinchona Plantation. The expense of a prophylactic measure of this kind would be very trifling, especially if the *febrifuge* be resorted to.

(a) *Intermittent fever.*—An attack of ague consists of three more or less distinctly marked stages. A *cold* stage, often not well marked, but may be severe, and last from one to four hours; a *hot* stage, which may last from three to six hours—seldom more than twelve; and a *sweating* stage, which terminates in a couple of hours, and is followed by complete relief. The average duration of the attack is from five to six hours.

Treatment.—(1) When the slightest symptoms exist of an impending attack of fever, the condition of the bowels should be attended to; and if any tendency to constipation exist, a mild purgative may be administered—a small dose of castor-oil being the safest. Should it be considered advisable to administer a purgative wait for an hour after its administration, and then give 10 to 15 grains of quinine (or 10 to 15 grains of the cinchona febrifuge), and repeat the dose in about six hours. Early and vigorous treatment of this kind, if not always successful in warding off the attack altogether, tends greatly to diminish its severity.

(2) Should the symptoms continue, and shivering set in, marking the advent of the *cold* stage, the patient should be well wrapped in blankets, hot bottles, or hot bricks wrapped in flannel, should be applied to the feet, and warm tea, toast, and water, or some such simple fluid given to drink. Should constipation have existed which the castor-oil had not relieved, a mild purgative may again be administered during this stage. Say a drachm of compound jalap powder in a wine-glassful of water, or a podophyllin pill (see List of Remedies).

(3) Should, however, there be only slight constipation, await the advent of the *hot* stage and administer two teaspoonfuls of granular citrate of magnesia (or a laxative dose of 'Pyretic') in half a tumbler of watersaline. Half a teaspoonful of this granular preparation, added, as required, to a little sweetened water, and administered every hour or so, will form a pleasant effervescent febrifuge. If, however, the bowels are relaxed, it will be better to keep to cold tea or toast and water, according to the patient's inclination. The bed clothes may be gradually lessened as the hot stage progresses, and attempts should be made to relieve headache by applying wet cloths to the head.

(4) As soon as the *sweating* stage sets in, 10 grains of quinine (or a similar quantity of the cinchona febrifuge) should be given every eight hours or so during the *intermission*. The quinine (or the cinchona febrifuge) may either be taken in powder, or dissolved by means of half a teaspoonful of the juice of a

lime, and taken in a wine-glassful of water. Care should be taken to avoid a chill during the hot and sweating stage. Should diarrhœa be present, a dose of chlorodyne may be administered during the intermission, and each dose of quinine combined with 3 grains of Dover's powder.

(b) **Remittent, Bilious remittent, or Jungle fever.**—The general rules thus laid down for the treatment of intermittent fever are equally applicable to the treatment of this, generally more serious, form of malarious disease. The premonitory symptoms should be treated on precisely similar principles, with the addition that it is more advisable to abstain from partaking solid food shortly before an attack is anticipated, as vomiting, which is a prominent symptom here, is apt to be more aggravated than when the stomach is not loaded.

Should the mild purgative and preliminary doses of quinine not have sufficed to ward off an attack, the cold stage will be ushered in by more or less distinctly marked shivers; but it will be found that, as a rule, this stage is less marked here than in an ordinary attack of ague; the succeeding or hot stage, however, is more prolonged, and generally more severe. The temperature runs high, the pulse is very quick, often bilious vomiting of a very obstinate character; the tongue is furred, and sometimes jaundice sets in. The patient is very restless, and his remarks often incoherent.

This stage may last from six to eight hours or longer, and, instead of terminating in severe sweating followed by complete relief from all painful sensations as in intermittent fever, there is only a subsidence in the severity of the symptoms—a *remission*, not a cessation, of the fever. The duration of the paroxysm is uncertain—may last from 6 to 24 hours, and an attack may recur daily for a week, 10 days, or even longer.

When the cold stage has passed away, and the pulse becomes full and the face flushed, administer frequent small doses of the granular citrate of magnesia as above directed, and apply cold to the head: avoid stimulants of all kinds, but attempts should be constantly made to get the patient to partake of beef tea, Liebig's *Extractum carnis*, and such like nutritious food in a liquid form.

If the patient becomes delirious, the lower part of the back of the head should be shaved, and a blister (about 2 inches \times 3) raised, by means of blistering fluid across the nape of the neck. If this be of no avail, and the pulse continues full and bounding, and the patient be a strong man, four to six leeches may be applied to the temples—the bleeding being arrested when the leeches have dropped off. It is advisable to defer giving quinine until the remission sets in. This will be known by the diminution in the temperature and the appearance of a gentle perspiration, together with, probably, the disappearance of the head symptoms. Five grains of quinine may now be given every three hours in the form of a mixture, or dissolved in the juice of a lime with water. Nourishing food should be given, with a very little stimulant, if desired. Should the patient suffer from diarrhœa also, the five grain quinine doses given during the remission may be combined with three grains of Dover's powder. If the head symptoms have been severe, it will perhaps be advisable to keep to quinine, but otherwise an equivalent dose of the cinchona febrifuge may be safely substituted for it.

If the attack has been severe, have the patient removed, if practicable, as quietly and as expeditiously as possible, to the nearest station where medical aid can be procured. This is especially desirable if the disease has recurred two or three

times without any appreciable diminution in the aggravation of the successive attacks.

2.—DIARRHŒA AND DYSENTERY.

These diseases sometimes appear suddenly in a camp, and in aggravated forms, and require prompt attention, especially as the former is very apt to pass into the latter in malarious districts.

(1) The first precaution to be taken on the advent of diarrhœa is abstinence from solid food ; nutritious food in a liquid or semi-solid form should be substituted and cold drinks should be avoided. Should the diarrhœa have been immediately preceded by constipation, a small dose of castor-oil should be taken, and possibly after this has acted, the bowels may return to their ordinary condition.

If, however, the diarrhœa has not been preceded by constipation, 30 drops of chlorodyne may be taken in half a wine-glassful of lukewarm water. Should there be pain in the bowels, warm water fomentations should be applied to the stomach, and a flannel belt tightly drawn round. Three or four hours after taking the chlorodyne, 5 grains of quinine (or 5 grains of the cinchona febrifuge) should be taken in combination with 5 grains of Dover's powder, and the patient sent to bed. It is probable that after prompt action of this kind, the patient may find himself perfectly well by the next morning : if not, let the chlorodyne be repeated, followed by the quinine and Dover's powder, twice daily, for a day or two, or until perfect recovery.

(2) Should the diarrhœa pass on to dysentery, which may be inferred if irregular attacks of griping pain in the abdomen persist with increasing tendency to strain at stool, the condition of the stools themselves should be carefully noted, and if traces of blood or fleshy shreds be observed, it is absolutely necessary that complete rest should be enjoined. The patient should be given a grain of opium or 30 drops of chlorodyne in a little water, to be followed in about quarter of an hour by 20 grains of ipecacuanha powder in half a wine-glassful of water, or the powder may be given as a bolus. This medicine will probably be succeeded by nausea, but every attempt should be made to keep it down. This is best done by the patient remaining on his back ; indeed throughout the attack the patient should be made to lie down. Repeat the ipecacuanha powder in about three hours, and continue the dose twice a day for two or three days, or until the disease stops. Hot bran or linseed meal poultices should be applied constantly to the stomach, and should there be severe pain, apply a turpentine stupe (made by pouring about a tablespoonful of turpentine on a piece of flannel wrung out of hot water) over the painful part.

If the patient does not recover in about a week after a fair trial of this treatment, he should be carried to the nearest station where medical aid may be procured.

3.—CHOLERA.

When cholera breaks out in a camp, the first step to be taken is to shift tents to some considerable distance ; and if this does not suffice, shift again, across a river if practicable : of course the greatest possible attention should be paid to the sanitary state of the camp, and especial care taken during periods of this kind in particular to avoid unwholesome food and impure water.

Treatment.—Unfortunately no very certain remedy is known for this disease, but much may be done by early treatment. The premonitory diarrhœa, if pre-

sent, should be treated with 30 drops of chlorodyne every three or four hours, and complete rest enjoined. Should, however, the stools become watery in appearance and mixed with bran-like flocculi, the pulse become small and thready, the skin blue and pinched, and the voice husky, 10 drops of the '*Cholera drops*,' supplied by the Medical Stores Department, should be given every half an hour in a table-spoonful of water. Or, if this medicine be not at hand, 15 drops of *Sal volatile* should be given instead in half a wine-glassful of water.

When severe cramps of the limbs or of the muscles of the chest come on, the painful parts should be sedulously rubbed with a mixture of ginger (or mustard) powder and linseed meal, easily obtainable in any bazaar, and cold drinks (soda water and the like) given when desired to quench the great thirst from which he will in all probability suffer.

As soon as reaction sets in, the pulse regains its strength, and the unexposed parts of the body become warmer to the applied hand, the stimulating medicine (whether '*cholera drops*' or ammonia) should be discontinued. Attempts should be made to get the patient to swallow a little beef tea, Liebig's *Extractum carnis*, or such other nutritious food as may be available of an allied character. Occasionally, small effervescing draughts may be made for him by adding half a tea-spoonful of citrate of magnesia to a little sweetened water. Should the urinary functions not have become restored towards the end of the second day, the loin should be well fomented with warm water, followed by a turpentine stupe applied over the kidneys, with a linseed or bran poultice over the bladder. Should indications of stupor be observed, and the tongue become dry, the back of the head should be shaved, and the nape of the neck painted two or three times with blistering fluid. As a rule, when the urinary secretion becomes re-established, convalescence is rapid.

4.—SUNSTROKE.

The Europeans of a party are more liable to suffer from sunstroke than the natives, and it not uncommonly happens that when one attack has occurred, it is followed during the next few days by others. It is therefore especially necessary that the tents should be pitched in shaded positions, and that great care should be taken to avoid unnecessary exposure to the sun's influence for some days after a case of this kind has occurred.

No very clear description can be given of the symptoms which precede an attack, and very frequently none whatever are observed: a person may become suddenly faint and fall without having given any previous intimation of his state.

The *treatment* for such a case is to lay the patient on his back in the shade, have his limbs well rubbed, and a dose of sal volatile (40 drops) in water administered, or, if ammonia be not at hand, a little brandy and water may be substituted.

Should, however, the face get flushed, the pulse full, and the heat of the body to the applied hand very great, with stertorous respiration, the *blistles* should be called and directed to pour a continuous stream of cold water from their *mussucks* upon the patient's head for several minutes, the head being, meanwhile, kept well elevated. Should this procedure not prove successful in improving the patient's condition, the back of his head should be shaved, and blistering fluid painted over the part, so as to raise a blister about the size of a man's hand.

Two drachms of compound jalap powder should be administered in a wine-glassful of water, followed in the course of half an hour by 20 grains of quinine, in

solution if possible. Attempts should also be made to clear the bowels by means of a warm water enema, if practicable.

During recovery absolute rest must be insisted on, nourishing food should be given, with only a minimum of stimulants, and the patient not allowed to resume work in the sun for some weeks.

A short list is appended of the medicines which would be found useful in cases of emergency of the kind referred to above. Only the simpler kind of remedies have been mentioned, as it would be useless to do more than suggest the general line of treatment which meets with the approval of the majority of the profession. Were more than this done, it would tend to confuse non-professional persons, and an elaborate list of remedies would imply a great addition to the weight to be carried.

A LIST OF USEFUL REMEDIES WHICH, IT IS SUGGESTED, SHOULD BE TAKEN BY
SMALL DETACHED SURVEY PARTIES OF ABOUT 25 MEN.

- (1) $\frac{1}{2}$ oz. *Sulphate of Quinine.*
- (2) 2 oz. '*Cinchona febrifuge*' or '*Mixed Cinchona Alkaloids.*' [Practically, the dose of this may be said to be the same as quinine.]*
- (3) 1 oz. *Chlorodyne.*
- (4) 2 oz. '*Cholera drops,*' as issued by Medical Stores Department. Oil Anisi, Oil Cajeput, Oil Juniper, āā ʒ ss, Æther ʒ ss; Liqueur. Acid. Halleri ʒ ss; Tinct. Cinnam. ʒ ij; Misce. Useful as a stimulant in the cold stage of cholera, and in other cases where a stimulant is desirable: 10 to 15 drops in water for a dose.
- (5) 2 oz. *Sal volatile* (Sp. Ammon. Aromat.)
- (6) 8 oz. *Granular Citrate of Magnesia.*
- (7) 8 oz. *Epsom Salts.*
- (8) 8 oz. *Castor-oil.*
- (9) 2 oz. *Compound Jalap Powder*: a brisk purgative: dose 1 to 2 drachms.
- (10) 1 oz. *Dover's Powder* [1 grain of opium in every 10 grains].
- (11) 25 one-grain opium pills [in a well-corked phial].
- (12) 50 *Podophyllin pills* [℞, Podophylli Resinæ gr. $\frac{1}{4}$; Extr. Hyoscyam. gr. i; Pil. Colocynth Co. gr. iij. Make a pill]. Preserve in a well-corked phial.
- (13) 50 two-and-a-half grain *Quinine pills.* In a well-corked phial.
- (14) 25 *Gallic Acid* (three grains) and *opium* (half a grain) pills. In a well-corked phial. Useful in mild cases of diarrhœa: one or two for a dose.
- (15) 1 oz. *Ipecacuanha Powder.* For treatment of dysentery.
- (16) 1 oz. *Blistering Fluid.* [In order to produce a blister, paint the part three or four times with a feather.]
- (17) 2 oz. *Solution of Acetate of Lead* [Liq. Plumbi Sub-acetas]. For making Goulard's Lotion add about a tablespoonful to a pint of water. A useful application to sprains and to indolent sores.

* Particulars regarding the dose, etc., of the *Cinchona febrifuge* are issued with the preparation. It may be bought from the Superintendent of the Botanical Gardens, Calcutta, at Rs. 16-8 per pound for the use of public servants, or is obtainable on indent in the usual way from the Government Medical Stores, the price to the general public being Rs. 20 per pound.

APP. 9.]

MEDICAL HINTS.

- (18) 1 oz. *Tincture of Steel*. Useful for stopping hæmorrhage. Dip a cotton rag into the solution, press it into the wound, and apply a bandage.
- (19) 1 oz. *Tincture of Iodine*. Useful in reducing swollen glands (buboes) in the armpit, groin, etc. Paint the part twice daily with the tincture.
- (20) 4 oz. *Zinc Ointment*, in a wide-mouthed stoppered bottle. Useful for sores, burns, scalds, etc.
- (21) 3 rolls of 1½-inch calico *bandages*.
- (22) 1 stick of *Caustic* (Nitrate of Silver), mounted in a quill and put into a phial. Useful for sores, bites, etc.
- (23) 1 small roll of *Isinglass adhesive plaster* (*i.e.*, Court plaster). This is preferable to ordinary sticking-plaster, as the latter, owing to the heat, often becomes useless. To be moistened before application.

As several of the powder-medicines deteriorate greatly when kept in paper packages, and frequently, owing to damp, etc., become useless when thus previously weighed out, it is recommended that phials should be adopted in all cases and the doses weighed as required, a pair of small scales and a 2-oz. graduated measure being packed with the medicines. A small tin box, divided into compartments, could readily be devised; and the whole need not weigh more than 8 or 10 pounds.

APOTHECARIES' WEIGHTS AND MEASURES.

<i>Solids.</i>	<i>Fluids.</i>
20 grains = ℥j (1 scruple).	60 minims = 1 fluid drachm.
3 scruples = ℥j (1 drachm).	8 drachms = 1 „ ounce.
8 drachms = ℥j (1 ounce).	20 ounces = 1 pint.

NOTE.—The medicines Nos. 4, 7, 8, 9, 13, 14, and 23, or in lieu of 23, some sticking-plaster (empl. p.umbi) may safely be entrusted to most native surveyors, care being taken to make them write clear directions for use.

APPROXIMATE FLUID MEASURES.

1 minim = about 1 drop.
1 fluid drachm = 1 small teaspoonful.
2 „ drachms = 1 „ dessert-spoonful.
4 „ „ = 1 „ tablespoonful.
1 „ ounce = 2 „ tablespoonfuls.
2 „ ounces = 1 „ wine-glassful.

Tin Boxes of medicines for detachments unaccompanied by a Medical Officer.

No. 1, Quinine Pills, 2½ grains, 6 dozens.	No. 2, Cough Pills, 6 dozens.	No. 3, Colocynth and Henbane or Aperient Pills, 4 dozens.	No. 4, Opium Pills, 1 grain, 6 dozens.	No. 5, Calomel and Opium Pills, 4 dozens.	No. 10, Laudanum, oz. ½. „ 11, Sal Volatile, oz. ½. „ 12, Cholera Pills, 100. „ 13, Simple dressing, dr. 6. „ 14, Adhesive Plaster, dr. 6. „ 15, Lint, dr. 6. „ 16, Scissors, No. 1.
No. 6, Blue Pills, 4 dozens.	No. 7, Lead and Opium Pills, 6 dozens.	No. 8, Gallic Acid and Opium Pills, 6 dozens.	No. 9, Tartar Emetic Powders, 1 grain, 3 dozens.		

- No. 1.—*Two-and-half-grain Quinine Pills*—One for a dose, twice or thrice a day in the interval of fever. If the bowels are confined, give two aperient pills before commencing the quinine.
- „ 2.—*Cough Pills*—Compound Squill Pill gr. ii, Ipecacuanha gr. i. in each—One to be taken three or four times a day, when the cough is troublesome.
- „ 3.—*Colocynth and Henbane, or Aperient Pills*—One or two for a dose to produce a mild action on the bowels. Repeat the dose in three or four hours, if required.
- „ 4.—*One-grain Opium Pills*—To relieve pain, as in griping or colic—One for a dose, to be repeated in four hours, if required.
- „ 5.—*Calomel and Opium Pills*—Each contains two grains calomel and $\frac{2}{3}$ grain opium, given in fever, inflammation, and dysentery, also in early stage of cholera or sudden diarrhœa.
- „ 6.—*Blue Pills*—One at bed-time, and a colocynth pill in the morning when bilious, headache, or out of sorts.
- „ 7.—*Lead and Opium Pills*—Each contains three grains lead and one grain opium, for diarrhœa and dysentery—One for a dose every time the bowels are loosely moved.
- „ 8.—*Gallic Acid and Opium Pills*—Gallic acid three grains, opium one grain, in each pill for milder cases of diarrhœa—One for a dose, two or three times a day.
- „ 9.—*Tartar Emetic Powders*—One grain each—One dissolved in a glass of warm water to be given as an emetic. For fever and colds—Dissolve one powder in a quart bottle of warm water and take a wine-glassful every second hour till perspiration or slight nausea is produced.
- „ 10.—*Laudanum*—Give to an adult forty drops in a little brandy and water in a sudden attack of diarrhœa, or when cholera is threatened; twenty-five drops may be given to procure sleep.
- „ 11.—*Sal Volatile*—A teaspoonful a dose in a little water, in faintness from effects of the sun, or when the extremities are cold in cholera.
- „ 12.—*Cholera Pills for Natives*—Assafœtida, Black Pepper, Opium, of each one grain—Give one cholera pill every hour for four doses while the purging continues (none after it has stopped), and repeat small quantities of brandy and hot water every half-hour. Should the extremities become cold, administer thirty drops of sal volatile in half a wine-glass of water every quarter of an hour, and rub well the extremities with powdered ginger until warmth is restored. Apply hot bricks to the hands and feet, and a mustard poultice over the region of the stomach. Twelve hours after all symptoms of cholera have ceased, give one or two of the colocynth and henbane pills to produce a mild action on the bowels. Repeat the dose in three or four hours, if the first dose does not act.
- „ 13.—Simple dressing for sores.
- „ 14.—Sticking plaster for cuts.
- „ 15.—Lint.

 APP. 10.] OBJECTIONS OF CALCUTTA STATIONERY OFFICE.

No. 16.—Scissors, No. 1.

Weight with contents 2—6.

 Length $8\frac{1}{3}$ inches.

 Breadth $4\frac{1}{3}$ inches.

Height 3 inches.

 Appendix 10.—List of Objections ordinarily taken by the Calcutta Stationery Office in dealing with Stationery Indents.

I.—No hand-made foolscap is issued to Government offices, cream-wove machine-made foolscap paper being substituted for it.

II.—No paper larger than foolscap is supplied to any office save with the special sanction of Government, and double foolscap is allowed for ordinary use when a size larger than foolscap is required. Also no paper smaller in size than foolscap is allowed except note paper.

III.—Quarto-post paper is kept in stock for supply to His Excellency the Viceroy, His Excellency the Commander-in Chief, Members of the Supreme Council, and Heads of Local Governments and Administrations.

IV.—Note paper is issued to Heads of Offices and Departments only.

V.—Overland note paper is issued to Secretariats and high officials only.

VI.—Candles are not supplied by the Stationery Office.

VII.—Twenty per cent. of the requisitions for envelopes are supplied of English manufacture, and the balance of envelopes of Indian paper.

VIII.—As a rule, fluid ink is only supplied to offices in Calcutta, and the high officials and Secretariats, Mofussil offices are supplied with blue-black ink powder. Fuchsine aniline crystals instead of fluid ink are issued to all offices for red ink.

IX.—Desk-knives are issued for office use in place of clasped penknives.

X.—The use of the steel erasers is prohibited.

XI.—As parcels wrapped in strong brown cartridge paper can easily be sent by post or rail without risk of damage, wax-cloth is supplied only when it is stated to be actually required by the head of the office.

XII.—Indents for marble paper, paste-boards, mill-boards, and leather for binding should contain statements of the number of books to be bound each year.

XIII.—Indents for blank books should each be accompanied by a specification of the purpose for which each book is required; and it is in the discretion of the Superintendent of Stationery to comply with or modify the demands with reference to the necessity of the case. When it appears that standard printed forms will answer the purpose as well as a book, the former is supplied.

XIV.—In the absence of an explanation, no demand can be admitted which is in excess of the average consumption of the past three years, minus the balance in hand, or in excess of the sanctioned scale laid down by Government.

XV.—In the case of durable articles, such as India-rubber, round rulers, wooden inkstands, ink-glasses, desk-knives, hones, strops, paper-cutters, scissors, paper-weights, etc., which are supplied *once for all* according to the sanctioned scale, no demand is complied with, unless—

(a) the indent shows on its face the title to the new supply;

(b) the head of the office or some other responsible officer certifies to the effect that he has personally ascertained that these articles have either

been actually worn out by fair use or lost or destroyed by excusable accident.

XVI.—Gum is allowed for the sole use of gazetted officers. For ordinary office use paste, to be provided out of the fixed contingencies, is used.

XVII.—Gum bottles are issued *once for all* for the sole use of gazetted officers. Their renewal can be allowed only on certificate (see Rule XV (b)).

XVIII.—Saucers and slabs for colors, sponges, and brushes, which are issued to offices in which map-drawing is required, cannot be supplied every year, as these articles are expected to last a long time.

XIX.—In the absence of explanation, no demand for such articles as were not supplied in previous years is admitted.

XX.—Articles of a special kind, which are kept in stock of the Stationery office, are not generally issued. They are supplied only to those offices and departments for which they are provided.

Appendix 11.—A short Note on the manufacture and source of supply of the various kinds of paper issued by the Calcutta Stationery Office, with some explanation of their description and quality, and the technical terms by which they are known.

The following note has been written for the guidance of Government officers who obtain, either directly from the Stationery Office or through the printing offices, various descriptions of paper, either for writing or map-drawing, or as printed forms. Very little is generally known about the manufacture of paper or of the sources of its supply in India. Many officers indent for paper that they do not require, either by giving it a wrong description, or under the erroneous impression that, by asking for an expensive hand-made paper, they will obtain an article suitable to their requirements, when in reality a cheaper machine-made paper would suit them better. So also hand-made drawing papers are constantly asked for when an ordinary cartridge paper would be more suitable, both for practical purposes and in the interests of economy. For account books and ledgers expensive papers are sometimes insisted upon heads of departments and offices, when the Stationery Office could provide as good a paper for the purpose at much less cost. These remarks apply more particularly to the large departments and offices which exercise independent authority in such matters. In Bengal, the Stationery Office itself prescribes the description of paper to be used in printing standard forms, but its supervision in this respect does not extend to other Provinces, where, apparently, heads of departments and of offices can direct the forms which they require to be printed on any sort of paper that they may select. Recently the Government of India, Department of Finance and Commerce, have directed, in Resolution No. 3089, dated 11th June 1888, that as the Bengal Government Printing Office largely use paper of Indian manufacture, and only twelve descriptions of English paper, similar limits shall be placed on the requisitions of other printing offices. This order will affect all officers who have been in the habit of instructing the printing offices to use special kinds of paper for printing their departmental forms of

office resolutions or memoranda, and their co-operation with the Superintendents of the printing offices is required to carry out the order effectively.

The paper supplied by the Calcutta Stationery Office is obtained (*a*) by direct indent on the India Office, (*b*) from the Indian Paper-mills. The papers obtained from England are the finer kinds of writing and drawing paper, either hand-made or machine-made, and special kinds of paper used in copying presses. All printing paper is obtained from the Indian mills, and the four mills with which the Stationery Office deals are :—The Bally, Titaghur, Upper India Couper Mills, Lucknow, and the Scindiah Mills, Morar. The two first are in the immediate vicinity of Calcutta.

Under the present system the Calcutta Stationery Office obtains all its printing paper from the Bally and Titaghur Mills, and issues it to all Government offices in Bengal, Burma, Assam, North-Western Provinces and Oudh, and the Punjab, where it is used for the rough drafts of letters, etc. It also sends printing paper from the same mills to the printing offices in Calcutta and Rangoon. The Government Printing Office at Allahabad is supplied with printing paper from the Upper India Couper Mills at Lucknow, under orders from the Calcutta Stationery office, and in like manner the Postal Press at Alighur, the Branch Printing Office of the Government of India at Simla, and the Government Printing Office at Lahore, are supplied from the Scindiah Mills at Morar. Hand-made and machine-made writing papers required by all the printing offices are supplied direct from the Calcutta Stationery Office. Hand-made paper is not manufactured in India, but good writing papers are now being made by machinery at the local mills.

The preliminary stages of paper-making, which consists of the preparation of the pulp, are very much the same, whether the paper to be produced is hand-made or machine-made. The pulp of English paper is made generally from linen rags, while in India grass and fibre are used. The difference in the manufacture is in the final processes. In hand-made paper the pulp is worked into a mould by the hand of the workman, and each sheet, which corresponds exactly to the size of the mould, is thus separately produced ; but in machine-made paper the pulp flows over a travelling wire frame, and is cut afterwards to the required size of the sheet. Hand-made paper is generally sized, by being dipped into a tub of size, and is then known as tub-sized, while machine-made paper goes through a process called engine-sizing, the size being mixed with the paper while in a state of pulp. Sizing is of course an important feature in paper-making. Paper which is deficient in sizing will be soft and absorbent ; on the other hand, over-sized paper will be hard and brittle, and will not readily take the impression of type in printing.

Paper may be divided into three principal classes :—*Writing*, *Printing*, and *Wrapping* papers.

Writing paper.—Of writing paper there are essentially but two kinds, *vis. wove* and *laid*, so called from their appearance. When held up to the light the former looks closely woven like calico, the latter shows distinct linear marks, and is commonly known as “ribbed.”

Each of these two kinds of writing paper contains varieties, thus :—*Blue wove* a paper of woven texture but blue in colour ; *cream wove* is woven paper of a creamy colour ; *yellow wove* is a woven paper resembling cream in colour, but with a bluish tinge. Blue papers of a low colour are often styled *asure*. In laid papers there are only two colours, *vis.*, *blue laid* and *cream laid*. All these

apers, however, vary in shades of colouring, and a paper is said to be high or low in colour according as to whether it is strongly coloured or the reverse. The kind, substance, and quality of a paper is spoken of collectively as the "make."

All writing papers may be had in *hand* and *machine-made* sorts. The peculiar properties of hand-made paper are great lateral strength, toughness, durability, and intensity of hardness as regards sizing, that have not been quite successfully attained in those made by the machine process. But for all purposes of an ordinary nature, especially that of mere correspondence when the letters are not required as permanent records, machine-made papers, from their highly finished surface and lowness of price, are by far the most advantageous for general use. For this reason the use of hand-made writing paper is prohibited in Government offices, *vide* Resolution, Government of India, Department of Finance and Commerce, No. 198, dated 17th January 1882, and is only used in official work for register and documents of great importance when strength and durability are essential requisites.

The many sizes in which writing paper is made are known by distinctive technical names. The sizes most commonly used in official correspondence are:—

Foolscap.	Quarter post.
Double foolscap.	Octavo note.

There is a class of writing paper generally known as "book papers," and used for ledgers, registers, and account books in mercantile houses. This series is nearly always made of blue laid paper. The principal sizes are—

Demy 20 by 15½ inches.	Royal 24 by 19 inches.
Medium 22 „ 17½ „	Super Royal 27 „ 19½ „
Imperial 30 by 22 inches.	

If similar sizes are made in cream wove paper, the paper is then classed as a *drawing paper*, but it has a more extended range, *viz.*:—

Elephant 28 by 23½ inches,	. standard weight	72 lb
Atlas 34 „ 26 „	„ „	98 „
Double elephant 40 „ 26½ „	„ „	150 „
Antiquarian 53 „ 31 „	„ „	240 „
Emperor 72 by 48		

Drawing papers are generally hand-made and are very expensive; the price at which *Emperor* is issued from the Stationery Office is ₹961 per ream, *Antiquarian* ₹660 per ream. *Book or blue laid papers* are both hand-made and machine-made. The difference in price between a 15th foolscap of the two kinds is hand-made ₹16, machine-made ₹8 per ream. The substitution of machine-made for hand-made papers, whenever possible, is therefore a desirable method of economy.

A ream of paper consists of 20 quires of 2th sheets, or 480 sheets in all, which are put up either flat or folded. Paper is sold in the wholesale trade by weight. The price per lb of cream wove paper, made by the Indian paper mills, is 3 annas 7 pie per lb, and a 15th cream wove would therefore cost ₹3-5-9 per ream.

A full description of any paper must give not only its "make" and size, but also its weight per ream, and the number of sheets in a ream being a fixed quantity, it follows that the thickness of each sheet is regulated by the weight of the ream, thus—

Make.	Size.	Weight.
Hand-made blue laid	Imperial	72 lb
Machine-made cream wove	Foolscap	14 „

defines strictly the exact colour, substance, and kind of a paper, its thickness to a leaf, and its size to an inch.

Printing papers.—It would be impossible to enumerate the almost endless variety of purposes besides printing that this class of paper is applied to. It is the foundation of every variety of gold, silver, fancy or coloured papers required for innumerable useful and ornamental purposes. For official business it is mostly confined to its principal use, that of printing, but it also forms the covering materials for paste-boards, and in coloured kinds it is used for the covers of books and pamphlets, for the envelopes in which telegrams are distributed, etc.

For printing purposes the paper is generally white; in fact, in the English trade printing papers are technically known as “whites.” Many officers indent for it under the description of Serampore paper, but no such paper is issued by the Stationery Office. In India a special sort of printing paper is manufactured by the Indian mills called half-bleached or “badami,” and is extensively used for printing the commoner kinds of forms, such as chalans, notices, and vernacular documents. This paper is less expensive than the bleached paper and it is economical to use it in place of white for unimportant printing works.

The principal sizes are—

Demy	22½ by 47½ inches,	weight from 12 to 24lb
Medium	24 „ 19 „	„ 16 „ 30 „
Royal	25 „ 20 „	„ 16 „ 30 „
Super Royal	28 „ 20 „	„ 20 „ 40 „
Imperial	30 „ 22 „	„ 30 „ 60 „
Double Foolscap	27 „ 17 „	„ 10 „ 32 „
Double Demy	35 „ 22½ „	„ 30 „ 60 „
Double Royal	40 „ 25 „	„ 40 „ 60 „

It will be observed that there is a material difference in size between writing and printing papers of a similar denomination, which, although corresponding in name, do not correspond in measurement. Uniform in their titles, and nearly so in size to the series of drawing papers, are three classes of papers adapted for printing choice engravings from steel or copper plates, *viz.*, *plate papers, lithographic papers, and chart papers.* There is really little difference between them their distinguishing feature being an extreme softness and absorbent quality. The lithographic papers, supplied by the Stationery Office are harder than the plate and chart papers, being more highly sized.

Wrapping Papers.—The ordinary whitey-brown paper used by shop-keepers for enclosing small parcels is not used in Government offices. The paper used for thick envelopes and wrapping purposes is a brown cartridge. The quality of cartridge paper has a wide range from the common rough, tough, whitey-brown kinds to the white, or clean and smooth sorts, but slightly inferior to the best drawing papers. Indeed, many of the best kinds are used by engineers, architects and designers for plans and working drawings, and there is no reason why they should not be sometimes used by officers of the Public Works and Survey Departments and by Settlement Officers in land surveying instead of expensive drawing papers. White cartridge paper is also largely used by the Government for printing work requiring large stout papers. This paper is, as a rule, put up flat.

The principal sizes are—

Demy	22½ by 17½ inches,	weight 24 to 30lb
Royal	25 „ 20 „	„ 26 „ 40 „
Elephant	28 „ 23 „	„ 30 „ 70 „
Imperial	30 „ 22 „	„ 30 „ 80 „
Double Foolscap	27 by 17 inches.	

Retree Papers are sometimes sent out by the Director General of Stores, India Office, and the following description of them is taken from the *Stationer's Hand-Book*, from which much of the information given in this note has been compiled :—

“In every making of all writing papers, and of printing and cartridge papers of fine qualities only, there is a certain quantity (usually about ten per cent.) which, although equal on the whole to the general bulk, from containing some minor faults, such as light size stains, small drops of colour, spots of dirt, wrinkles of the edges, etc., is put up by itself and termed *Retree*, or as it is written by a paper-maker XX, which mark or the letter R it generally bears on the outside of the mill wrapper, besides in folded papers having two sections of the paper turned each way in the ream while good papers are almost always put up, one section each way. It is usually ten per cent. lower in price than its respective good, that is the best of the lot made at the same time. Judgment is required to avoid the error of supposing that all papers having these faults are *retree*, as it must be borne in mind that all common papers, from their lowness of price, must have many of these faults, while, on the other hand, the *retrees* of an extra superfine have them but in a very slight degree, sometimes scarcely distinguishable; all depends on the class in value of the good paper.”

Specimens of the different descriptions of paper may be obtained from the Stationery Office, Calcutta.

TECHNICAL TERMS.

[*Those used specially by the Stationery Office are marked with an asterisk.*]

Alphabet.—The index to an account book or register. It may be fixed or loose and termed a one, two, or four-letter alphabet, as it may have these numbers to a folio or opening. When an alphabet is “cut through” a book, the letters B, C, H. M. S, and W have three times as much space as each of the other letters.

Antiquarian and Atlas.—See *Drawing Papers*.

Bank post.—A thin, strong, hard-sized paper, adapted for foreign correspondence 18 by 15¼ inches, weight about 9½ lb per ream. It is made in yellow cream, and blue wove, and blue and cream laids.

Black Lines.—A page of foolscap or quarto post, having thick blank lines printed upon it for guidance in writing straight, by being placed under the paper written upon.

Blotting.—A kind of paper used to absorb excess of ink from writing-paper. It is made in the usual way with the addition of a slight admixture of woollen rags or thick fibre to increase absorption, but left in the stage known as *water leaf*, *viz.*, paper before undergoing the process of sizing. The paper used in Government offices is made by the Indian mills, and is 32 lb demy.

Book Papers.—See *Writing Paper*.

Blank Books.—Books containing blank leaves of yellow wove country-made paper, largely used in Government offices for registers, diaries, note books, etc.

Brief.—A blue wove foolscap, with a water-marked marginal line running lengthways, and similar cross lines as guides in writing. It is termed according

to the number of lines it contains, there being two sorts—36 and 42 lined brief, its usual weights are 15 or 16lb per ream. It is used principally in the legal profession for Counsel's briefs, hence its title, and is almost invariably hand-made.

Bristol Boards.—A term applied to the best sort of drawing boards. They are made in foolscap, demy, royal, and imperial sizes, and of various degrees of substance, from 3 to 12 sheets thick. The outer surfaces of Bristol boards should be formed of the best hand-made drawing paper, and the insides or middles of a good white quality of paper.

Carbonic Paper.—See *Manifold Paper*.

Cartridge.—See *Printing Papers*.

Card Boards.—A quality of pasted boards inferior to Bristol boards, but better than paste boards.

Chart Papers.—See *Printing Papers*.

Cockled.—A term applied to paper that is uneven in surface, or blistered by being dried too quickly on the hot cylinder of the paper machine.

Continuous or Continuation.—A term applied to any description of paper when made in long rolls of various lengths.

Copying Paper.—An exceedingly thin paper, similar to tissue paper, but containing a little size to adapt it for use in the copying machine. It is made in two shades of colour, termed, respectively, blue and yellow cast, being the distinction for two shades of white. It is made in two sizes—Foolscap 17 by 13½ inches, weight 5lb per ream; Medium 22 by 17½ inches, weight 7lb per ream.

Copying Book.—A book of copying paper, folio or quarto, for taking and preserving copies of letters in.

Crayon Paper.—A kind of fine cartridge, made in a great variety of neutral tints, rather soft in quality, to adapt it for chalk drawings. It is mostly imperial size, 32 by 22 inches, and 7lb weight per ream, but may be had in other sizes and weights.

Deckle Edge.—The minutely serrated raw edge, peculiar to hand-made papers so termed from being produced by the *deckle* or frame which covers the mould in which the paper is made.

Dies.—Paper dies; pieces of steel engraved with various devices, crests, and mottoes used for stamping letter and note papers.

Drying Paper.—A thick, strong, rough, unsized paper, adapted to absorb the superfluous moisture from the wetted copying paper, in the process of copying letters by machine. Any thick common blotting paper will, however, answer the purpose.

Engine-sized.—A term applied to (printing or common writing) paper that is only slightly sized by having a little size mixed with it while in the engine in a state of pulp. The size used for this purpose is of a resinous or starchy nature, not animal size as in superior writing and drawing paper.

Envelopes.—The paper covers that have grown into such general use during late years. The principal kinds are the Letter and Note Envelopes, which are made in all the various sorts of cream and blue laid, and cream yellow and blue woves—Bank post envelopes; Cloth-lined envelopes; Cartridge envelopes.

Envelope Papers.—Writing papers of any kind, made of large dimensions and in various thicknesses, for the economical production, without waste, of envelopes of various sizes; generally made to order for special uses.

Foul.—The technical term applied to spots or specks of dirt in writing or printing papers; the opposite of clean.

Glazed.—A term applied to paper when rolled or milled to a high or glazed surface.

Glazed Boards.—A species of thin, hard, and tough mill boards, brought to a very highly glazed surface by friction, and principally used by printers for pressing printed book work.

Good.—A term applied to that portion of any making or batch of paper that is most perfect or free from fault, as distinguished from the *retree* or faulty thrown out in sorting.

***Guard Book, or File Book.**—A book of any size or binding for preserving invoices or papers into which they are pasted; the guards are strips of paper bound in with the back, and they may be single, double, or treble guarded, according to the number and thickness of the paper the book is to contain when full.

Imitation Hand-made.—Machine-made blue laid paper, coloured but very slightly with ultramarine, to imitate the smalt colour of the hand-made paper. The better sorts are also full-sized and air-dried, which makes them nearly equal to the best, and superior to the common, hand-made makes, which they are fast superseding.

Lithographic Paper.—See *Printing Papers*.

Loan Paper.—A species of fine writing cartridge, of a degree of strength and tenacity nearly approaching to parchment; mostly used for printing scrip and share certificates, and similar important documents that are required to last long and sustain much tear.

Manifold Paper, or Carbonic Paper.—Paper prepared for use in the Manifold writer. It is made by taking a somewhat thin and soft writing, or fine tough printing paper, and smearing it thinly and evenly over with a stiff ointment made of lard and black lead, or lamp black, removing any superfluous portion with a piece of soft rag. When dry, sheets of this paper, placed between sheets of writing paper, written on with a style or solid pen, will produce several copies of the same writing.

Marble Paper.—A white or printing paper covered with variegated colours, put on in a peculiar manner to imitate marble and highly glazed. It is used for the covers of books, and is made in single and double foolscaps, demy and other sizes.

Metallic Paper.—A paper of any size or quality, of a good cream wove sort, prepared for the use of the metallic pencil by a special preparation.

Milled.—A term applied to paper when rolled to an ordinary surface.

Milled Boards.—Strong flexible boards, of various thicknesses and sizes, used for book-binding. They are made of the same materials as brown paper, and in the same manner as hand-made, *viz.*, in a mould, to insure firmness and solidity.

Parchment Papers, or Vegetable Parchments.—Unsize paper, dipped in a solution of sulphuric acid and water, which converts the paper into a material nearly approaching in tenacity and transparency to animal parchment.

Paste Boards.—A pasted board of paper, made with a grey middle, and covered on each exterior with a sheet of purple, white or blue paper as may be required. They are mostly royal size, varying from three to twenty sheets in thickness.

Perfect.—A term having no reference to the condition or quality of a paper, but applied to the quantity in a ream of paper.

Photographic Paper.—A species of very finely prepared yellow wove paper of great purity. It is used in the Survey Department.

Plate Papers.—See *Printing Papers*.

Post.—A size of writing paper 19 by $15\frac{1}{4}$ inches. It is made in all classes of writing paper, and in variety of weights. Thin post from 10 to 15lb; middle post 16 to 18lb; thick post 19 to 23lb; extra thick 24 to 30lb; and double thick 30 to 40lb per ream.

Pott.—A writing paper 15 by $12\frac{1}{2}$ inches, weight 6 to 12lb per ream, which may be had in all the varieties of make.

Printing Papers.—Papers of a quality adapted for letter-press printing, now invariably made by machine. A description of the qualities and sizes of this class of paper has already been given.

Pulp.—Material of any kind when beaten into the stage ready for making into paper.

Pulp-coloured.—Paper dyed or coloured in the pulp previous to manufacture, therefore all through alike; the opposite to surface-coloured.

Rough.—A term applied to drawing paper made with a decidedly rough or granulated surface.

***Service Books.**—Prescribed under article 876 of the Civil Service Regulations. Those issued by the Stationery Office are now printed on machine-made paper, instead of hand-made paper as formerly.

Short.—The technical term for the absence of strength in paper.

Straw Boards.—Milled boards made from straw. They are largely used for common book-binding, and such purposes as require no great strength, and from their lower prices have almost superseded the common descriptions of mill boards. They are of various sizes and weights, but, being made by machine, are limited to the thinnest substances.

Surface-coloured.—Coloured on the surface by a body colour; not coloured in the pulp.

Surface.—The degree of finish or smoothness given to the face of any paper; thus it may be a milled, rolled, or glazed surface; or meaning badly finished, said to have "no surface."

Tender.—The technical term for paper that is soft or badly sized.

Tissue.—A delicate and thin paper used for a variety of purposes. It is the thinnest paper made by machine, being only about the one-thousandth part of an inch in thickness. As a white paper, it is made in two shades of colour, termed *blue cast* and *yellow cast*, and of each quality in three different sizes—

Demy tissue, blue cast and yellow cast	. . .	$22\frac{1}{2}$ by $17\frac{1}{2}$ inches,	weight	5lb per ream.
Double crown tissue, blue cast	. . .	30 " 20 " "	"	7lb "
Ditto ditto, yellow cast	. . .	30 " 20 " "	"	7lb "
Double double crown, blue cast	. . .	40 " 20 " "	"	14lb "
Ditto ditto, yellow cast	. . .	40 " 20 " "	"	14lb "

Tissue coloured.—The same quality as white tissue, but coloured in the pulp with a great variety of colours.

Toned.—A term applied to printing papers having a slight tinge of colour.

Tracing Paper.—Double crown white tissue, treated with certain preparations to make it transparent and bear drawing or colouring upon.

Water-mark.—Any mark or device introduced into a paper during the process of making.

APP. II.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

The following special papers are issued by the Stationery Office :—

Cream wove Demy paper ruled for prismatic compasses, and issued to Garrison Instructors. It is obtained from England.

Cream wove paper, ruled for diagrams, to show the rise and fall of water issued to Executive Engineer, Soane Canal. The ruling of this and of the following paper is done in the Surveyor-General's Office.

Cream wove Double Demy, specially ruled for Engineers, called *Section papers*. *Mounted Section Paper* is a similar cream wove paper mounted on cloth.

List of Drawing Papers kept for general use.

	Per ream.		Per foot.
	Rs a. p.		Rs a. p.
Antiquarian	660 0 0	Mounted section paper, 36" wide	0 6 0
Paper, 40" x 40"	446 0 0	Mounted section paper, 15" "	0 4 0
Double Elephant, 130lb	153 0 0		Per ream.
Atlas	120 0 0	Silver or tissue paper	2 12 0
Imperial, 72lb	77 0 0	Section paper, $\frac{1}{8}$ " wide	68 0 0
Royal, 44lb	46 0 0	" " $\frac{1}{10}$ " "	59 0 0
Medium	36 0 0	" " $\frac{1}{8}$ " "	59 0 2
Demy	25 0 0	" " $\frac{1}{10}$ " "	75 0 0
Tracing paper, 22lb	37 0 0		
	Per yard.		
Cartoon or continuation	0 6 0		

List of Drawing papers kept for special use.

	Per ream.		Rs a. p.
	Rs a. p.		Rs a. p.
Emperor	961 0 0	Columbian	101 0 0
Double Elephant Lithographic, glazed, 40" x 27", 130lb	75 0 0	Imperial Lithographic	80 0 0
Double Elephant Lithographic, 40" x 27", 105lb	59 0 0	Royal plate, 24" x 19"	27 0 0
Double Elephant Lithographic, 40" x 27", 80lb	25 6 0	Demy plate, 20" x 15 $\frac{1}{2}$ "	23 0 0
Double Elephant Lithographic, 40" x 27", 56lb	36 0 0	Paper, ruled, for prismatic compasses	66 0 0
Double Elephant Lithographic, Bank Post, 40" x 27", 56lb	40 0 0		Per yard.
Double Elephant Bank-post, 40" x 27", 31lb	26 0 0	Paper, Engineer's photographic	0 6 0
Plate paper	76 0 0	Paper, Endness, for maps and diagrams	0 10 0
Plate Lithographic, 46" x 27", 160lb	100 0 0	Leather tracing paper, 38lb	0 8 0
Plate Lithographic, 40" x 27", 130lb	85 0 0		Per quire.
		Paper, ruled, diagram for 12 months	3 12 0
		Paper, diagram of daily rise and fall of river	3 0 0

List of Hand-made Writing Paper kept for special use.

	Per ream.	
	Rs a. p.	
Impl. Blue-laid, 72lb	67 0 0	} For Survey and Account Offices.
" " 69lb	49 0 0	
Super Royal, 54lb	37 0 0	
		} Government Press, Allahabad.

List of Hand-made Paper kept for special use—continued.

		Per ream.		
		<i>R</i>	<i>a. p.</i>	
Royal, 44lb	47	0 0	Survey Account Forms.
Medium, 32lb	22	0 0	Bengal Registration Department.
Demy, 25lb	25	0 0	} Mint Master for Bullion Registers.
Do., 24lb	22	0 0	
Bank Folio Post, 15lb	23	0 0	} Superintendent, Government Printing, India.
" " 14lb	10	0 0	
" " 12lb	20	0 0	
" " 10lb	23	0 0	
Double Foolscap, 30lb	22	0 0	
Foolscap, 15lb	16	0 0	For Secretariat Offices.
Quarto Post	7	8 0	For high officials.
Note, of different weights and prices		Ditto.

Cream laid and Wove.

		Per ream.		
		<i>R</i>	<i>a. p.</i>	
Double Foolscap, 28lb	9	0 0	For Government Press, N.-W. P. and Oudh,
Bank Post, Medium, 25lb	34	0 0	Paper Currency Department.
Foolscap, 20lb	15	8 0	High officials.
Loan Foolscap	23	0 0	Civil Account Offices for permanent payable orders.
Quarto Post, 16lb	12	8 0	} For high officials.
" " 14lb	14	8 0	
" " 10½lb	8	8 0	
Note, 10lb	10	4 0	
" 9lb	7	4 0	
And of other kinds		
Overland Quarto Post, 6lb	5	0 0	} For high officials and Surveyor-General's Department.
Note, 2½lb	2	12 0	

List of Machine-made English Writing Paper.

		Per ream.		
		<i>R</i>	<i>a. p.</i>	
Imperial, Blue-laid, 72lb	45	0 0	Surveyor-General and Accounts Offices.
Super-Royal, 54lb	39	0 0	Government Press, Allahabad.
Royal, 44lb	26	0 0	Survey Department and Accounts Offices.
Medium, 34lb	16	8 0	} Surveyor-General and Accounts Offices.
" 32lb	18	12 0	
Demy, 25lb	16	4 0	
" 24lb	9	12 0	
Double Foolscap, 30lb	7	8 0	Superintendent, Government Printing, India.
Foolscap, Blue-wove, 15lb	4	4 0	Board of Revenue, Bengal.
Imperial, Cream-wove, 72lb	17	8 0	
Super-Royal, 54lb	17	8 0	
" 34lb	11	0 0	
Royal, 44lb	11	8 0	
" 28lb	9	4 0	

APP. 11.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

List of Machine-made English Writing Paper—contd.

		Per ream.		
		<i>R a. p.</i>		
Medium, 34lb	11	12 0	
Ruled medium, 34lb	18	12 0	Superintendent, Government Printing, and other Presses.
Demy, 25lb	8	0 0	
„ 24lb	5	12 0	
Double, 58lb	17	4 0	
„ Demy, 50lb	11	8 0	
„ „ 48lb	10	8 0	
Bank Post, cream-wove, 15lb	6	0 0	} For Superintendent, Government Printing, India.
„ „ „ „ 10lb	4	12 0	
„ „ „ „ Royal, 13lb	11	8 0	
Double Foolscap, 36lb	10	12 0	} For Presses and high officials.
„ „ 28lb	6	4 0	
„ „ 24lb	5	4 0	
Foolscap, 18lb	7	4 0	} For high officials.
„ tub-sized, and loft-dried, 15lb	8	4 0	
Foolscap, 14lb	3	0 0	} For general issue.
„ 13lb	2	12 0	
Quarto Post, 12lb	4	4 0	For Secretariat Offices.
Note Paper, 6lb	1	12 0	For general issue.
Yellow-wove Demy, ruled, 25lb	6	8 0	Superintendent, Government Printing, India.
„ Foolscap, ruled, 15lb	3	12 0	Superintendent, Government Printing, India, and for general issue.
„ Bank Post, 16lb	5	0 0	Superintendent, Government Printing, India.

List of Water marked Paper.

		Per ream.		
		<i>R a. p.</i>		
Paper for Court-fee-Stamps, 13½ × 8½, 7lb	3	12 0	Treasury Officers: for sale to the public.
Paper for Bills of Exchange and Remittance Transfer Receipts, etc.	32	0 0	To Superintendent, Government Printing, India.
Paper, Demy, ¼ sheet, 10lb	20	0 0	For Salt Duty Receipt Forms, Promissory Notes of the Government of India, etc. To Superintendent of Stamps and Superintendent, Government Printing, India.

*List of Hand-made and Machine-made writing Papers and White, Badami, and Cartridge, Printing Papers used in the Bengal Government Presses for Form-Printing.**Writing Paper, hand-made.*

		Rate per ream.		
		<i>R a. p.</i>		
Medium, 34lb	22	0 0	For Registration registers.
Foolscap, 15lb	16	0 0	Criminal warrant forms.

APP. II.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

Machine-made Writing Papers, laid and wove.

		Rate per ream.			
		R	a.	p.	
Blue-laid, Imperial, 72lb	. .	45	0	0	Ecclesiastical forms. Marriage registers.
„ Royal, 44lb	. .	26	0	0	Registration registers.
„ Medium, 34lb	. .	16	8	0	Law registers and Land Registration register.
„ Demy, 25lb	. .	16	4	0	Service-books.
Blue-wove Foolscap, 15lb	. .	4	4	0	Board's office use, docket forms.
Cream-wove, Royal, 44lb	. .	11	8	0	Bengal Secretariat Press.
„ Double Demy, 50lb	. .	11	8	0	„ „ „
„ Double Foolscap, 28lb	. .	6	4	0	For letters requiring printed headings.
„ Double Foolscap, 24lb	. .	5	4	0	For drafts of letters and for printing.
„ Note paper	. .	1	12	0	For letter papers requiring printed headings.

Printing Papers, white.

		Rate per ream.			Rate per ream.		
		R	a.	p.	R	a.	p.
Bleached Double Royal, 56lb	. .	10	8	0	Bleached Double Foolscap, 24lb	. .	4 8 0
„ „ „ 50lb	. .	9	8	0	„ „ „ 22lb	. .	4 4 0
„ „ „ flimsy, 35lb	. .	6	8	0	„ „ „ 20lb	. .	3 12 0
„ Super „ 34lb	. .	6	8	0	„ „ „ 18lb	. .	3 8 0
„ „ „ 28lb	. .	5	4	0	„ „ „ 16lb	. .	3 0 0
„ Royal, 30lb	. .	5	12	0	„ Quadruple „ 40lb	. .	7 8 0
„ „ 28lb	. .	5	4	0	White Cartridge Super-Royal, 50lb	. .	11 0 0
„ „ 25lb	. .	4	12	0	„ „ Royal, 40lb	. .	8 12 0
„ Double Demy, 56lb	. .	10	8	0	„ „ Demy, 32lb	. .	7 0 0
„ „ „ 36lb	. .	6	12	0	„ „ Double Foolscap,		
„ Demy, 24lb	. .	4	8	0	34lb	. .	7 8 0
„ „ 18lb	. .	3	8	0	White Blotting Paper, 32lb	. .	7 12 0
„ Double Foolscap, 28lb	. .	5	4	0	„ „ „ 40lb	. .	8 8 0

Printing Papers, yellow-wove.

		Rate per ream.			Rate per ream.		
		R	a.	p.	R	a.	p.
Yellow-wove Royal, 44lb	. .	10	0	0	Yellow-wove Demy, 24lb	. .	5 8 0
„ „ 40lb	. .	9	4	0	„ Double Foolscap, 28lb	. .	6 8 0

Printing Papers, Badami or half-bleached.

		Rate per ream.			Rate per ream.		
		R	a.	p.	R	a.	p.
Badami or half-bleached Super-Royal, 30lb	. .	5	0	0	Badami or half-bleached Demy, 24lb	4	0 0
Badami or half-bleached Super-Royal, 28lb	. .	4	12	0	„ „ „ 20lb	3	4 0
Badami or half-bleached Royal, 30lb	. .	5	0	0	„ „ „ 18lb	3	0 0
„ „ „ 25lb	. .	4	4	0	„ „ Double Foolscap, 48lb	8	0 0
„ „ „ 20lb	. .	3	4	0	„ „ „ 30lb	5	0 0
Badami or half-bleached Double Demy, 36lb	. .	6	0	0	„ „ „ 24lb	4	0 0
Badami or half-bleached Demy, 30lb	. .	5	0	0	„ „ „ 20lb	3	4 0
					„ „ „ 16lb	2	12 0

Brown Cartridge Papers.

		Rate per ream.					Rate per ream.		
		R a. p.					R a. p.		
Brown Cartridge, Super-Royal, 50lb		5	12	0	Brown Cartridge, glazed, Super-				
" " " 40lb		4	8	0	Royal, 30lb	.	4	8	0
" " " 30lb		3	8	0	" " Royal 30lb	.	3	8	0
" " glazed, Super-					" " Double Fools-				
Royal, 50lb		8	4	0	cap, 40lb	.	4	8	0

Coloured Printing Papers.

		Rate per ream.					Rate per ream.		
		R a. p.					R a. p.		
Red-coloured paper, Royal size, 20lb					Coloured Light Green, Royal, 25lb		7	0	0
R2-8-0 per ream, and 24lb		3	0	0	Lilac, Royal, 24lb		6	4	0
Yellow-coloured paper, Royal size,					Orange coloured, Royal, 24lb		4	0	0
20lb R4-8-0 and 24lb		5	8	0	Brown colour, Royal, 24lb		6	4	0
Cerise, Royal, 24lb		4	0	0	French Grey, Royal, 26lb		7	4	0
Silver, Grey, Royal, 26lb		5	0	0	" " Demy, 15lb		4	0	0
" " Demy, 15lb		3	3	0	Blue Royal, 20lb		2	8	0
Salmon, Royal, 25lb		4	12	0	" Demy, 15lb		2	8	0
Mottled Grey, Royal, 25lb		4	0	0					
Surface coloured Dark Green, Royal,									
25lb		8	8	0					

With regard to the papers used by the Bengal Government Printing Offices the machine-made writing papers are at present obtained from England. It is proposed, however, in future, to obtain these papers from the Indian paper mills. Samples of azure laid royal and cream-wove foolscap papers made by the Bally Mills can be obtained from the Stationery Office. In trying them it should be remembered that papers of the same description can be obtained of any size or weight.

Appendix 12.—Illustrations to be furnished to the Indian Museum showing the arts practised by the aboriginal and other jungle races of India.

From H. F. BLANFORD, Esq., Honorary Secretary to the Trustees of the Indian Museum, to the Surveyor General of India,—(No. 585, dated Calcutta, 2nd June 1871).

The attention of the Trustees has recently been directed to the importance of devoting a section of the Indian Museum to illustrations of the state of the arts among the aboriginal and other jungle races in India and its dependencies. With this view it is desired to obtain collections of the arms, ornaments, dresses, household utensils, tools, agricultural implements, musical instruments, and indeed all objects that are the products of their own manufacturing skill, and that will serve to illustrate the habits and modes of life of those indigenous races that have remained but little affected by foreign civilization. It is unnecessary to dilate upon the interest that would attach to such a collection, both as leading to a knowledge of the habits of the less known tribes in this part of Her Majesty's dominions, and

 APP. 12.] RULES FOR GRANT OF COMPENSATION FOR DEARNESS OF FOOD.

as affording materials for a comparative study of the arts practised by races in an early stage of social development.

It is desired at the same time to bring together a similar collection of the objects found in the ancient burial places frequently associated with stone circles which are known to exist abundantly in Central, Western, and Southern India, and may yet be met with elsewhere. These, as at present known, consist chiefly of pottery, ornaments, and iron weapons. The stone flakes and celts both of the chipped and polished types, and hatchets of copper and perhaps bronze, which have been found in many parts of India, since attention has been prominently directed to such objects, are also desired for this collection.

In order to carry out these objects, I am desired to solicit through you the assistance of the officers in your Department, who being employed among, or in the neighbourhood of, aboriginal tribes, or in places where ancient cairns and burial places are known to exist, may enjoy facilities for obtaining objects of the kinds enumerated. Objects of the former classes may probably be obtained by purchase for very moderate sums. It is of course not intended that any expense that may be incurred in their purchase or transmission should fall on the officers to whose good offices the Trustees may be indebted for procuring the specimens. Objects of the latter class will probably only be obtainable under conditions where labour is easily and cheaply procurable for the purpose of excavating, and although the Trustees will be willing to purchase objects thus obtained at any moderate cost, they cannot undertake the responsibility of guaranteeing beforehand the cost of exploration.

In conclusion, I am desired to solicit your personal support and co-operation in making known the Trustees' objects to such officers as may be in a position to afford assistance in its practical accomplishments.

Appendix 13.—Rules regulating the grant of compensation for dearness of food to Government employés in the Civil Department — Government of India Resolution No. 57E., dated 6th January 1900 (G. I. O., No. 53, dated 24th January 1900).

(1) When the price of the common staple food-grain of the district is dearer than **₹1** for ten seers, all whole-time servants of Government on Civil Establishments whose pay does not exceed **₹16** per mensem, or in the case of men required to keep a horse or camel, **₹25** per mensem, may receive an extra allowance not exceeding **₹1-8** per mensem. If the pay of the officer is less than **₹5** per mensem, the extra allowance may be increased, at the discretion of the sanctioning authority, so as to bring up the aggregate pay and allowance to an amount not exceeding **₹6-8** per mensem.

When such grain is not dearer than **₹1** for ten seers, but is dearer than **₹1** for twelve seers, the said servants may receive an extra allowance not exceeding **₹1** per mensem. If the pay of the officer is less than **₹5** per mensem, the extra allowance may be increased, at the discretion of the sanctioning authority, so as to bring up the aggregate pay and allowance to an amount not exceeding **₹6** per mensem.

 APP. 13.] RULES FOR GRANT OF COMPENSATION FOR DEARNESS OF FOOD.

Explanation 1.—In Provinces in which the districts are very large, the taluk or other sub-division may be taken as the area for application of the test prices.

Explanation 2.—Local Governments and Administrations may at their discretion take the average of the prices of the principal food-grains instead of the price of the common staple food-grain of the district as the test.

Explanation 3.—The limits, 10 and 12 seers per rupee, are maxima, and any Local Government or Administration may at its discretion withhold compensation until grain is dearer. Similarly the pay limit of ₹16 a month should be regarded as the maximum, Local Governments and Administrations having full power on each occasion of distress prevailing to adopt a lower limit.

(II) The allowance is admissible to men who are officiating or in temporary employment, provided that they are drawing rates of salary which have been fixed with reference to normal circumstances, but the allowance is not admissible to men absent on leave, nor to part-time servants who are only engaged by Government for specific duties which do not prevent their earning money in other ways.

(III) In the case of Government servants drawing consolidated rates of pay, part of which has been expressly granted for the upkeep of a horse or camel, the question whether they are eligible for grain compensation should be decided according as their net pay, excluding the above-mentioned allowance, falls within or without the limit prescribed for ordinary Government servants. Thus, if a man has to maintain a horse for the performance of his ordinary duties, but does not receive any special allowance therefore, as part of his consolidated pay, he would fall under the ₹25 limit; but if he receive a horse allowance, such allowance should be excluded, and the sole test to be applied for determining his eligibility for the compensation allowance is whether his pay proper, excluding the horse allowance, is or is not in excess of ₹16 or such lower limit as the Local Government or Administration may fix. The mounted men who are eligible on their personal pay to draw the grain compensation allowance for themselves may also get an extra allowance not exceeding ₹1 a month at the discretion of the Local Government or Administration for the extra cost of feeding their horse or camel.

(IV) The orders in each case should be strictly temporary, and unless specially renewed should in no case be held to continue in force beyond the end of the financial year in which they were issued.

(V) Heads of Imperial Departments should not grant compensation until after reference to the Local Government of the province in which the officials, to whom it is proposed to grant compensation, are serving.

Note.—The common staple food of the district, taluk or other sub-division means the cheapest grain of any kind commonly used by the people of the tract.

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