

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

[THIRD EDITION.]

LONDON.

PUBLISHED UNDER THE DIRECTION OF
COLONEL F. B. LONGE, R.E.,
SURVEYOR GENERAL OF INDIA.



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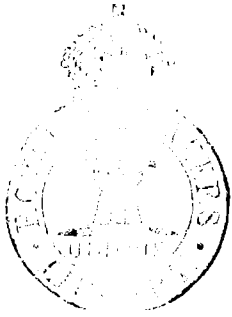
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PREFACE.

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 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. When articles of the Civil Service Regulations are quoted the 3rd edition is usually referred to, but, for facility of reference, two tables have been introduced in the 4th edition showing where the articles of the 3rd edition are to be found in the 4th edition and *vice versâ*.

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 Narendra Nath Mukerjee gave me considerable assistance in revising Chapter III (Accounts) and in preparing the index.

CALCUTTA:
24th October 1900.

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

PREFACE TO THE THIRD EDITION.

The third edition is merely a reprint of the second edition with all *addenda* and *corrigenda* which have been issued up to the 1st January 1907 inclusive incorporated, and when articles of the Civil Account Code, Civil Service Regulations, and Government of India or Circular orders are quoted, the 7th edition of the Civil Account Code, the 4th edition of the Civil Service Regulations and the present numbering of the orders are referred to.

CALCUTTA:
1st January 1907.

T. F. B. RENNY-TAILYOUR,
Bt.-Lt.-Col., R.E.,
Assistant 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:—

The maximum limit of service for candidates for entry into the Imperial Service is fixed at five years. Names of candidates not appointed within this period of service will be removed from the list.

R. & A. Dept.
No. 1532-4-11,
dated 10th July
1901.

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

For this Department the period of probation will be one year. If in any case strong special reasons render an extension of this term expedient, application should be made, through the Surveyor-General, in full time to permit of orders being passed before the period of probation expires.

Rules of admission.

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 headquarters 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 Form to be submitted to head-quarters

History of Services.

for insertion in the Departmental List of Officers.

G. I. O. No. 12,
dated 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, education, soundness of health, and good eyesight* as will

Rules of admission.

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; the Surveyor-General, however, has the power to extend the age limits to 30 years in the case of those candidates who are at the time in pensionable service in the subordinate grades of the Survey of India Department. No person who is married or likely to be soon married will be admitted, excepting candidates of pure Asiatic origin. Candidates, if of European parentage, must be Statutory Natives of India, for definition, see Article 37, Civil Service Regulations, and have at least passed the First Arts Examination at an Indian University, or the High School pass examination, Algebra being a compulsory subject, and if natives, the F. A. examination.

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

R. and A. Department No.

310, dated the
87-13
9th February
1897.

R. and A. Department,
No. 53, 157-2,
dated 4th
January 1901.

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

Examinations will be held in August 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 two years; they will not be confirmed in their appointments until they have served at least one year in a field party, and have been well reported on.

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 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.				
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.	Map drawing.	Geometrical.*	Total.	Grand Total.
	Years.	Months.	Days.									
Maximum marks				300	350	350	1,000	50	50	100	100	1,200
Marks gained by Candidate												
SURVEYOR-GENERAL'S OFFICE, } 190 }				Report by Examiner.				Orders by Surveyor-General.				

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

* Drawing plane geometrical figures with compass and rule, and the construction of scales of all kinds, including diagonal scales.

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 _____ }
Date _____ } Signature.

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 eyesight is _____

Surgeon.

G. I. O. No. 82,
dated 23rd Dec.
1884.

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

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

G. I. O. No. 125,
dated 29th Dec.
1887.

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

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

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

* To be submitted on first application, and again in the case of successful candidates before appointment to the department.

duty 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. I. O. No. 150,
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. I. O. No. 181,
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. I. O. No. 173,
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. I. O. No. 125,
dated 29th
December 1887.
G. O. C. C.,
dated 1st
February 1885.

(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. 297,
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. I. O. No. 210,
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.

G. I. O. No. 262,
dated 9th
December 1895.
G. O. C. C.,
No. 951, dated
28th October
1895.

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

G. I. O. No. 296,
dated 4th
August 1895.
G. O. C. C.,
No. 768 of 1896.

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.

G. I. O. No. 128,
21st March 1888.

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

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

(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 allowance 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.

C. O. No. 218
(Adm.), dated
4th May 1904.

NOTE.—Applications for leave or for permission to avail themselves of the unexpired portion of leave must be submitted through the Surveyor-General to the Government of 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.

Clause 33 of
29th February
1893.

(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.

G. I. O. No. 177,
dated 25th June
1891.

11. Royal Engineer Officers, who have been selected or who have been elected for continuous service in India, will be admitted to the benefits of the Indian Military Service Family Pension Regulations. 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	£
Captains	80
Majors	97
Lieutenant-Colonels	113
	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 $4\frac{1}{2}$ 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.

G. I. O. No. 178,
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.

G. I. O. No. 179,
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. 29,
(Adm.), dated
7th 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 A42, 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.

G. I. D. No. 425, dated 20th January 1905.

12A. Royal Engineer Officers in the Survey of India are entitled to a free issue of 24 rounds of pistol Musketry Course. Free issue of revolver ammunition for— (revolver) ball ammunition for the purpose of carrying out the annual course of practice laid down in para. 322, Musketry Instruction, Native Army, 1904. The ammunition will be drawn from local arsenals, at the conclusion of the annual course of practice, on certificates granted by indenting officers of the numbers who have completed the annual course. The general rule regarding the exchange of ammunition for fired cases will apply.

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 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 Penalty for falsification of records. 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 of villagers. establishment or their servants; they will report at once to the officer in charge of the party any circumstances 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.

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 peafowl 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.

G. I. O. No. 238, dated 15th October 1895.

C. O. No. 236 (Adm.), dated 21st November 1904.

19. All new maps on or across the frontiers of India, unless they are merely new editions of maps already classed as public, are to be submitted for classification to the Military Department before issue.

Frontier maps. Rules regarding the issue of—

This does not refer to maps produced in the field of action during the course of military operations or political missions; such maps may be issued during the course of such operations or missions under the orders of the officer commanding the forces or in charge of the mission, it being clearly understood, however, that all maps issued under these circumstances are to be regarded as of a strictly confidential character, and treated as such until they have been formally classified in the Military Department.

If any boundary, other than an internal boundary, is to be marked on any frontier map, it is necessary to obtain the concurrence of the Foreign Department before such map can be issued, unless such boundary has been formally demarcated, or has already been drawn under due official authority upon a map classed as public.

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 of India Offices, unless prevented by ill-health. The Presidency Offices contain much that is profitable to be seen and examined by

Officers to visit the offices of the Survey of India in Calcutta and Dehra.

D. O. No. 21, dated 22nd September 1864.
C. O. No. 144, (Adm.), dated 8th July 1896.

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. 42,
(Adm.), 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.
G. I. O. No.
170, dated 18th
September
1890.
G. I. O. No.
193, dated 9th
January 1893.
G. I. O. No.
238, dated 28th
October 1895.

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.

G. I. O. No.
353, dated 16th
June 1900.

An officer of Government is forbidden to communicate with the press in respect of his official conduct or acts, without the prior consent in writing of the Local Government which he serves.

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.

G. I. O. No.
391, dated 18th
September 1902.

21A. The previous sanction of the Government of India must be obtained before criminal proceedings are instituted against any gazetted officer. In the case of other officials (except members of the Menial Establishment to whom these orders are not intended to apply) the sanction of the Head of the Department should be obtained.

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

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

Presents.

Home Department
No. 189, dated
9th January
1867.

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.

G. O. No. 151,
(Adm.), 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.

Direct correspondence with administrative officers prohibited.

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.

servant of Government on any menial work unconnected with public duty.

G. I. O. No.
64, dated 25th
March 1884.
G. I. O. No.
87, dated 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.

offices are prohibited from acquiring or holding land within the province in which they are employed, or in any Native State.

G. I. O. No.
138, 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.

G. I. O. No.
130, dated 16th
April 1888.
G. I. O. No.
185, dated 23rd
July 1892.
G. I. O. No.
272, 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.

Borrowing money.

and military officers in civil employ are prohibited under pain of dismissal from

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.

G. I. O. No. 162, 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.

Government officers prohibited from lending money to landholders.

G. I. O. No. 75, dated 3th 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.

Rules for the connection of Government servants with the Press.

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.

G. I. O. No. 389A, dated 19th August 1902.

29A. No officer or employé of the Survey of India, whatever his position, is permitted to advertise for custom or work in the public Press.

C. O. No. 81,
(Adm.), dated
5th December
1887.

30. No officer of Government, not specially authorized, 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.

G. I. O. No. 91,
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. 403,
dated 19th
October 1903.

31A. With regard to the supply of official papers by Local Governments to subordinate officers the Government of India have ordered that only the substance of the decision should be communicated to the officer concerned; with such statement of the grounds upon which it is based as may be necessary for the information of the officer, and may be considered expedient having regard to the circumstances of the case, and that Despatches from or to the Secretary of State and correspondence indicating a difference of opinion between the Local Government and the Government of India, should only be communicated with the express permission of the Government of India.

G. I. O. No. 307,
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. 287,
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. 288,
dated 25th 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.

G. I. O. No. 42,
dated 15th June
1882.

G. I. O. No. 304,
dated 3rd
November 1898.

G. I. O. No. 67,
dated 3rd May
1884.

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

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 1956.

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.

G. I. O. No. 60,
dated 15th
February 1884.

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

G. I. O. No.
409, dated 5th
January 1904.

Executive Officers and Heads of Offices must submit to the Surveyor General the names of any of their subordinates, Provincial and others, whose salaries are attached to the extent of one-half under orders of the Courts, mentioning the period for which they are so attached.

G. I. O. No. 156, 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.

G. I. O. No. 187, dated 8th August 1897.

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. 189, dated 10th September 1892.

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. 315, dated 12th May 1899.

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

G. I. O. No. 58, dated 14th 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.

G. I. O. No. 152, 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.

G. I. O. No. 104, dated 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.

G. I. O. No. 105,
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.

G. I. O. No. 69,
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. 222,
(Adm.), dated
17th June 1904.

In all cases when an officer is sent for medical examination, the examining Medical Officer or Board should be asked to obtain on the medical certificate the impressions of the balls of the thumb and all the fingers of the left hand of the candidate for appointment, leave, or pension. These last impressions should afterwards be verified, by the Head of the Office, with those in the Service Book.

G. I. O. No. 74,
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.

G. I. O. No. 78,
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 1885.

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

Letter to S. T.
S. No. 2370,
dated the 28th
August 1902.

The above orders do not apply to the Bombay or Madras Presidencies, where arrangements are made by their respective Surgeons General as they consider advisable, the Staff Surgeons attending Survey Officers residing in cantonments.

In such cases officers in charge of parties should, however, make themselves acquainted with the local ruling on the subject, and communicate the same to all their subordinates.

NOTE.—Military Assistant Surgeons attached to Station Hospitals can, however, demand fees from Civilian Government servants in Civil employ for attendance in or out of the Station Hospital.

No. 8240, dated 16th December 1901, from the Secretary to the Director General, Indian Medical Service, to the Superintendent, Provincial Surveys, Bengal.

G. I. O. No. 448, dated 8th May 1906.

42A. When the particulars of a Government servant's illness are required in the interests of Government by his official superiors, the Government medical officer who has dealt with his case in his official capacity may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical adviser. Confidential communication between the official superior and the medical adviser of a subordinate is objectionable, and, since the information in question must almost invariably be required in connection with the grant of leave, it is advisable that it should ordinarily be demanded, if at all, from the subordinate himself, who can obtain it from his medical attendant in the way in which the somewhat analogous statements required to support an application for leave on medical certificate are obtained.

G. I. O. No. 444, dated 15th March 1906.

43. A Government servant may not take part in, or subscribe in aid of, any political movement in India or relating to Indian affairs. Nor may he attend any political meeting his presence at which is likely to be misconstrued or to impair his public usefulness.

G. I. O. No. 198, dated 30th June 1893.
G. I. O. No. 158, dated 14th November 1889.

44. The general rules of the Government of India for the submission of memorials and mission of memorials to the Secretary of 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.

Crossing the North-Western Frontier of India,

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

46. Officers of the Survey Department are requested, whenever practicable, to obtain and furnish illustrations of the state of the arts among the aboriginal and other jungle races of India to the Secretary, Indian Museum. See Appendix 12.

Art illustration.

G. I. O.
No. 457, dated
11th December
1906.

47. At levées, drawing-rooms, and State ceremonials, military officers will wear the uniform of the corps to which they belong, and on all occasions on which military mess dress is worn by officers in military employ it may also be worn by military officers of the Survey of India. 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. 333 and 334, dated 25th October 1899.

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.

Volunteer rank.

G. I. O.
No. 211, dated
15th March
1894.

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.

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.

Permits to carry arms.

G. I. O.
No. 239, dated
24th October
1895.

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.

Absence without leave.

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

Absence on account of sickness.

46. Officers of the Survey Department are requested, whenever practicable, to obtain and furnish illustrations of the state of the arts among the aboriginal and other jungle races of India to the Secretary, Indian Museum. See Appendix 12.

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Dress to be worn by Military officers in civil employ at levées, etc.

G. I. O.
No. 211, 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.

Volunteer rank.

G. I. O.
No. 99, 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.

Disposal of arms obtained from Government arsenals.

G. I. O.
No. 239, 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.

Permits to carry arms.

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.

Absence without leave.

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

Absence on account of sickness.

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. 449, dated 20th June 1906.

54. No gazetted officer 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 the Surveyor General is sufficient authority for the taking of leave with the object of obtaining such employment, provided it is not under a Native State, and for the acceptance of such employment during leave.

But in no case may any officer, gazetted or non-gazetted, while on leave (whether with or without allowances) take service in a Native State, except with the consent of the authority whose sanction is required to the transfer of his services to foreign service under Article 753 of the Civil Service Regulations or otherwise than under the conditions imposed by that Article.

G. I. O. No. 97, dated 25th September 1885.
G. I. O. No. 415, dated 25th February 1904.

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. 99 (Adm.), dated 5th December 1890, attached to Appendix 5.)

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.

C. O. No. 241
(Adm.), dated
21st February
1905.

Particular efforts should be made to keep all surveyors and sub-surveyors, who are qualified for independent exploration surveys, *i.e.*, who possess a sound knowledge of triangulation or plane-tableing on small scales of survey, or who are considered likely to become good explorers after due instruction, up to the mark, and every opportunity should be taken to improve their knowledge on all subjects connected with trans-frontier surveying, both in the field and during recess.

C. O. No. 214
(Adm.), dated
26th April 1904.

57. The orders issued from the Surveyor General's Office are classified as follows :—

1. Government of India Orders.—These will give the direct orders of the Government of India on any subject which affects the department generally.
2. Departmental Orders.—This will include all such subjects as appointments, promotions, transfers, etc.
3. Circular Orders (Professional).
4. Circular Orders (Administrative).

These orders as well as 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 Surveyor General's Office, without which it is manifestly impossible to preserve that uniformity of practice so specially necessary in the Survey Department. The officer in charge is responsible that all orders are circulated for the information of his subordinates and shall obtain their signatures as having seen them.

Copies of all Circular Orders (Professional and Administrative) will be supplied on publication to each individual officer, Imperial and Provincial, for his personal use, as well as to the Field Parties and Drawing Offices, and it will be the duty of every officer, from these orders, to correct and supplement the rules and regulations laid down in his copies of the Hand-books, which will thus be kept up to date.

All important Government of India Orders and Circular Orders (Administrative) from 1878 to 1903, inclusive, are published in book form and issued to all Field Parties and Drawing Offices.

The Circular Orders (Professional) up to and including 1903 have been incorporated in the Hand-books.

C. O. No. 205
(Adm.), dated
1st July 1903.

It is incumbent on all Executive Officers to be conversant with the rules and regulations of the Department and to insist on their writers studying the Hand-book.

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, showing 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.

Lists of drugs, etc., maintained in Government Medical Store Depôts, and obtainable on indent, are published in G. I. O. No. 223, 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. Appointment of Europeans. etc.

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 Resignations cannot be accepted by executive officers. 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.

C. O. No. 36,
(Adm.), 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 Professional intercourse 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 maps, plans, and other survey Receipts in duplicate for maps, etc., given to civil authorities. records made over to the civil 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 Duration of field season. period can be utilised. 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 prohibited. 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.

C. O. No. 51,
(Adm.), 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
10th June 1875.
G. I. O. No. 191,
dated 10th
November 1892.

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

C. O. No. 61,
(Adm.), dated
17th February
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.

G. M. No.
3575-S., dated
17th November
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 ₹10 or upwards.

G. I. O. No.
305, dated 8th
November 1893.

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

G. I. O. No. 433,
dated 8th May
1905.

Dismissal of public servants; procedure to be adopted.

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. The fact that a person is unable to read or write is not a sufficient reason for not complying with this procedure.

G. I. O. No. 233,
dated 27th June
1895.

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.

Certificate on discharge or dismissal.

of the certificate should be filed in the office of the officer in charge.

G. I. O. No. 233,
dated 27th June
1895.
D. O. No. 23,
dated 8th July
1869.

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

Certificate of character.

appoyntment, 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

Re-entertainment of any individual previously employed.

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.

82. The Head of an Office should not employ, either temporarily

G. I. O. No. 132,
dated 22nd May
1888.
G. I. O. No. 319,
dated 27th June
1899.

Officers in Government service taking up other employment in Government or other service.

or permanently, an officer belonging to another establishment, without the previous consent of the officer on whose establish-

ment 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 418 *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.

G. I. O. No. 92,
dated 14th July
1885.
C. O. No. 174,
(Adm.), 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.

G. I. O. No. 233,
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 and finger impressions for identification.

Administrative officers have the power to proscribe a man, but printed copies of the proscriptive roll should invariably be sent to all administrative officers for circulation to parties under them.

C. M.
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 service books.

with a service book (at his expense), and every khalasi 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 khalasis 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.

The date to be entered under the heading "Date of appointment" is that of a man's entertainment *in any capacity* in Government service whether temporary or permanent.

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 correctly up to date and produced for the inspection of an administrative officer when he is visiting an office or party. All promotions, reductions, transfers from one party or office to another or from temporary to permanent establishment, discharges, dismissals, leave except casual leave and the authority for the same (which must be that of an administrative officer) should be shown therein. Departmental leave should however be entered in future on a special page (Form O. 73), to be pasted in at the end of each book. No entry that has already been made and attested should be scored out, but if it is found that any former entry is incorrect or that any service which should have been entered has been omitted, then the necessary correction or addition should be entered in red ink and attested after the last entry in the service book, and the reasons for making it should be recorded. Officers in charge are required to certify in their Annual Reports that all the service books have been kept up to date and duly signed by them.

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

Impressions of the balls of the thumb and all the fingers of the applicant's left hand in aniline or blue-black ink should be taken in

C. O. No. 247
(Adm.), dated
22nd December
1905.

Art. 820,
C. S. R.

C. O. No. 158,
(Adm.),
dated 21st
December 1897.
C. O. No. 222
Adm.), dated
17th June 1804.

C. O. No. 183
(Adm.),
dated 17th
January 1900.

G. I. O. No. 426,
dated 3rd Feb-
ruary 1905.

every man's service book in the space for "Distinctive marks." Impressions should be taken in the following manner :—

A small quantity of printer's ink (which will be supplied by the Controller of Stationery, Calcutta) should be well rubbed with an Indian-rubber roller on a tin slab until a very thin, even layer is formed. The balls of the thumb and all the fingers of the left hand, after being wiped, should be laid on the inked slab and rolled from side to side (not rubbed) until sufficiently inked (this can be learnt from experience) and then lightly and carefully rolled on the paper on which the print is to be taken in such a way that the pattern of the whole of the ball of the thumb and fingers from side to side is clearly impressed on it. It must be specially borne in mind that any side movement either at the time of applying or removing the thumb will cause a smudge and spoil the impression.

Art. 67, C. A. C. The service book of a member of the native establishment dismissed for misconduct must not be made over to him.

The service books should be kept in the custody of the Head of the Office. When an employé is transferred to another office his service book should be sent to the Head of the Office to which he is transferred and not made over to him, nor should it be given to him when proceeding on leave. When a non-gazetted officer is officiating in a gazetted appointment, his service book should be kept by the Head of the Office to which such officer permanently belongs, but, when he is confirmed in such an appointment, his service book should be forwarded to the Account Office for record.

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

D. O. (G. T. S.),
dated 16th July
1890.

Guarding stores.

the guard is insufficient for furnishing a double night sentry, the khalasis 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.

Army Circular
of 1892, clause
84.

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. Rules regarding the grant of— 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.

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.

C. O. No. 164
(Adm.), 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.

C. O. No. 221
(Adm.), dated
15th June 1901.

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 held charge of a Survey Camp, or section of a Drawing Office, or been employed on detached scientific work in one of the parties under the Superintendent, Trigonometrical Surveys, for at least a year as a Sub-Assistant Superintendent, before they can be deemed fit for promotion. Executive Officers are therefore required to afford them a suitable opportunity for qualifying after the fifth year of their service in the Department, if they consider an officer qualified to hold a responsible position of this nature. Executive officers are also held responsible for the fitness and attainments of their Sub-Assistant Superintendents, and should insist on their understanding thoroughly the various subjects dealt with in their Hand-books, and thus gaining a knowledge of their professional duties, and an insight into the manner of keeping the accounts of a camp or detachment. To ensure this, executive officers should verbally examine their junior officers in these subjects every month during the recess, one or two chapters being taken each month, and the final examination on the entire books at the end of the time, reporting that they have done so to the Assistant Surveyor General in charge Surveyor General's Office, through their administrative officers, and giving the names of those who have shown ability, as well as those who lack efficiency.

G. I. O. No.
430, dated
10th March
1903.

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, will be made solely by selection.

G. I. O. No. 16,
dated 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. 248
(Adm.), dated
31st January
1936.

96. Officers in charge of parties and offices are directed to submit through the usual channels the increment rolls (Form O. 22) of all Sub-Assistant Superintendents, whether they recommend such increments or not, so as to reach the Surveyor General by the date on which the increments fall due. Reasons should be given when the officers reported on are not recommended, and also when the rolls are not submitted by the proper date.

It is the duty of every Sub-Assistant Superintendent concerned to submit his applications for increment together with specimens of drawing, hand-printing, and typing to his immediate superior officer at least a month before the date on which the increment falls due.

In future if a Sub-Assistant Superintendent fails to carry out these instructions, he will, except in very unusual cases, only receive his increment from the date on which his application was received by his immediate superior officer, and if he fails to submit his application in time on a subsequent occasion, the date from which the increment will be sanctioned will be that on which the roll is received in the Surveyor General's Office.

G. I. O. No. 30,
dated 26th
July 1831.

No officer who has been retrograded as a punishment will receive a greater increment than the officer immediately above him in the classified list is qualified to draw.

C. O. No. 16,
(Adm.), dated
24th July 1979.

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 etc., from Assistant resigning. for all claims of pay or travelling allowance, one copy being transmitted for record in the head-quarters office.

C. O. No. 191
(Adm.), dated
19th January
1901.

99. Officers of the Imperial and Provincial services are prohibited from giving certificates of qualification and conduct to subordinates, except in the case of such subordinates leaving the department, or applying for employment elsewhere.

When an officer leaves a party, he should record his candid opinion of his subordinates' qualifications in the usual qualification report, and not in the form of personal certificates.

C. O. No. 615 of
30th January
1874.
G. I. O. No. 89,
dated 13th June
1885.

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.

101. Assistants are not exempted from all office work for the days on which they may have marched. The Office work when marching. daily office hours will be regulated with 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. 11
(Adm.), dated
22nd February
1879.

102. Uncovenanted servants to whom the pension rules apply are prohibited from borrowing money from 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. 33,
(Adm.), dated
3rd December
1882.

104. Sub-Assistant Superintendents in receipt of salaries which are less than ₹200 a month are prohibited from marrying, unless they possess, or will acquire by their marriage, sufficient means to raise their incomes to ₹200 monthly, exclusive of travelling and local allowances. They will be considered to have forfeited their appointments by infringement of this rule.

Matrimony.

The money provided before marriage to raise the income to ₹200 per mensem, shall be *bona 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 ₹200, 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 ₹200.

G. I. O. No.
122, 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 to efficient Volunteers. war medals under the same conditions as soldiers of the regular Army.

G. I. O. No.
157, dated 25th
October 1889.

106. A member of the Volunteer Reserve, when engaged in 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.

War medals to Volunteer Reserves.

G. I. O. No.
165, dated 20th
March 1890.
G. I. O. No.
276, dated 24th
September 1897.
vice.

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 " "	}	Assistant Commissary.
2nd " " " " "		
3rd " " " " "		
4th " " " " "		
5th " " " " "	}	Deputy Assistant Commissary.
6th " " " " "		
1st grade Sub-Assistant Superintendent.	...	Conductor.
2nd " " " " "	}	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 (khaki) active service. 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 bazaar-men and others. Supplies to be paid for.

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. 164
(Adm.), dated
4th November
1898.

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. 164
(Adm.), 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.

G. I. O. No.
283, dated 27th
June 1895.

113. Sub-surveyors "discharged" for unfitness are not barred 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.

G. I. O. No.
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.

G. I. O. No.
144, dated 19th
November 1888.

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.

G. I. O. No. 149, dated 8th May 1889.

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.

G. I. O. No. 276, dated 24th September 1897.

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	R100 or over	Subadar.
"	"	under R100	Jemadar.
Sub-surveyor	Havildar.
Khalasi	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.

115A. The pay and allowances of soldier surveyors are sent direct from their regiments. They are not entitled to travelling allowance or marching batta, but receive their actual travelling expenses. They travel by warrant when it can be procured.

Rules regarding soldier surveyors.



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.

C. O. No. 219
(Adm.), dated
30th May 1904.

116 A. Executive Officers in charge of Parties and Drawing Offices are prohibited from corresponding *direct* with the Assistant Surveyor Generals, Drawing, Photo.-Litho. and Mathematical Instrument Offices.

Channel of correspondence with Drawing, Photo.-Litho. and Mathematical Instrument Offices.

All such correspondence should be addressed "*through their Administrative Officers.*" Similarly the Assistant Surveyor Generals in charge of the Drawing, Photo.-Litho. and Mathematical Instrument Offices when corresponding with Executive Officers in charge of Parties and Drawing Offices, should do so "through their Administrative Officers."

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.

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 reply. Covering dockets 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 Enclosures to letters. 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.

G. I. O., No. 35,
dated 11th
November 1881.

120. During the rainy season an oiled or waxcloth 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.

121A. All official letters to the Government of India should be addressed to the "Secretary to the Government of India in the ---- Department" both in the letter itself and on the cover.

In all official letters to the Government of India references to previous correspondence should invariably be given.

If an official letter refers to one from any officer other than the Secretary it should begin "with reference to Mr. ---'s letter No. —, etc." or "with reference to your Department letter No. —, etc."

In all correspondence which is transmitted, whether in manuscript or in print, to the Government of India in any department, the name as well as the official designation of the writer should be set out at the head of every letter, memorandum, etc.

All ordinary official correspondence should be conducted on similar lines.

Covers containing official correspondence, which is not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

122. Demi-official correspondence is not prohibited; all official questions cannot be settled by this mode of Demi-official correspondence. 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.

C. O. No. 228
(Adm.), dated
8th September
1904.

All "demi-official" correspondence from officers of the Survey of India to Government Secretariat officers, and all such correspondence between executive and administrative officers (including Assistant Surveyor Generals) and between the latter officers *inter se*, of such a character that there is any possibility of its being placed on the office files, should be written on paper of foolscap size. (Form No. O. 69.)

Each letter should deal with one subject only.

If it is desired that the letter should only be opened by the officer to whom it is written, the word "personal" should be written on the envelope, which should bear the officer's official title in full.

For personal and private matters and also for "demi-official" correspondence between officers in charge of parties and their assistants, etc., the ordinary note sized paper can still be used.

123. Receipts to the head-quarters office for forms, pamphlets, etc., should be retained to be transmitted with Receipts not urgent. 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.

G. I. O. No. 436,
dated 21st June
1905.

Officers should take steps to prevent the use of covers or envelopes disproportionately large as compared with the size of the papers they contain.

124. Every letter, when not very short, should be divided into Paragraphs and marginal paragraphs regularly numbered; and every references. 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 Writing and paper to be erasure, in dark-coloured ink, on quarter used. 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 Docketing of letters. letters, but only for forwarding memoranda or other minor purposes. Foolscap size paper should be used in the form prescribed.

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

127. Roman writing is to be used for all geographical names in 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.
G. I. O. No. 286,
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 Dates of despatch and transmission should be recorded on them receipt to be recorded. 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.

C. O. No. 111
(Adm.), dated
5th August 1892.

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

C. O. No. 255
(Adm.), dated
18th December
1906.

133. The following full and abbreviated telegraphic addresses of the officers of the Survey of India have been adopted :—

<i>Full address.</i>	<i>Abbreviated address.</i>
Surveyor General of India	Surveys.
Deputy Surveyor General	Dy.
Superintendent, Trigonometrical Surveys	Trig.

<i>Full address.</i>	<i>Abbreviated address.</i>
Superintendent, Frontier Surveys	Surveys, Frontier.
" in charge Burma Surveys	" Burma.
" Forest Surveys	" Forests.
" Provincial Surveys —	" Prov.—
Assistant Surveyor General, Surveyor General's Office	" Office.
" " " Drawing Office	" Drawing.
" " " Photo.-Litho. Office	" Photo.
Officer in charge Mathematical Instrument Office	" Inst.
" " Map Record and Issue Office	" Maps.
" " No. ——— Party	" Field—.
" " Drawing Office—	" Drawing—.
" " Training School—	" Training—.

C. O. No. 77
(Adm.), dated
27th June 1887.

All messages regarding leave, pay, appointment, promotion, arrangement for journeys when travelling allowance is drawn, or other matters of a private character, must be paid for by the person sending them, except it is perfectly clear that the interests of 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.

G. I. O. No. 135,
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. 80,
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.

136. All official documents are in a sense private, and can only be dealt with on the responsibility of the individual who is in charge of them. Access to official records is only permitted to those entrusted with the duties of the office or department to which they belong, and these records are not to be made public, or communicated to persons unconnected with such offices or departments, without the sanction of the authorities concerned.

Documents, etc., marked "Confidential" are of a privileged nature. The contents are only to be disclosed to authorized persons or in the interests of the public service.

Documents, etc., marked "Secret" are intended only for the personal information of the individual to whom they are officially entrusted, and their contents are only to be disclosed by him to those whose duties require that they should know them. They must be kept in the personal custody of the recipient and under lock and key.

All letters of a confidential or secret nature are to be marked "Confidential" or "Secret" as the case may be. Such letters should be enclosed in *two* envelopes, of which *only*, the *inner* one, should be marked "Confidential" or "Secret" and the *outer* one should be inscribed with the official address only.

In the case of a secret document of any description the name of the officer for whom it is intended should be given in the inner cover, and he alone should open it.

Confidential documents should be similarly treated, but the inner cover should then be addressed to the officer for whom it is intended "or next senior officer."

No confidential or secret document, etc., is to be referred to in any letter, catalogue, or publication which is not itself a confidential or secret document.

The above rules apply also to all maps, plans, etc. which have been or are likely to be declared confidential or secret, such as certain maps while under publication and before classification.

137. When transmitting records to be lodged in the head-quarters

Transmission of records to office, the original field plans and the fair head-quarters office. 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. Executive officers should sign all original records prepared under them before submitting the same to the head-quarters offices, but if for any reason this could not be done, they should in that case be signed by the executive officer who despatches them and he will be held responsible for their completeness.

138. All maps and records are to be transmitted to the head-quarters

Packing of maps and records. 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 transport-

Precaution against loss of records, etc. ing 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

Binding books. to be used, a small quantity of "Blue Vitriol" or "*Neela Tootea*" should be mixed with it as a protection against insects.

C. O. No. 130
(Adm.),
dated 3rd
January 1895.

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.	REMARKS;		
MONTHLY.						
O. 17	Salary Bills of Gazetted Officers and Sub-Assistant Superintendents.	} Treasury Officer.	} On first of each month.	Permanent and Temporary Establishments on separate bills.		
O. 19	Salary Bills of Native Establishment.					
O. 20	Statement of Leave of Absence.					
O. 51 and O. 51a	Change Statements (in duplicate).	} Administrative Officer.	} Not later than the 5th of each month.			
O. 2	Expense Statement					
O. 18 R.	Do. (Cadastral).					
O. 14, O. 14a, } O. 15 and O. 16 }	Travelling Allowance Bills with vouchers.					
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.					
O. 5	Abstract of Cash Statement.					
O. 11 R.	Budget Memo. (Professional).			} Administrative Officer.	} Not later than the 5th of each month.	
O. 11a R.	Budget Memo. (Cadastral).					
O. 12 R.	Return of Field and Office Work (Cadastral and Traverse).					
O. 13 R.	Return of Office Work (Traverse).					
O. 71	Return of Mapping (Topographical).					
O. 48	Return of Field Work (Topographical).					
O. 67	Return of Mapping (2 inches=1 mile).					
QUARTERLY.						
O. 3	Requisition for Funds (in duplicate).	Administrative Officer.	To reach Calcutta by 1st March, June, September and December.			

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.	REMARKS.	
	QUARTERLY.— <i>contd.</i>				
O. 33	Return of Hospital Assistants.	Administrative Officer.	To reach Calcutta by 25th of March, June, September, and December.	"Nil" Return to be submitted if there are no Hospital Assistants.	
	HALF-YEARLY.				
P. 1	Indent for professional Forms.	Administrative Officer.	1st June and 1st October.		
I. O. F. O. 2a R.	Indent for Office Forms. Distribution of Charges for different descriptions of Survey.				
Army Forms A. 42, 43, and 44.	Register of Births, Deaths, and Marriages, R. E. Officers.	Surveyor General.	To reach Calcutta by 30th June and 31st December.	"Nil" Return to be submitted if there are no domestic occurrences.	
	YEARLY.				
No. 1 and 1A. O. 10 R.	Indent for Stationery. Estimate of Monthly Expenditure (Professional).	Administrative Officer.	1st January.		
O. 10a R.	Estimate of Monthly Expenditure (Cadastral).		1st March.		
O. 34 O. 35a	Return of Elephants. Statement of Increase and Decrease of Instruments.		1st April.		
Army Hospital Form No. 43. O. 65	Return of Surgical Instruments. Statement of Recess Strength and Application for Sanction to return to Recess Quarters.		Director General, I. M. S.	1st April.	
O. 9 R.	Progress Report for Field Season (Cadastral and Traverse Parties) with Index Map.	Administrative Officer and Local Government.	One month before proposed close of Field Season.		
O. 46	Progress Report for the Field Season with Index Map (Topographical and Forest Parties).	Administrative Officer.			
O. 35b	Report on the Examination of Instruments.				
O. 38 O. 38a	Indent for Instruments Requisition for repairs to Instruments.	A. S. G., M. I. O.			
P. 80	Report on condition and repair of G. T. Stations.	Superintendent, Trig. Surveys, through Administrative Officer.			
T. No. 1	Detailed Statement of Permanent Establishment on 1st April (in duplicate).	Administrative Officer.	To reach Calcutta by 15th May.		

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.	REMARKS.
<i>YEARLY—contd.</i>				
.....	Abstract of Establishment in Form B.	Administrative Officer.	} To reach Calcutta by 15th May.	
.....	Programme of Operations for two following seasons.			
O. 36	Return of Books, Furniture, and Equipment.	Director General, I.M.S.	} 1st June.	
I. A. F. M. 1216	Indent for Medicines (in duplicate).			
O. 31	Qualification Report of Surveyors and Sub-Surveyors on Permanent and Temporary Establishments.	Administrative Officer.	} 1st July.	
O. 30a	Return of Surveyors and Sub-Surveyors recommended for promotion or for transfer to Permanent Establishment.			
30b	Report on the Trans-Frontier Qualifications of Surveyors and Sub-Surveyors.	Administrative Officer.	} 1st August.	
O. 31	Budget Estimate (in duplicate).			
.....	Application for sanction to commence Field Work.		1st September.	
O. 32	Revised Budget Estimate (in duplicate).		1st October.	
.....	Annual Report with précis.	With Annual Report	} Within first week of October.	
(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.			
O. 2a R.	Distribution of Charges for different descriptions of survey.			
O. 45	Progress Report for the Field Season (with Index Map).			
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.			

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

No. of Form.	Nature of Returns.	To whom sent.	When to be submitted.	REMARKS.
	YEARLY— <i>contd.</i>			
.....	Report of the Examination on Hand-Books.	Administration Officer.	} Within first week of October.	
.....	Report that all Hand-Books have been corrected up to date.			
.....	Nominal Roll of Payments for Contract Work in Cadastral Survey Parties.		} 15th November.	
.....	Abstract Statement of Contract Payments.			
O. 70	Statement showing the Permanent and Temporary Establishment of Parties.			1st December.
I. A. F. No. 11122	Confidential Report of Hospital Assistants.		20th December.	
	QUINQUENNIALY.			
O. 35	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.

G. I. O. No. 107,
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.

G. I. O. No. 115,
dated 27th April
1887.

G. I. O. No. 245,
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.

G. I. O. No. 269,
dated 31st May
1897.
G. I. O. No. 325,
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. 253
(Adm.), dated
9th April 1906.

Military Hospital Assistants on reverting from temporary duty with the Survey of India should be directed to report themselves to the Senior Medical officer of the station from which they are transferred.

G. I. O. No. 107,
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.

Quarterly returns.

C. O. No. 4
(Adm.), dated
4th September
1878.

146. All leave of absence granted to medical subordinates showing dates of departure and return should be reported to the local medical authorities. Leave of absence given to Hospital Assistants to be reported to the local medical authorities. General of the Province to which the subordinate belongs, by the officer under whom he is serving.

D. O. No. 293,
dated 30th Sep-
tember 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. A Medical Officer to be on a Committee convened to condemn medical stores, etc.

C. O. No. 96
(Adm.), dated
5th 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. Loss of medical equipment.

G. I. O. No. 107,
dated 15th July
1886.
G. I. O. No. 109,
dated 6th Sep-
tember 1886.

149. Indents for medicines, etc., are required to be submitted direct by executive officers to the Director General, Indian Medical Service, for Medicines. Indents for—

C. O. No. 96
(Adm.), dated
22nd October
1886.

G. I. O. No. 1
dated 14th
February 1890.
G. I. O. No. 183,
dated 6th June
1892.

C. O. No. 163
(Adm.), dated
4th November
1898.

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.

C. O. No. 253
(Adm.), dated
27th June 1906.

Officers in charge of parties must warn their Hospital Assistants that they are personally responsible for the accuracy of, and necessity for, all demands made, and direct them to submit their annual indents in person to the Civil Surgeon with all the information necessary to guide him in checking the party indent.

Officers in charge of parties should arrange in direct communication with the Civil Surgeons the date and hours on which they can arrange to see the Hospital Assistants.

Officers before going into the field should find out the classes of disease that are prevalent in the district, and supply this information to their Hospital Assistants in order that they may be better capable of judging their requirements, but they should be warned that they will be held responsible for demanding unnecessarily large quantities of any medicine and more particularly that they should not indent for such as they know will seldom or never be used, merely because they happen to be listed.

C. O. No. 25
(Adm.), 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 administered to them. European medicines may, however, be given in cases in which they are absolutely needed.

G. I. O. No. 167,
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.

G. I. O. No. 163,
dated 14th
February 1890
G. I. O. No. 172,
dated 17th Nov-
ember 1890.
G. I. O. No. 176,
dated 19th
March 1891.

152. Executive officers returning stores to a Medical Store Depot, whether medicines, instruments or appliances, 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 parties on indent from the Medical Department.
Boxes of medicines for detached parties.

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

C. O. No. 86
(Adm.), dated
24th April 1888.

154. With a view to facilitate a check and to ensure economy in the expenditure on stationery, the following 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.

C. O. No. 256
(Adm.), dated
the 19th Decem-
ber 1905.

The following procedure with reference to the submission of indents for stationery will be adopted :—

- (1) All officers in charge of parties and offices will submit their annual stationery indents on Stationery Forms A and B (the latter in duplicate) so as to reach their administrative officers by the 1st December.
- (2) Officers in charge of parties and offices are responsible that their indents are correctly drawn out and are as complete as possible, in order to avoid the necessity of having to submit supplementary indents. Full explanation must be

given on Form A of any material variation from the figures of past years.

- (3) Administrative officers will submit a consolidated indent on Stationery Form C for all the parties and offices directly under them so as to reach the Assistant Surveyor General in charge, Surveyor General's Office, by the 1st February. They will attach copies of Form B (in duplicate for each party and office) giving the articles and quantities to be supplied from the consolidated indent to that party or office with the address to which the articles are to be despatched by the Stationery Department.
- (4) As the check on the consumption of stationery lies with the Survey of India, administrative officers must carefully check all indents received from the officers in charge of parties and offices and full explanation must be given in their consolidated indents (Form C) of any material variation from the figures of past years.
- (5) When an actual average in column 10 of Form A or in column 7 of Form C would be misleading, the average for the last two years or even the actual figure for the last year should be entered. The detailed establishments on the first page of Forms A, B and C must be carefully filled in.
- (6) The Controller of Stationery has arranged that the supplies shall be despatched from Calcutta in time to reach their respective destinations by the 1st week of May.
- (7) Supplementary indents must be submitted by officers in charge of parties and offices to their administrative officers on Stationery Forms 3 and 3 A (the former in duplicate) and full explanations as to their necessity must be entered on Form 3. Administrative officers should carefully check these supplementary indents and forward Forms 3 and 3 A to the Assistant Surveyor General, in charge Surveyor General's Office. The duplicate copies of Form 3 will be retained by administrative officers.

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.

155. Indents should be submitted through administrative officers by the 1st June and 1st October of each year for professional and office forms required for the ensuing field and recess seasons, respectively, the number of each kind being indented for with reference to the balance of the last supply. Indents for all office forms should be addressed to the Assistant Surveyor General in charge Surveyor General's Office, Calcutta, but separate indents must be made out for professional forms supplied from Calcutta and Dehra Dun and should be addressed to the Assistant Surveyor General in charge Surveyor General's Office, Calcutta, and the Superintendent, Trigonometrical Surveys, Dehra Dun, respectively. 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.

Forms not to be printed at private printing presses. 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 station-

ery packing cases should be attached to the account current, in which the amount should appear on both sides.

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

Economy in their feeding. the smallest expense, of elephants attached to survey parties; fodder in many districts

C. O. No. 57
(Adm.), dated
24th August
1985.

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

Art. 98F.,
C. A. C.

where it is abundant can be procured free of all cost. Elephants should have perfect rest during the recess season.

G. I. O. No. 213,
dated 3rd May
1894.
Art. 999,
C. S. R.

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, *vis.*—

“I declare upon honour that the elephants belonging to this Survey have been used *bond 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 ₹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. 61,
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.'s No. 7
(Adm.), dated 5th
December 1878,
No. 22 (Adm.),
dated 30th June
1881, and
No. 74 (Adm.),
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—

C. O. No. 128
(Adm.),
dated 24th
October 1894.

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.

NOTE.—The date to be entered under the heading “Appointment to present post” in Form “A” is in the case of officers of inferior service, the date of first appointment to Government service whether permanent or temporary. In the case of Ministerial Officers of superior service the date of their first appointment temporary or permanent to superior service whether previously in inferior service or not. In the case of officers of the Imperial or Provincial Service, the date is that of their permanent appointment to the grade in which they are serving.

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

Br. Order
No. 54 Topl.,
dated and
September 1887.
C. O. No. 184
(Adm.), 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 administrative officer at least one month before the termination of the field season, 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.

C. M. No. 3704
dated 29th
November 1905.

During the recess season no chaprassis nor khalasis are to be employed as personal orderlies, except by the officer in charge of a party.

SECTION II (g).—APPROXIMATE OUTTURN.

165. A return of the season's approximate outturn on Form O. 46 by Topographical and Forest Parties, and Report of Approximate out-turn. 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. This map is that from which the Index map for the General Report is prepared, and consequently its accuracy is of great importance and its submission should on no account be delayed.

SECTION II (h).—INSTRUMENTS.

C. O. No. 49
(Adm.), dated
9th February
1885.

C. O. No. 63
(Adm.), dated
15th February
1886.

C. O. No. 139
(Adm.), 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 1905, 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 to be taken annually. 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 rules and regulations and the price list of the Mathematical Instrument Office can be obtained on application from that office. When instruments, etc., are issued or returned after repair by the Mathematical Instrument Office the invoice in triplicate will be sent to the officer concerned, the original copy should be signed and returned at once direct to the Mathematical Instrument Office, the duplicate copy should be signed and transmitted to the administrative officer to enable him to check the yearly increase and decrease statements, and the triplicate copy should be retained as an office copy.

When instruments, etc., are received in the Mathematical Instrument Office as "no longer required" one copy of the valuation statement will be sent direct to the officer concerned and another copy will be sent to the administrative officer with the monthly debit and credit statement.

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 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

D. O. No. 7 of
21st October
1855.

Circular No. 344
of 31st January
1868 and
Circular No. 369
of 21st May
1868.

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.

C. O. No. 133
(Adm), dated
14th August
1917.

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.

Each package of a consignment of instruments, etc., despatched to the Mathematical Instrument Office should bear the address of the consignor with a distinctive mark and also a serial number, which should be given to each package of such consignment. This information should be recorded on Railway Receipts or Bills of Lading. Every package should contain a packing note giving a full list of the contents, and the address of the consignor.

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

Storing of Instruments.

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

C. O. No. 179
(Adm.),
dated 4th
August 1899.

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

Equipment Return.

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

General Reports of the Survey of India.
Administration Reports.
Lists of Officers of the Survey of India Department.
Lists of Ministerial Officers of the Survey of India Department.
Survey of India Notes.

Railway Guides.
Telegraph Guides.
Postal Guides
Army Lists.
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 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.

Disposal of packing cases.

C. O. No. 106
(Adm.), dated
19th November
1897.

176. All camp equipment and other Government property which is considered unserviceable must, in the first instance, be condemned by a Committee to be assembled with the sanction of the administrative officer and their report with recommendations on Form O. 64 should be forwarded to him for instructions as to the action to be taken.

Condemned camp and office equipment. Committee on—

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.

The officer in charge of the party or office concerned should himself arrange with the senior survey officer in the station to form a Committee to report on the articles deemed unserviceable. The officer in charge may be a member but should not be the president of such a committee, which need not necessarily be composed of Imperial officers.

C. O. No. 16a
(Adm.), 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 at time of purchase by means of printing ink and stencil plates.

Art. 98 (e),
C. A. C.

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

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

C. O. No. 67
(Adm.), dated
7th June 1886.
C. O. No. 155
(Adm.), dated
24th October
1897.
C. M.
No. 3575,
dated 17th
November 1897.
C. O. No. 152
(Adm.), 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.

Under the heading "Date of first appointment" enter that of first appointment in superior qualifying service as defined in Articles 415 (b) and 435 of the Civil Service Regulations. The same date is to be entered in Form O. 30 (a) of para. 181.

G. O. No. 41
(Adm.), dated
23rd February
1905.

A qualification report (Form O. 30 b) of all surveyors and sub-surveyors, who are qualified for independent exploration surveys and who are referred to in para. 56, should be submitted annually to the Surveyor General on the 1st July. The reports will give the trans-frontier qualifications of the men, and should also record what progress they are making.

C. M.
No. 3375-S.,
dated 17th
November 1897.

181. Similarly all recommendations of surveyors or sub-surveyors, etc., for promotion, or for transfer from 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.

Art. 49, C.S. R.
C. O. No. 222
(Adm.), dated
17th June 1901.

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 in the form prescribed in Article 49, Civil Service Regulations. These certificates should always bear on them the thumb and finger impressions of the candidate's left hand.

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. 123 of 20th
January 1871.

183. As a general rule, no person shall be appointed after he has attained the age of 25 years. But if, 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.

In applications, for appointment either temporarily or permanently, mention should invariably be made of the age of all persons recommended.

SECTION II (A).—PROGRAMME FOR ENSUING FIELD SEASON.

G. I. O. No. 71.
dated 1st
September 1881.

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 (A).—ANNUAL REPORT.

D. O. No. 315,
dated 2nd
February 1875,
and D. O.
(Prof.) No. 16,
dated 5th
August 1901.

185. 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, giving the scope of the work allotted to the party and the actual methods of survey employed. In ordinary Topographical and Revenue parties these can be shortly stated, but in those parties which are executing revision surveys or are doing irregular work, it is very essential that they should be fully dealt with.

In all cases where any special work is being carried out, a forecast as to the period over which the operations are likely to extend should be given, together with a brief sketch of the best manner of working in the future, based on the experience already gained.

- (4) The composition of the detachments employed on various classes of work, and the average outturn per man per mensem on each class. This information is required

in order that in later years accurate estimates may be made out as to the rate and cost of various classes of work.

- (5) In Topographical parties, the triangulation completed and remarks on the same including the instruments used.
- (6) Remarks on the country under survey, more especially with reference to its nature as affecting the work, and the help afforded by local authorities and inhabitants.
- (7) Duration and close of field season, giving dates of leaving and returning to recess quarters, and health of party.
- (8) Recess duties, computations, maps, charts, etc. remarked on in separate paragraphs, and, in the case of traverses, the connection with the G. T. or any other triangulation. Any arrears of computation or mapping should be reported.
- (9) General remarks on work completed, the areas triangulated and surveyed and the cost rates.
- (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.

D. O. No. 346,
dated and
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 season under report.
- „ 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.	} Topographical and Forest Parties.
„ O.57. „ of topography.	
„ O.58. „ of traversing.	
„ O.61. Distribution of charges, and cost rates of work.	
„ O.46. Progress Report for the field season (with Index Map).	} Cadastral and Traverse Parties.
„ O.2R. Distribution of charges, and cost rates of work.	
„ O.3R. Summary of outturn of work.	
„ O.4R. Statement of Mathematical results.	

Form O.5R. Statement of field and office work prepared by each member.	}	Cadastral and Tra- verse Parties.
,, O.6R. Statement of principal records prepared.		

C. O. No. 19,
(Adm.), 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.

C. M.
No. $\frac{3920}{S}$,
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 Khalasis, 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.	Kanungo.	Khálsa.	Khasra.	Kwin.
Diára.	Khalási.	Khánáouri.	Khewats.	Mahal.

Mauza.	Parcha.	Patwári.	Táluk.
Moharir.	Pargana.	Raiyat.	Thána.
Mujmíli.	Partál.	Raiyatwári.	Thugyi.
Munsarim.	Pattidári.	Tahsil.	Zamindár.

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.

CHAPTER III.

Accounts.

SECTION I (a).—GENERAL RULES.

C. O. No. 26
(Adm.), 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.

G. I. O. No. 34,
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. 31
(Adm.), dated
18th July 1882.
Memo. No. F
158,
dated 18th May
1877.

190. Every survey officer entrusted with public money must keep a cash book and Cash balance. 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 headquarters. 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

Art. 279,
C. A. C.

recovery being impracticable, sanction should be applied for to write off the amount lost.

C. O. No. 127,
(Adm.), 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. 239,
dated 25th June
1872.

192. Public charges are not to be defrayed from private funds.

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

Charges, public and unsanc- Unsanctioned charges must not be drawn tioned. 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.

Debit of bills.

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.

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

194. Erasures are not allowed in documents which are vouchers

Erasures.

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.

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 Comptroller of India Treasuries. Correspondence with— officers from treasuries should be transmitted through the administrative officers and not direct.

Art. 415,
C. A. C.

196. Objections raised by the Comptroller, India Treasuries, in

Objection Statements. Dis- auditing the survey parties' accounts will posal of — 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.

An item in an objection statement which merely requires to be complied with, such as a refund or when a document which the officer can attach is called for, should be disposed of on the objection statement, but when an item requires special consideration, such as a sanction that has not previously been granted, then the officer in charge should submit an explanation in a letter giving full particulars.

D. O. No. 216,
dated 23rd
March 1880.

197. Money indisputably payable should never be left unpaid, and

Postponement of entries in money paid should under no circumstances accounts. be kept out of the accounts a day longer 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 authorize 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. 28
(Adm.), dated
18th April 1882.

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

C. O. No. 143
(Adm.), 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. 10 R.) which are to be prepared according to existing strength of establishment irrespective of Budget provision, and 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, and in the case of "fixed charges" full details should be given showing the difference in the strength of the establishment from that on which the estimate was prepared.

C. M. No. 1724-
55, dated 27th
June 1901.

Requisitions for issues of credits *by wire* should be avoided as far as possible, as such a course is attended with risk and adds to the expenditure unnecessarily.

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. 24
(Adm.), 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. 419,
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."

The administrative officer will inform the Comptroller, India Treasuries, quarterly, of the total authorized 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. 87
(Adm.), dated
23rd August
1988.

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. 335,
dated 26th
October 1899.

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.

G. O. No. 15
(Adm.), 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.

Transmission of pay by R.
T. Receipts.

C. O. No. 58
(Adm.), dated
3rd October
1885.

204. Postal money orders may be used for remittance of pay, or 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.

Money orders in lieu of R.
T. Receipts.

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:—

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 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.

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. 31, dated 18th July 1882, has been received.

6.—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.

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

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

9.—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.

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

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

Contingent
bills.

Accounts
current.

Expense
statement.

Change statement.

12.—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.

13.—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. Mis. 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.

G. I. O. No. 452, dated 17th September 1906.

205A. All expenses connected with the revision of cantonment Expenditure on revision of maps should be kept separate from those connected with the proper topographical work of the parties through whom the revision is carried out.

SECTION I (b).—ACCOUNT CURRENT.

D. O. No. 117, dated 20th September 1867. C. O. No. 26 (Adm.), 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. 26 (Adm.), 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.

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.

Names of treasuries.

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*.

Money drawn from treasury to be credited in Account Current in the same month when drawn.

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.

Advances on taking the field.

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.

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.

Amounts drawn against letters-of-credit.

C. O. No. 78
(Adm.), dated
9th September
1887.

211. Executive officers are directed to *personally* verify the cash balance. Verification of monthly— balance in their possession and the outstanding advances, for which they are accountable, before signing the Account Current.

C. O. No. 85
(Adm.), dated
9th April 1888.

212. Executive officers are required to refund the balance shown in the Account Current as due to Government 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.

Balance for contingent and travelling charges remaining in hand on 1st April. Adjustment of—

C. M. No.
344,
dated and
November 1897.

213. Due precaution should be taken to ensure the recovery of outstanding advances by 31st July, which should be shown in the Abstract of Cash Statement (Form O. 5) for that month as "nil."*

Recovery of outstanding advances.

C. M. No.
3344,
dated and
November 1897.

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 expenditure 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.

Retrenchments.

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

G. I. O. No. 311,
dated 9th March
1899.

G. of I. letter
No. 728-IX-2,
dated 7th April
1900.

R. & A. Dept.
No. 1657-59-2,
dated 7th June
1895.

G. I. O. No. 402,
dated 24th
September 1903.

* The Trans-Himalayan Exploration Fund and No. 25 Party are exempted from this ruling.

The date for clearing off advances is extended to 30th September in survey parties working under the Superintendent, Provincial Surveys, Bengal, and in all cadastral survey parties.

Circular No. 370, dated 15th January 1873.

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.

Treasury officer's receipt to accompany Account Current.

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

Expenditure statement.

No. 285, dated 11th March 1897.

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 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.

Responsibility of officers for public money.

C. O. No. 108 (Adm.), 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.

G. I. O. No. 161, dated 6th February 1890.
Art. 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.

Advances to officers on transfer.

G. I. O. No. 82, dated 4th January 1888.

(b) When the transfer is from one circle of audit 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.

C. I. T.'s No. 1701 G. A., dated 23rd August 1904.
Art. 137b., 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.

Advances how recoverable.

G. I. O. No. 282, dated 21st January 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 15th 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 leave prohibited.

his leave allowances have not been remitted to him by the executive officer responsible for the same.

C. O. No. 47
(Adm.), 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. 359, dated
16th October
1900.

222. As a Pasteur Institute has been opened at Kasauli for the treatment of persons bitten by rabid dogs, the orders conveyed in G. I. O. No. 285, dated 28th March 1898, are rescinded.

G. I. O. No. 394,
dated 19th
January 1903.

Any Government servant whose pay does not exceed R30 a month, who may be bitten by a rabid animal, while in the execution of any public duty, will be allowed—

- i—his actual travelling expenses to Kasauli and back; such expenses to consist of single fare each way by railway of the class by which the officer is, under the rules applicable to him, entitled to travel on duty, and, for journeys by road, the actual cost of transit, not exceeding the amount admissible under rule; the expenses of the return journey to be paid to the patient at Kasauli, after the treatment is undergone, by the Treasury Officer at that station, on production of a discharge certificate from the Director of the Institute;
- ii—an advance of one month's pay;
- iii—one month's casual leave, any leave required in excess being treated as privilege or sick leave.

These concessions should only be granted on the production of a medical certificate from a Presidency or Civil Surgeon recommending treatment at the Pasteur Institute, Kasauli.

The power of sanction is vested in the administrative officer, who should subsequently report his action to the Surveyor General for confirmation and for communication to the Local Government.

The patient should be required to bring back with him the certificate of treatment from the Director of the Institute and produce it before the head of his office.

G. I. O. No. 51,
dated 22nd
May 1883.
R. and A. Dept.
No. 2899
(67-8)
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:—

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

C. M. No. 1426
T.,
dated 14th July
1890.

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.

C. M. No. 2730
S.,
dated 28th
November 1890.
G. I. O.
No. 253, dated
16th June 1896.

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 as advance.

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. 89
(Adm.), 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 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.

On no account should any advance from contingent funds be entered on a last-pay certificate.

G. I. O.
No. 153, 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. 64,
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. 64 (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. 3
(Adm.), dated
5th August 1878.
R. and A. Dept.
No. 271-161-2,
dated 19th
February 1904.

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, Permanent advances.

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 except No. 26 Party.

G. I. O.
No. 190, dated
14th October
1892.

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

G. I. O.
No 454, dated
25th September
1906.

D. O. No. 233,
dated 17th
August 1870.

C. O. No. 146
(Adm.), dated
27th October
1896.

C. O. No. 251
(Adm.), dated
31st March
1906.

229. (a) Gazetted officers on transfer from one party to another, Last-pay certificate and or from one department to another, will qualification report of officers obtain from the officer in charge of the on transfer. 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 a non-gazetted officer on transfer from his party, to enable his pay to be drawn in the party to which he has been transferred, and forward his service book, after completing it up to date, to the party or office to which he is transferred.

C. O. No. 98
(Adm.), dated
5th September
1890.

(c) On the transfer of a Provincial Officer from one party or office to another a qualification report on Form O. 29 should be brought up to date, one copy being sent to the officer in charge of the party or office to which he is transferred, one copy to the administrative officer under whom the officer is transferred, and one copy to the Surveyor General's office for record. In the case of a subordinate service officer, a qualification report on Form O. 30 should be brought up to date, and submitted to the officer in charge of the party or office to which he is transferred.

Note 1,
Art. 63,
C. A. C

(d) Last-pay certificates of Hospital Assistants temporarily lent to the Survey Department, on transfer, should be granted by the officers in charge of parties.

Art. 177,
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) A journey by road of five miles or under to or from a railway station from or to the point which may be prescribed under Article 998, Civil Service Regulations, does not count for joining time.

- (ii) 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	250	} or any longer time actually occupied in the journey.
„ Ocean steamer	200	
„ 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.

- (iii) 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. 178,
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. 176,
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. 183,
C. S. R.

(d) If an officer, during transit from one appointment to another, obtains furlough on medical certificate (with or without privilege leave or subsidiary leave prefixed), he may be allowed only the joining time calculated for the journey from his old station to the furthest place to which he has proceeded on his route to his new station.

Art. 189,
C. S. R.

(e) When an officer does not join his new appointment within his joining time, he is entitled to no allowances exceeding joining time. 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. 185,
C. S. R.

231. (a) Except in the case mentioned in Article 188 of the Civil Service Regulations, an officer will draw, during joining time, the pay or salary which 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. 3229, dated
27th September
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 (c),
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. 995,
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. 995,
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. 1065,
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 Arts. 1011-1015, C. S. R.	Journeys by road mileage,* Art. 1034, C. S. R.
OFFICERS, 1ST CLASS.			
<i>Art. 1002, C. S. R.</i>			
Surveyor General when on tour of inspection.	R a. p. 10 0 0 <i>Appendix 25, C. S. R.</i>	Double 1st or upper class fare.	R a. p. 0 8 0
Deputy Surveyor General when on tour of inspection.	7 8 0 <i>Appendix 25, C. S. R.</i>	Ditto .	0 8 0
Superintendents, Deputy Superintendents, Extra Deputy Superintendents and Officers in charge of Survey Parties.†	5 0 0 <i>Art. 1063, C. S. R.</i>	Ditto . .	0 8 0
G. I. O. No. 270, dated 9th June 1897. Assistant Superintendents and Extra Assistant Superintendents, 1st and 2nd grades.	4 0 0 <i>Appendix 25, C. S. R.</i>	Ditto . .	0 8 0
OFFICERS, 2ND CLASS.			
Extra Asst. Supdts., 3rd, 4th, 5th and 6th grades.	3 0 0 <i>Art. 1063, C. S. R.</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, C. S. R.</i>		
OFFICERS, 3RD CLASS.			
Surveyors, Sub-Surveyors, Hospital Assistants, Writers, etc., whose salaries are—			
more than	but not more than		
R a. p.	R a. p.	R a. p.	
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>Art. 1063, C. S. R., in Bombay 6 annas, elsewhere 4 annas.</i>	

* In calculating travelling allowance at mileage rates, fractions of a mile should be omitted (Art. 1035, C. S. R.). 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.

† Officers (Extra Assistant Superintendents and Sub-Assistant Superintendents) in charge of Survey Detachments are allowed daily rates according to their respective grades, with the addition of half the difference between such rate and that admissible, *vis.*, Rs per diem to a Superintendent, Deputy Superintendent or Extra Deputy Superintendent in charge of a Party. For a definition of the term "Charge of a Survey Detachment," *vide* para. 289 (b), page 112.

An officer who takes casual leave when on tour shall not be entitled to draw daily allowance during such leave.

R. and A. Dept. No. 1104-100-2, dated 15th July 1902.

G. I. O. No. 489, dated 4th March 1905.

Designation.	Daily rates.	Journey by rail under Arts. 1011-1015, C. S. R.	Journeys by road mileage, Art. 1014, C. S. R.
Surveyors, Sub-Surveyors, Writers, etc., whose salaries are not less than ₹50.	...	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.	* a. p. 0 2 0
Sub-Surveyors, Writers, etc., whose salaries are less than ₹50.	...	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 ₹8-0-0. but not more than—			
₹10-0-0	R a. p.		
Not more than ₹8	0 2 0		
	0 1 0		
	Art. 1063, C.		
	S. R.		
Menials	Nil.*		
	Appendix 24,		
	C. S. R.	Single fares of the lowest class in the train by which they are required to travel.	0 1 0

Art. 1034,
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.

* 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 (Art. 1063c, C.S.R.)

Art. 1033,
C. S. R.

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

C. M. No. 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. 215
(Adm.), dated
27th April 1904.

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, and consequently should not draw more than half travelling allowance, and that only when carriage is kept up. If full allowance is at any time granted to a Hospital Assistant, the reasons for doing so must be fully explained.

Art. 1140,
C. S. R.
R. and A. Dept.
No. 1424, dated
67-4, 9th
June 1896.

238. Increased daily rates and mileage allowances are admissible for members of survey parties employed in certain localities specified in Appendix 29, Civil Service Regulations.

G. I. O. No. 364,
dated 9th
January 1901.

All officers of the Survey of India Department are also entitled to the increased rates of travelling allowance admissible in the Bhamo District and Shan States for journeys beyond the frontier contiguous to those localities.

C. I. T.'s
No. (Misc.) 461,
dated 29th
January 1902.

Officers of the 2nd and 3rd classes of the Survey of India when travelling on duty in Assam over the hill routes noted below are entitled to actual travelling expenses up to a limit of ₹ 1 per mile for 2nd class and annas 12 for 3rd class officers instead of the rates admissible under Article 1034, Civil Service Regulations, and in cases which fall under Article 1098(b), the maximum limit shall be double these rates—

	Miles.
Gauhati to Shillong	63
Golaghat to Kohima	102
Kohima to Manipur	87
Manipur to Silchar	124
Shillong to Thariaghat	43
Silchar to Aijal	134

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. 1016, C. S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	* Weight of baggage and tent as laid down in Art. 1070. C. S. R.	† 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 R8 per diem) is recoverable. <i>Art. 1022, C. S. R.</i>	If the board does not include wine and liquors, $\frac{3}{10}$ ths of salary (not more than R4 per diem) is recoverable. <i>Art. 1022, C. S. R.</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		
Assistant Superintendents of all grades, and Extra Assistant Superintendents, 1st and 2nd grades.	Ditto	2	25		

* 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. 1021, C. S. R.).

† 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. 1022, C. S. R.); and table-money is not recoverable from an officer of the 2nd, 3rd, or 4th class in the case mentioned in Art. 1022, C. S. R., nor paid to an officer of the 1st class in the cases mentioned in Art. 1023, C. S. R. (Explanation to Art. 1023, C. S. R.) 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. 1025, C. S. R.).

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. 298, dated 23rd August 1898).

Table-money under Article 1023, C. S. R., is granted to officers of all but the first class in Burma, travelling by Government steam launch in the case of journeys on transfer, in addition to the allowances admissible under the existing rules.

Designation.	* Class of accommodation allowed under Art. 1016, C. S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	† Weight of baggage and tent as laid down in Art. 1070, C. S. R.	‡ Table-money.
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. 1023, C. S. R.</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. 1023, C. S. R.</i>
more than	but not more than			
₹ a. p.	₹ a. p.	Ditto	8	₹ a. p.
87 8 0	100 0 0	Ditto	8	1 0 0 per diem.
75 0 0	87 8 0	Ditto	8	0 14 0 "
62 8 0	75 0 0	Ditto	8	0 12 0 "
50 0 0	62 8 0	Ditto	8	0 10 0 "
37 8 0	50 0 0	Ditto	8 } on 50	0 8 0 "
25 0 0	37 8 0	Ditto	5 } below 5	0 6 0 "
Not more than ₹25		Ditto	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. 1016, C. S. R.)

†, ‡ 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. 1020, C. S. R.)

The scale of table money given is not affected by the locality, but is fixed at the above rates.

Art. 1017 (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. 1017 (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 allowed lowest class accommodation. Accommodation for 3rd class officers on ₹30 or below.

Art. 1022,
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. Embarking and disembarking charges.

Arts. 1028, 1029,
and 1030,
C. S. R.

243. An officer is bound to travel in an Indian Government vessel if suitable accommodation is offered him. Government vessels.

Art. 1070 (i),
C. S. R.,
G. I. O.
No. 225,
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 LIII of the Civil Service Regulations only when he is specially authorized by the Surveyor General or the administrative officer, and when he has to travel by *public or hired conveyance*, or is employed on special duty. Exchange of daily allowance for a journey in the field.

R. and A.
Dept. No.
85-158-2, dated
20th January
1902.

If the journey performed is by road only, the distance travelled must be more than 20 miles; or if it be partly by road and partly by rail or steamer or both, and the road journey does not exceed 20 miles, the mileage for this part of the journey is limited to amount of daily allowance.

C. O. No. 238
(Adm.), dated
12th December
1904.

Two certificates, one for gazetted officers and one for establishments, should be made out in Form O. 66 and submitted for signature when previous sanction has not been obtained.

Arts. 1070 (ii)
and 1097,
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 charges for a journey to or from the field or any other journey. actual travelling expenses* of a survey

G. I. O. No.
280, dated 1st
December 1897.

Art. 13,
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.

officer, including charges by *public conveyance*, and cost of carriage to and from the public conveyance* for himself, his servants, and baggage, not exceeding the limits named in the table below, exceed the amount admissible under Chapter LIII 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.

G. I. O. No. 280,
dated 1st
December 1897.

In applying this rule a journey must be treated as a whole and no officer can be permitted under Article 1070 (a) (ii) C. S. R. to charge actual expenses for a part of a journey and ordinary rates for the remainder.

G. I. O. No. 249,
dated 6th May
1896, and
Art. 1052 (b),
C. S. R.

(b) A survey officer *on a journey to or from the field* can draw Halting allowance in course daily allowance for halts *on duty* in the of journeys. course of the journey unless he draws actual travelling expenses under Article 1070 (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

* Includes fare by cab, gharry or horse.

† All heavy baggage should invariably be sent by goods train and not as passengers' luggage.

D. O. No. 97,
dated 12th
November 1900.

(c) The following Rules are published for the information of the department, and should be strictly adhered to by officers when drawing up travelling allowance bills for themselves or members of their parties:—

Survey Officers are as a rule either—

Definition of the
"in the Field."

1. In Recess at Head-Quarters.
2. Going to the Field.
3. In the Field.
4. Returning to Recess Quarters.

Rule 1.—When a survey officer leaves recess quarters for the field if he travels at once by road or river providing his own carriage and not travelling by *public conveyance* he is considered as on duty *in the field* and draws travelling allowance at daily rates under Chapter LIII, Section IV, C. S. R., from the date on which he leaves recess quarters.

Rule 2.—When a survey officer leaves recess quarters and travels by public conveyance he only gets into the *field* when he ceases to travel by *public conveyance, e.g.*, an officer leaves Poona and goes by rail to Dharwar, from which place he marches with carts to carry his kit to X, where he commences surveying; he is *in the field* from the day following that for which he drew rail fare.

Rule 3.—Similarly on return journeys an officer is *in the field* up to but not for the day on which *en route* to recess quarters he travels by public conveyance or in the absence of any journey by *public conveyance* until he reaches his recess quarters.

Art. 1070 (iii),
C. S. R.
D. O. No. 56,
dated 12th April
1866.

C. I. T.'s
No. G. A. 3562,
dated 20th
March 1905.

246. When the actual expenses for carriage in the field of *camp equipment* and baggage, limited as in the table following, for the whole month or the whole part of a month that an officer is in the field, exceed half the daily allowance admissible for that month or that part of a month, the 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 administra-

tive 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 ₹50 upwards .	8	4
Ditto ditto, less than ₹50	5	2½

Art. 1000,
C. S. R.
G. I. O. No.
248, dated 6th
May 1896.
G. I. O.
No. 256, dated
24th August
1896.

C. O. No. 35
(Adm.) dated
21st March
1893, para. 2.

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 authorized 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 1000. 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 :—

Certified that _____ *is authorized 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 authorized 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 equip- ment.	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	...

G. I. O.
No. 263, dated
19th 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.

G. I. O.
No. 372, dated
12th March
1901.

But the Surveyor General may sanction, after consideration of each case, the conveyance by rail or steamer under Arts. 1000-01, C. S. R., of one horse belonging to any officer of the Imperial Service during the field season and within the area under survey by his party—that is, from his field head-quarters to any outlying detachment or between any two detachments of his party, or if deputed on special duty to any other party during the field season, to the scene of his duties with such party.

Horses should under ordinary circumstances be marched by road from recess quarters to the field and back.

Govt. Resolu-
tion No. 794,
dated 22nd
February 1866,
Art. 1001,
C. S. R.
C. O. No. 28
(Adm.), 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 exceptional travelling ex-
penses.

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. 7731(d),
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. 1099 (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. 1039 (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. 1104,
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.

Art. 1105,
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.

Art. 1106,
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.

G. I. O.
No. 396, dated
5th May 1903.

(d) A survey officer taking privilege leave during the move from the recess quarters to the field and *vice versa* is entitled to travelling allowance under the authority of Revenue and Agricultural Department No. 704—74-1, dated 1st May 1903.

G. I. O.
No. 418, dated
29th March
1904.

251 A. The officer in charge of a survey party is authorized to grant travelling allowance to native surveyors and subordinates who are recalled from Departmental leave. Travelling allowance on recall from Departmental leave. ed to duty from departmental or recess leave before the expiry of that leave, in cases in which he considers the grant of this allowance desirable.

G. I. O.
No. 137, dated
13th August
1883.

Art. 1093,
C. S. R.

252. (a) A non-gazetted officer whose salary after transfer does not exceed ₹400 a month is entitled to travelling allowance for families of officers in cases of transfer. Travelling allowance as follows:—

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.
₹100 or less	5
More than ₹100 but not more than ₹200	8
More than ₹200	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.

(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.

(b) The rules in Article 1070 (a) (ii), Civil Service Regulations, apply also to journeys on transfer, *vide* para. 245, page 86.

Art. 1096,
C. S. R.

Art. 1128,
C. S. R.

C. M. No. 712,
S dated 28th
February 1900.

253. Native surveyors and menial servants, attached to survey 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

G. I. O.
No. 349, 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.

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 sea-going steamers and single lowest class rail fares.

254. An officer in the Survey Department, whatever his substantive rank may be, draws, when in charge of a survey party, the travelling allowance of a Superintendent.

Travelling allowance of an officer in charge of a survey party.

255. Whenever any person is employed temporarily by competent authority as an extra servant on any establishment, he is entitled to travelling allowance under the rules applicable to public servants of corresponding rank permanently employed on that establishment.

Travelling allowances of temporary employes.

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.

255 A. A person employed for a temporary purpose, who has received travelling allowance for joining his appointment, may, on the termination of his employment, be allowed travelling allowance to the place at which he was engaged, provided the claim is preferred within three months of the termination of the temporary service, and the officer under whom the person was employed is satisfied that he intends to make the journey.

256. Any person appointed to the Survey of India in any capacity requiring technical skill, or knowledge for which he has been specially trained, is entitled to travelling allowance for joining his first appointment. A person who has acquired the special knowledge, but has not been ordered by the proper authority to be trained for a particular post, is not entitled to this concession.

Travelling allowance for specially trained persons.

Students of the Schools of Art and other Government Schools appointed as draftsmen in the Survey of India are entitled to actual travelling expenses for joining their first appointments.

* The Surveyor General has special powers to grant travelling allowances to native establishments of the Triangulation Party.

Art. 1037,
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 Art. 1063, C. S. R., when daily allowance only is admissible, or the mileage allowance admissible under Art. 1034, C. S. R., the actual cost of transit by such means may be drawn in lieu of such daily allowance or mileage.

G. I. O. No. 45,
dated 23rd
December 1882.

258. (a) A Hospital Assistant attached to a survey party, or other 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.

G. I. O. No. 347,
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. 1123,
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. 1125,
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. 1123,
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.

G. I. O. No. 347,
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.

C. O. No. 90
(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 Civil Account Code), they should be charged in contingent bills and not in travelling allowance bills.

G. I. O. No. 369,
dated 7th
February 1901.

259A. Khalasis and other inferior and menial servants of the Survey of India Department, except such as accompany administrative officers on tour, are entitled to free carriage of their necessary baggage, including utensils.

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 —

- (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.
- (10) Whenever excess moiety travelling allowance bills are submitted, the actual weight of baggage, etc., carried must be specified, and the original vouchers attached.

C. O. No. 138
(Adm.), dated
16th November
1895.

G. I. O. No. 49,
dated 14th
March 1883,
para. 3.
C. M.
No. 3244, dated
5
2nd November
1897.

D. O. No. 355,
Topo., dated
30th June 1875.

- (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 officer for a journey in the field exchanges his daily allowance for the allowance admissible under Chapter LIII of the Civil Service Regulations, a certificate on form O. 66 authorizing it should be appended for signature of the administrative officer, to the bill in which the allowances are drawn. Separate certificates should, however, be sent for gazetted officers and for establishments.
- (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.
- (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.
- (18) Travelling charges should be drawn in the bills of the month in which they are actually incurred and charged in the account current for that month if all details and vouchers are forthcoming by the 5th of the following month, which is the date fixed for the submission of the monthly accounts. When bills are submitted too late to be included in the account current of any month they should be separately drawn in arrears bills for the month in which the expense was incurred and not in the regular bills of any other month.

SECTION I (e).—CONTINGENT EXPENDITURE AND BILLS.

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 charge (form O. 8).

C. O. No. 238
(Adm.), dated
12th December
1904.

C. O. No. 159
(Adm.), dated
29th July 1898.

C. O. No. 90
(Adm.), dated
16th April 1889.

C. O. No. 224
(Adm.), dated
26th July 1904.

C. O. No. 24
(Adm.), dated
22nd September
1881, and C. O.
No. 26 (Adm.),
dated 29th
March 1892.

Contingent bills: Manner
of preparation and date of
submission.

(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.

C. M.,
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 R10, 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 :—

Vouchers.

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 or expenditure above R10 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.

G. I. O. No. 33,
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. If 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 R20) 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

Charges for office-rent.

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 bills for the first month of each recess season.

265. Charges on account of *the carriage of Government property*

Carriage of Government property. (including office records between recess 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.

267. No charges shall be entered in any contingent bill for

Postage labels and telegrams. Charges for — 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.

All telegram receipts should be pasted on foolscap size paper, and on one side only.

No cash payment should be made for postage on service parcels ;

Cash payment for service parcels prohibited. service postage stamps should be affixed to them.

268. Books of telegram forms required for official use may be

Telegram forms. Supply obtained free of charge from the Superintendent, Government Printing, Calcutta, of — under sanction given by Local Governments or Heads of Departments.

269. Any charges of an unusual nature in the contingent bill,

Unusual charges. however small the amount may be, should be fully explained, such, for example, as charges for postal or telegraphic money orders, etc.

Art. No. 80,
rule 3, C. A. C.
Rev. Survey
Cir. No. 580,
dated 9th April
1873.

G. M. No. 2193,
dated 21st
August 1899.

B. O. Rev.
No. 7, dated 5th
August 1885.

Topographical
Branch
Circular letter,
dated 23rd
August 1887.

C. M.
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.

C. O. No. 70
(Adm.),
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. 57
(Adm.), 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. 91
(Adm.),
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.

SECTION I (f).—EXPENSE AND CHANGE STATEMENTS.

C. O. No. 26
(Adm.),
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.

C. O. No. 136
(Adm.),
dated 9th
October 1895.

In this statement every item of expenditure connected with survey parties must be included and entered under the several heads as shown therein.

C. M.
No. 3344,
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.

C. O. No. 131
(Adm.),
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.

C. O. No. 116
(Adm.),
dated 28th
February 1893.

275. (a) Change statements are to be prepared in two parts, *viz.*, 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).

C. O. No. 177
(Adm.),
dated 26th
June 1899.

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 C. O. No. 135 (Adm.), dated 17th September 1895.

C. O. No. 166
(Adm.),
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).

C. O. No. 173
(Adm.),
dated 28th
March 1899.

(d) Particulars regarding the date of making over and receiving 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. In all cases whether "forenoon" or "afternoon" should be stated.

(e) Change statements are also required for the temporary (not cadastral) establishment.

C. O. No. 187
(Adm.),
dated 9th
November 1900.

(f) Great care should be taken in the preparation of change statements. They should be despatched to the offices of administrative officers at the same time as establishment pay bills are sent to the treasury for payment, in order that they may be countersigned and forwarded to the Comptroller, India Treasuries, so as to reach him at the same time as, or if possible before, the establishment pay bill forwarded by the treasury officer are received by him.

SECTION I (g).—BUDGET.

C. O. No. 134
(Adm.),
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—

<p>(1) <i>Imperial Service.</i></p> <p>Superintendent. Deputy Superintendent. Assistant do. Exchange compensation allowance.</p>	<p>(2) <i>Provincial Service.</i></p> <p>Extra Deputy Superintendents, 1st and 2nd grades. Extra Assistant Superintendents, 1st grade.</p>
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* 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.

<i>Provincial Service—contd.</i>	<i>(4) Allowances—contd.</i>
Extra Assistant Superintendent, 2nd grade.	Excess moiety charges to Gazetted Officers.
Ditto, 3rd grade	Excess moiety charges to Sub-Assistant Superintendents.
Ditto, 4th grade	Ditto to Native Establishment.
Ditto, 5th grade	Travelling allowance by rail, road or boat, to or from recess quarters.
Ditto, 6th grade	For transfers for newly appointed officers.
Sub-Assistant Superintendents, 1st grade.	Compensation for dearness of provisions to menials.
Ditto, 2nd grade	
Ditto, 3rd grade	
Exchange compensation allowance.	
<i>(3) Subordinate Service.</i>	<i>(5) Supplies and Services.</i>
Surveyors.	Police guards.
Sub-Surveyors.	Purchase and maintenance of stores, tents, etc.
Draftsmen.	Purchase of medical stores.
Computers.	Feed and keep of elephants.
Writers.	Jungle-clearing and line-cutting.
Hospital Assistants.	Building survey stations and pillars.
Tindals and Khalasis.	Conveyance of tents, stores, records, etc.
Guards or Burkundazes.	Muzkuri peons.
Temporary Establishment (Sub-Surveyors, Draftsmen, Computers, etc., Menials).	
<i>(4) Allowances.</i>	<i>(6) Contingencies.</i>
Local allowances to Gazetted Officers.	Rent of offices and godowns.
" " " Sub-Assistant Superintendents.	Telegram charges.
" " " Native Establishment.	Postage charges.
Travelling allowances at daily rates to Gazetted Officers.	Miscellaneous.
Travelling allowances at daily rates to Sub-Assistant Superintendents.	<i>(7) Temporary Establishments (for cadastral parties only).</i>
Travelling allowances at daily rates to Native Establishment.	Salaries.
	Contract allowances.
	Travelling expenses.
	Boundary marks.

(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), or *vice versa*.

(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 and the localities in which each member of the party will be working should be noted in the column of “Remarks”—

Local allowance to **Gazetted Officers.**

Ditto Sub-Assistant Superintendents.

Travelling allowance at daily rates to **Gazetted Officers.**

Ditto Sub-Assistant Superintendents.

Also the grand total should be left blank in the column “Budget Estimate.”

C. O. No. 101
(Adm.),
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. **B.T.**
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. 161,
dated 13th
October 1869.

(g) None but authorized 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.

C. M. No. 2272,
dated 7th July
1904.

A small provision for necessary repairs of all principal G. T. stations falling within the area under survey should be made under the head "Building survey stations and pillars."

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.

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 Estimates. 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.

C. O. No. 134
(Adm.), 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 6 months," but the column of "Probables for 6 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

and the localities in which each member of the party will be working 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.

G. I. O. No.
215, dated 24th
May 1894.
Financial
Resolution
No. 2295 A.,
dated 18th
May 1897.

(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.

278. "Pay" means "monthly substantive pay" and "salary"

Art. 38, C. S. R. Pay and Salary. Definition means the sum of pay and acting or charge of— allowance under Art. 94, 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 fixed as follows :—

IMPERIAL SERVICE.

Superintendent, 1st grade	R1,600 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	R70 per mensem.
		Captain	„ 140 „
		Major	„ 182-10 „
		Lieut.-Colonel	„ 243-8 „

PROVINCIAL SERVICE.

Extra Deputy Superintendent, 1st grade	R800 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	R200 rising to „ 250 „
Ditto ditto, 2nd do.	„ 160 „ „ „ 200 „
Ditto ditto, 3rd do.	„ 120 „ „ „ 160 „

SUBORDINATE SERVICE.

Surveyors, sub-surveyors, computers, etc. R12 to R100 per mensem.

279A. Officers of the army temporarily attached to the Survey Department for employment with a force in the field are granted pay and allowances as under :—

Pay and allowances of officers of the army temporarily attached to the Survey Department.

(i) *Royal Engineers*.—Regimental pay of rank and the staff pay, and horse allowance of Field or Assistant Field Engineers, according to their rank, and the half staff of their permanent appointment or part of it, as authorized in Army Regulations, India, Volume I, Part I, Article 70 (e) and (f). Officers of the rank of Major will, however, be restricted to Staff Corps pay under Articles 21 and 311-B, IV, *ibid*.

C.O. No. 171
(Adm.), dated
13th March 1899.

G. I. O. No. 351,
dated 28th
May 1900.

(ii) *Other officers in military employ.*—Staff Corps pay of their rank with the staff pay and horse allowance of Field or Assistant Field Engineers, according to their rank, and in the case of an officer holding a permanent staff appointment, the half staff, or part of it, of such appointment as authorized in Army Regulations, India, Volume I, Part I, Article 70 (e) and (f).

Art. 129,
C. S. R.

280. (a) An officer of the Imperial Service officiating in the grade immediately above his own is entitled to the Acting allowances. 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 130 of the Civil Service Regulations if the officer officiated in the next higher grade.

Art. No. 130,
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. 131,
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*.

G. I. O. No. 16,
dated 18th 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.

G. I. O. No. 245,
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.

G. I. O. No. 124,
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 authorize 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 Provincial 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. I. O. No. 142,
dated 25th October 1888.

Civil Hospital Assistants.

	Per mensem.
	₹
Senior grade	70
1st grade, 16 to 20 years' service	55
2nd „ 11 „ 15 „ „	45
3rd „ 5 „ 10 „ „	35
4th „ under 5 „ „	25

Home Dept.
Resolution
Nos. 1002—1014,
dated 4th July 1901.

(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.

Military Hospital Assistants, who rank as non-commissioned officers, are not required to affix a receipt stamp to their pay bills.

Art. 36A,
C. A. C., and
Cir. No. 4, dated
23rd December
1897, of Dir.
Genl., Indian
Medical Service

C. M. No. 69,
dated 2nd Au-
gust 1876, of
Dir. Genl.,
Indian Medical
Service.

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.

Exchange compensation allowance.

G. I. O. No. 145,
dated 16th
November 1858.

G. I. O. No. 313,
dated 8th April
1899.

G. I. O. No. 374,
dated 11th May
1901.

285. (a) The following is the scale of local allowances admissible to officers of the Survey Department stationed in Baluchistan, Burma, and Assam :—

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-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.

Lower Burma.

Officers.	Monthl allowances.
	₹
Deputy Superintendents, 2nd grade, 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, 2nd grade, 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.	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.

G. I. O. No. 455,
dated 22nd
November 1906.

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, with the exception that the Lower Burma local allowance of R100 per mensem is admissible to officers of the substantive rank of Assistant Superintendents, 1st grade, while officiating as Deputy Superintendents, 1st grade, and working in Lower Burma.

Upper Burma.

Officers.	Monthly allowances.
	R
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-Assist- ant Superintendents of all grades.	80
Surveyors, sub-surveyors, and other subordinates on salary of R30 and above.	30 per cent. (on permanent pay) subject to a maximum allowance of R40.
Sub-Surveyors and other subordinates on salary below R30.	50 per cent. (on permanent pay) subject to a maximum allowance of R8.

Assam.

Officers.	Monthly allowances.
	R
Extra Assistant Superintendents of all grades .	50
Sub-Assistant Superintendents of all grades .	40
Surveyors and other subordinates on R61 to 100	22 per cent. on pay (perma- nent).
Ditto, Sub-Surveyors, and ditto on R31 to 60	28 " " (ditto).
Sub-surveyors and ditto on R11 to 30	42 " " (ditto).
Ditto ditto on R10 and under.	50 " " (ditto).

C. O. No. 173
(Adm.), dated
28th March 1899.
R. & A. Dept.
No. 1292 dated
80-2,
25th May 1896.

(b) Local allowances can only be drawn from the date of taking over charge of office in the district or area in which they are admissible.

G. I. O. No. 252,
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 1070 (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. 267, 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. 324,
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.

G. I. O. No. 377,
dated 21st
September 1901,
and Secretary of
State's Despatch
No. 95-Revenue,
dated 19th July
1901.

(g) A local allowance of ₹100 per mensem, in addition to presidency allowance, is granted to officers holding the post of Assistant Surveyor-General, whether acting or permanent, except to those officers appointed to the Department specially for employment at the Head Quarters Offices, Calcutta.

Secretary of
State's Despatch
No. 179-Rev.,
dated 11th
December 1903.

(h) A local allowance of ₹120 and ₹95 a month, in addition to Presidency house-rent, is granted to officers of the Provincial Service holding the posts of Chief and Head Draftsmen respectively in the Drawing Office, Calcutta, and ₹50 each to 8 other Provincial officers who may be attached to that office.

Secretary of
State's Despatch
No. 194-Rev.,
dated 30th De-
cember 1904.

(i) A local allowance of ₹100 per mensem is granted to the officer in charge, and of 50 per cent. on pay, subject to a maximum of ₹50 per mensem to all other members of No. 19 Party (Madras Forests) while actually serving in the Wynaad portions of the Malabar and Nilgiri districts.

G. I. O. No. 374,
dated 11th May
1901.

286. (a) House-rent is granted according to the following scale to the undermentioned officers when located at the Presidency, *viz.* :—

G. I. O. No. 270,
dated 9th June
1897.

	R
Superintendents and Deputy Superintendents	60 per mensem.
Extra Deputy Superintendents	60 „
Assistant Superintendents	100 „
Extra Assistant Superintendents, 1st grade (Supernumerary)	100 „
Extra Assistant Superintendents, 1st and 2nd grades	45 „
Ditto ditto below 2nd grade	30 „
Sub-Assistant Superintendents of all grades	20 „

G. I. O. No. 80,
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 :—

Secretary of
State's Despatch
No. 43 (Rev.),
dated 19th April
1894.

(a) Superintendent, Trigonometrical Surveys 200 per mensem (Local).

(b) Superintendent, Forest Surveys 100 „ (Staff).

Secretary of
State's
Despatch No. 27
(Rev.), dated
24th March
1895.

(c) Superintendent, Provincial Surveys, North-Western Provinces and Oudh 100 „ (Local).

Secretary of
State's
Despatch No. 44
(Rev.), dated
15th March 1900.

Deputy Superintendent, Provincial Surveys, North-Western Provinces and Oudh 50 „ (Local).

Ditto
No. 86 (Rev.),
dated 15th
August 1895.

(d) Superintendent, Settlement Surveys, Bengal 100 „ (Local).

R. & A. Dept.
No. 519-81-4,
dated 18th Sep-
tember, 1884.

(e) Officer in charge, Tidal and Levelling Party, 100 per mensem (Local).

R. & A. Dept.
No. 2570-119-3,
dated 23rd
November 1899.

(f) Provincial Tidal Assistant 50 „ (Local).

G. I. O. No. 265,
dated 15th
March 1897.
G. I. O. No. 283,
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 „

R., A. and C.
No. 731, dated
31st October
1873.

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. When this occurs, a charge allowance of R100 a month will be given to such Assistants.

NOTE.—This allowance is subject to the restrictions contained in Article 120 of the Civil Service Regulations.

Finance Dept.
letter No. 695,
dated 11th
February 1890,
to the Comptrol-
ler, India Treas-
uries.

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.

G. I. O. No. 90,
dated 22nd
June 1885.

(b) An allowance of R50 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 for a full survey year 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

Letter No. 74, dated 11th May 1903, from Surveyor-General to Deputy Surveyor-General.

latter is larger. The Surveyor-General's sanction must be obtained in all these cases before such allowance is drawn.

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. 675, dated 11th February 1890, to the Comptroller, India Treasuries.

NOTE.—*These allowances are to be treated as special allowances, and are not subject to the restrictions contained in Article 99 of the Civil Service Regulations.*

G. I. O. No. 154, dated 20th September 1889. Secretary of State's Despatch No. 164, dated 1st November 1901.

290. Extra Assistant and Sub-Assistant Superintendents 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.

Secretary of State's Despatch No. 44 (Rev.), dated 15th March 1900.

The North-West Provinces Government is authorized to increase the allowance of ₹50, up to the limit of ₹100, in the case of an officer in charge of the cadastral survey of a district, if it considers that the work and the responsibilities falling on the officer justify the higher allowance, and if, and so long as, it is satisfied with the manner in which he has performed his duties.

Officers of the Provincial service employed on, but not in charge of, cadastral work in the North-Western Provinces and Oudh may also be granted a local allowance of ₹50 per mensem by the Local Government in consultation with the Deputy Surveyor-General.

G. I. O. No. 134, 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

CHAP. III.]	ALLOWANCES.	[Sec. 11 (a).
		<i>R</i>
	Native 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. 81,
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-I,
dated 28th
September 1899.
G. I. O.
No. 331, 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.

G. I. O.
No. 141, 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.

G. I. O.
No. 155, dated
15th October
1889.

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.

R. & A.
Dept.
letter No. 2674-
157-2, dated
21st December
1901.

G. I. O.
No. 129, dated
16th April 1888,
and Art. 72,
C. A. C.,
G. I. O.,
No. 339, dated
24th January
1900.

The whole of the time spent by Survey officers and men on military expeditions should be considered as duty "in the field" and their travelling allowances should be regulated accordingly.

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.

G. I. O.
No. 432, dated
23rd March
1905.

294. Military Hospital Assistants of the 1st, 2nd and 3rd grades, appointed to the medical charge of cadastral camps and other parties may, when the strength exceeds 400 and 200, respectively, and while they actually hold such charges, be granted, with the sanction of the Surveyor-General, a local allowance of ₹15 a month each during the field season. This allowance shall cease from the date they are promoted to the senior grade of Military Hospital Assistants.

Surgeon-
General's No.
718, dated 18th
February 1896.
G. I. O.
No. 347, 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 187.

G. I. O.
No. 347, 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.

But as the Hospital Assistants in the Survey Department are allowed daily allowances under Article 1063, Civil Service Regulations, they are not entitled to horse allowance, *vide* Article 1077 (b), Civil Service Regulations.

NOTE.—Sanction of the Government of India is necessary in each case.

G. I. O. No. 45,
dated 23rd
December 1882.

295. When a Civil Hospital Assistant attached to a survey party is called upon to perform additional duties Charge and extra allowances to Civil Hospital Assistants. 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
Revenue Depart-
ment letter
No. 41, dated
23th 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.

G. I. O.
No. 220, dated
24th September
1894.

296. All Hospital Assistants, whether Civil or Military, should be House rent to Hospital Assistants. granted by the authorities paying their salaries, free quarters or house-rent in lieu thereof. It is to be distinctly understood, however, that the grant of house-rent is conditional on the Hospital Assistant concerned providing himself with quarters within a convenient distance of his duties and that the quarters thus rented should be approved by the authority under whom he is serving. Also formal sanction of the administrative officer must be obtained before it is drawn.

D. G. I. M. S.'s
No. 7022, dated
7th November
1906.

296A. An allowance of R5 a month is admissible to Hospital Pushtu allowance to Hospi- Assistants who have passed an examina- tal Assistants. tion in Pushtu, and who are employed in Pushtu-speaking tracts.

Letter No. 3891-
3 K-13, dated
9th July 1898,
from the
Inspector-
General of Jails
with Civil Medi-
cal Administra-
tion, 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 23rd
March 1899,
from the
Sanitary Com-
missioner,
Assam.

298. A special local allowance of R10 per mensem in addition to the ordinary Assam allowance is granted to Lushai Hills allowance to Hospital Assistants. all Hospital Assistants whilst employed in the Lushai Hills District.

Home Department No. 49, dated 28th January 1890, to the Chief Commissioner, Burma, and Surgeon-General's No. 3210, dated 25th August 1891, and No. 3217, dated 11th July 1892, to the Surveyor-General, Financial and Commerce Dept. No. 5718-Ex., dated 8th September 1904, to the Comptroller, India Treasuries.

299. Hospital Assistants, Civil and Military, serving in Burma with survey parties are granted, with the sanction of the Surveyor-General, 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 Surveyor-General is authorized to grant for approved service.
	R
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
	3rd „ 20
Civil Hospital Assistant with English qualification.	1st grade 45
	2nd „ 40
	3rd „ 25
Civil Hospital Assistant without English qualification.	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. Assam local allowance to Hospital Assistants.

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.

G. I. O. No. 358,
dated 8th
September 1900.

They are also eligible for the following rewards for passing the examinations in Pushtu (Higher Standard) and Baluchi (Lower and Higher Standard) held periodically by the Government of the Punjab :—

	R
Lower Standard*	180
Higher Standard, if passed after the Lower Standard	320
Ditto if the Lower Standard has not first been passed	500

G. I. O. No. 309,
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.

G. I. O. No. 230,
dated 10th May
1895.

Military officers in permanent civil employ are not eligible for rewards for passing in languages under Military Rules, except for the Lower Standard in Pushtu, for passing which a reward of ₹180 is granted.

R. & A. Dept.
No. 315 S.,
dated 16th
August 1882.
No. 10S.
26-24,
dated 6th Janu-
ary 1885,
and No. 73-S.,
dated 20th
February 1883.
G. I. O. No. 113,
dated 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—	R
(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. 310,
dated 28th
September 1899.
R. & A. letter
No. 7894-73-4,
dated 29th
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.

G. I. O. No. 358,
dated 8th
September 1900.

The term "vernacular language" does not include trans-frontier languages, but selected officers of the Provincial branch of the Survey Department, who are likely to be employed on trans-frontier surveys, and to whom sanction to appear at an examination has been granted

*The Punjab Rules do not provide for a Lower Standard Examination in Pushtu. This examination can only be passed under Military Rules, Army Regulations, India, Volume II, Section XXIV.

by the Surveyor-General, are eligible for the same language rewards in Pushtu and Baluchi as laid down in clause (a) of this paragraph for Military Officers of the Imperial branch, and also to a reward of ₹500 for passing in Persian by the Higher Standard.

Art. 50, C. A. C., 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.

G. I. T.'s letter No. G. A.-1937, dated 15th February 1901.

No deduction for income-tax is to be made in such bills as the tax on such amounts is levied by the Collector of Income-tax direct from the officer.

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.

G. I. O. No. 419, dated 3rd May 1904.

(d) Imperial and Provincial officers of the Survey Department are eligible for a reward of Rs. 1,000 for passing in the Shan language by the Lower Standard, a further reward of Rs. 1,000 for subsequently passing by the Higher Standard, and of Rs. 2,000 for passing by the Higher Standard without having previously passed by the Lower Standard, subject to the conditions that no Provincial officer be allowed to present himself for examination without the permission of the Surveyor-General, which would only be given when the officer is likely to be employed in the Shan States and is not a native of Burma, and that in the case of officers of the rank of Sub-Assistant Superintendents the rewards be restricted to half these amounts.

SECTION II (b).—SALARY BILLS.

Art. 26, 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.

G. I. O. No. 404,
dated 20th
November 1903.
G. I. O. No. 232,
dated 5th
June 1895.

C. O. No. 19
(Adm.), dated
3rd January 1880.
C. O. No. 138
(Adm.), dated
26th November
1895.

(b) Salaries and other allowances (including travelling) of gazetted officers are only payable to the officers themselves, or at their written request or order, to some *well-known* banker, or agent.

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.

(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.

The names of the incumbents of all appointments, whether on leave or not, should be mentioned in the pay bills of both permanent and temporary establishments in the first column; in the third column for “Pay, acting and leave allowance claimed (separately)” the salary or leave allowance claimed for each person for the month whether drawn or not; and in the fourth column for “Pay, acting or leave allowance held over for future payment” the amount not drawn but held over for

Superior Establishment.

1. Surveyors.
2. Sub-Surveyors.
3. Computers.
4. Draftsmen.
5. Writers.
6. Hospital Assistants.
7. Local allowance to Superior Establishment.

C. O. No. 233
(Adm.), dated
29th October
1904.

Menial Establishment.

1. Menials.
2. Local allowance to menials.

subsequent payment should be stated. The sixth column should show the amounts actually drawn for each person. The totals of amounts drawn for superior and menial establishment and also for each of the heads noted in the margin should be separately shown in red ink.

(c) Pay bills for all temporary establishments should be made out separately from permanent establishment bills.

D. O. No. 328,
dated 12th
February 1874.
C. O. No. 121
(Adm.), 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.

C. O. No. 9
(Adm.), dated
30th January
1879.

(e) At the request of the Comptroller, India Treasuries, the following Pay Bills. Certificates to be attached to—
Officers, whenever they may be wanted :—

- 1st.—A certificate stating that the local allowance claimed by an absentee on privilege leave has not been drawn by his substitute, or a certificate of the fact if he has no substitute, that none has been appointed.
- 2nd.—Certificates of dates of departure on, and return to duty from, leave of every description.
- 3rd.—Certificates of dates of making over and assuming charge or of ceasing to do duty in one party and commencing in another, in all cases of *transfers* from one appointment or party to another.

In all cases, whether "forenoon" or "afternoon" should be specified.

Art. 60, C. A. C.

304. A statement of leave of absence on Form (O), 20 should accompany the establishment salary bill.

Leave statement.

C. O. No. 32
(Adm.), 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

Acquittance Rolls.

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 head-quarters 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.
G. I. O. No. 443,
dated 28th
September 1905.
C. M., dated
30th December
1855.
C. O. No. 29,
dated 19th
June 1868,
and addendum,
G. I. O. No. 194,
dated 4th
February 1893.
G. I. O. No. 203,
dated 28th
September
1893.
G. I. O. No. 417,
dated 9th March
1904.

Stamps of the value 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.

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.

Income-tax.
Presidency and local allowances, rewards for passing examinations, and bonuses are liable to taxation.

Any allowance or salary paid in the United Kingdom or in a colony to an officer on leave or duty in that country or colony is not liable to Indian income tax.

C. O. No. 76,
(Adm.), dated
6th June 1887.

307. Arrears of pay should be drawn in separate bills, and not Supplementary bills for arrears of pay. included in the regular monthly bills, and in the form accompanying the circular order quoted in the margin.

C. O. No. 186
(Adm.), dated
6th August 1900.

Arrears of travelling allowances should also be drawn separately in arrear bills.

C. O. No. 213
(Adm.), dated
29th October
1904.

These bills should show clearly and separately the amount claimed for each month, with a quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction, or of any special order of Government granting a new allowance.

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.
169, dated 12th
April 1874.
G. I. O. No. 11,
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.

D. O. No. 122,
dated 5th
December 1867.

Deposits of pay.
310. Officers in charge of treasuries are debarred from accepting deposits of pay from public officers.

CHAPTER IV.

SECTION I.—LEAVE.

(a).—GENERAL RULES.

Art. 197,
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. 198,
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. 44
(Adm.), 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. 825,
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.

C. O. No. 243
(Adm.), dated
30th August
1905.

Applications for leave which have to be granted by the Government of India or by the Surveyor-General should be addressed officially to Calcutta, and applications for leave which can be granted by administrative officers should be addressed to the administrative head-quarters through the ordinary channels, as it is necessary that the validity of claims for leave should be verified before orders are passed.

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. 228,
C. S. R.

315. All officers should invariably report to the Surveyor-General's Office the date whether before or after noon on which they hand over charge of their duties when proceeding on leave, also the date whether before or after noon of their return to duty.

Report of making over charge.

Art. 840,
C. S. R.

316. Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted.

Art. 220,
C. S. R.

Ordinarily, leave in India including subsidiary leave, and leave out of India when subsidiary leave is not taken, begins on the day on which transfer of charge is effected, or, if charge is transferred after noon, on the following day. Similarly, such leave ordinarily ends on the day preceding that on which charge is resumed, or, if charge is resumed after noon, on that day. But if a Sunday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins, or on the day on which the leave or the joining time between two appointments ends, an officer may leave his station at the close of the day before, or return to it at the end of such holidays, provided his departure or return does not involve—

- (i) the immediate transfer of an officer from or to another station or the loss of his appointment by an officer appointed temporarily to the service ;
- (ii) the taking over of money, unless, subject to the condition that the departing officer remains responsible for the money in his charge, the Local Government specially allows transfer of charge to take place before or after the holidays.

If holidays are, as above, prefixed to leave, the leave and the consequent rearrangement of allowances, if any, take effect from the first day after the holidays on which the office is open for business, and if holidays are affixed to leave, the leave is treated as having terminated on, and the rearrangement of allowances, if any, takes effect from the day on which the officer would have resumed charge had holidays not followed the leave.

In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, 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.

G. I. O.
No. 441, dated
30th October
1905.

NOTE.—The term “Gazetted Holidays” does not include local holidays which may be granted at the discretion of heads of offices, nor such merely permissible or discretionary holidays as the last Saturday of each month.

Art. 221,
C. S. R.

When subsidiary leave is taken, furlough and special leave out of India begin on, and include, the day of the departure from the port, where the officer first meets it, of the vessel in which he sails. If an officer remains in India after the end of subsidiary leave his furlough or special leave dates from the beginning of his subsidiary leave

unless he is specially exempted from forfeiture of his subsidiary leave by his *Local Government* under the provisions of Article 323 (b), C. S. R. Furlough and special leave out of India end on, and include, the day before the arrival at the port where the officer last quits it, of the vessel in which he returns, and subsidiary leave begins the day after.

NOTE 1.—The furlough or special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta, and not from Madras.

NOTE 2.—The day on which the vessel in which the officer sails quits her moorings or anchorage, whether she leaves the limits of the port or not on that day, is the day of the departure of the vessel. The day of arrival of the vessel in which the officer returns is the day on which the vessel reaches her moorings or anchorage in port.

Leave out of India, granted to officers under British leave rules, will reckon from date of being struck off duty to date of resuming duty, except that, as regards leave on medical certificate, the period recommended will reckon from date of embarkation to date of return to duty, the period of leave prior to embarkation being treated as leave in India.

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,—

- Overstaying leave ; liabilities.
- (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 420 (b), Civil Service Regulations.

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.

G. O. C. C.
No. 17, dated
6th January
1903.

Art. 229,
C. S. R.

D. O. No. 247,
dated 13th Feb.
1871.
Art. 230,
C. S. R.

Art. 232,
C. S. R.

318. No kind of leave, except extraordinary leave without allowances under Articles 233, 332 and 339 of the Civil Service Regulations 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 421). Subsidiary leave is not, for the purposes of this rule, regarded as a continuation of leave.

Privilege leave to the amount due may be prefixed as such to furlough, leave on medical certificate, special leave on urgent private affairs, leave on private affairs, and extraordinary leave without allowances, subject to the following conditions :—

- (i) When privilege leave is combined with furlough, the amount of combined leave shall not exceed two years ;
- (ii) When privilege leave is combined with special leave under the European Service Leave Rules or leave on private affairs under the Indian Service Rules, the combined leave shall not exceed six months ;
- (iii) When, however, furlough, special leave or leave on private affairs, granted in combination with privilege leave, is extended on medical certificate, the full period of furlough, special leave, or leave on private affairs ordinarily admissible under rule may be allowed irrespective of the limits prescribed in clauses (i) and (ii).
- (iv) When privilege leave is combined with leave of any kind, the combined leave must, except in cases falling under Article 180, C. S. R., be for not less than six months.
- (v) The periods mentioned in (i), (ii) and (iv) count from the beginning of the privilege leave to the end (under the ordinary rules) of the leave with which it is combined.

NOTE.—If the maximum limit prescribed in clause (i) or clause (ii) is exceeded, the excess (if not due to an extension of leave on medical certificate) shall be dealt with under Article 266, C. S. R. If on the other hand an officer returns from leave before the end of the maximum period of six months fixed by clause (iv) the requirements of the rule shall be held to have been practically met if the date of return is not more than 14 days before the end of the six months.

Art. 877,
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.

C. O. No. 75
(Adm.), dated
5th May 1887.

319. Executive officers in charge of parties when submitting applications 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. 201,
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 242, Civil Service Regulations.

Art. 863,
C. S. R.

321. A gazetted officer on leave in India may draw his allowances 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. 864,
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 authorized 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. 865,
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.

Art. 199,
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.

G. I. O. No. 357,
dated 13th July
1900.

He is entitled, during the voyage to India, to leave allowances only and for the period from the date of landing in India to the date of joining his appointment, to the subsidiary leave allowance which he would have drawn had he not been recalled, but simply returned on the termination of his leave. But those periods count as *active service*, see Article 8 (ii) and (iii), Civil Service Regulations.

Art. 300,
C. S. R.

An officer recalled to duty before the expiry of leave in India, other than privilege leave, is treated as on duty from the date on which he starts for the station to which he is ordered, but he is entitled until he joins his appointment to leave allowances only.

G. I. O. No. 363,
dated 11th
December 1900.

A special grant of £1 will be paid to any officer recalled to duty in India travelling by the overland route to either Brindisi or Marseilles, before leaving England, to pay for excess baggage up to lbs. 140 and nothing will be recoverable on that account in India.

G. I. O. No. 367,
dated 4th
February 1901.

If he is required to proceed *via* Brindisi he shall receive from the India Office before his departure £2-12-10 if provided with a ticket for the ordinary train and £1-18-4 if provided with a ticket for the special express train.

G. I. O. No. 320,
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.

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 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. N. R., note
below Art. 332.

325. An officer on casual leave is not treated as absent from duty.

Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- | | |
|--|---|
| <p>Rules regarding—</p> <p>(a) Date of reckoning allowances ;</p> <p>(b) Charge of office ;</p> <p>(c) Commencement and end of leave ;</p> <p>(d) Return to duty ;</p> | <p>} Arts. 52 to 55, C. S. R.</p> <p>} Arts. 220 to 231, C.S.R.</p> |
|--|---|

or so as to extend the term of privilege, or other leave, beyond the time admissible by rule.

The above is not to be read as precluding the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as, for instance, when it is necessitated by detention in plague camps on the way to rejoin, or by orders not to attend office in consequence of the presence of infectious disease in the family or household of the person concerned.

When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the case should be dealt with as follows :—

- (1) If the person concerned has further leave due to him carrying the same allowances as the leave already granted, he will be required to take an extension of leave to cover his further absence from duty.
- (2) If the further absence from duty cannot be covered in this way, the period, or such part of it as remains uncovered, will be treated as leave without allowances, unless the person concerned prefers to substitute leave of another description for that which he has previously taken.

Example.— A, who has had two months' privilege leave, is detained for a further period of one month in a plague camp. If he has a month or less privilege leave still due, this must be reckoned against the further period of detention. If he has no privilege leave due but has furlough to his credit, he has the option of converting the entire period of his absence from duty into furlough, or of taking leave without allowances for the extra month.

SECTION I (c).--DEPARTMENTAL OR RECESS LEAVE.

326. The native establishment for conducting survey operations

Departmental or recess leave. Rules regarding— 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 on a special page (Form O. 73), which should be pasted in at the end of each service book.

C. O. No. 247
(Adm.), dated
22nd December
1905.

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.

Departmental leave pay cannot be drawn until the recipient returns to duty; and should a man retire or die whilst on such leave, no leave pay can be drawn for and paid to him or his heir.

G. I. O. No. 418,
dated 29th
March 1904.
C. O. No. 230
(Adm.), dated
19th September
1904.

Executive officers are warned that no native surveyor or subordinate should be recalled from departmental or recess leave unless it is absolutely necessary in the interest of the public service, and before doing so they should apply for the sanction of their administrative officers, submitting, in each case, with the application their opinion as to whether travelling allowance should be granted or not.

C. O. No. 250
(Adm.), dated
31st March 1906.

Departmental or recess leave should never be given at the end of a field season to any one whose services are likely to be required for any period during the recess, or preparatory to retirement.

The termination of the recess season should be as nearly as possible the same for all members of a party, but some men may have to rejoin earlier than others and at different places, and such cases should, whenever possible, be foreseen and arranged for when granting leave.

C. O. No. 93
(Adm.), dated
7th December
1889.
C. O. No. 605
of 16th
December 1873.

327. At the discretion of executive officers a lower rate than half pay may be given to individuals while on departmental 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 $\text{R}1$ or $\text{R}2$ 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. 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 departmental leave have been permitted to take their discharge and to seek other employment. Left thumb impressions should be taken on leave certificates.

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.

SECTION I (d).—PRIVILEGE LEAVE.

C. O. No. 199
(Adm.), dated 9th
January 1902.

331. Privilege leave to Imperial Service officers, to Extra Deputy Superintendents and to the selected Extra Assistant Superintendents, 1st grade, of the Provincial Service, is granted by the Surveyor-General, and to other Provincial 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.

Combined leave to Provincial officers is granted by the Surveyor-General, and to the subordinate establishment by administrative officers.

332. Applications for privilege leave should be submitted on Form Application. Submission O. 24.
of —

Art. 826,
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. This declaration is not required in the case of an officer who takes privilege leave combined with other leave under Art. 233, C. S. R.

Arts. 246, 252,
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.

NOTE.—For explanatory ruling in regard to "interruptions of duty," see Articles 253 to 259 of the Civil Service Regulations.

Art. 247,
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. 251,
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 37, C. S. R., may be allowed—

(i) to accumulate privilege leave to three months and fifteen days ;

(ii) to overstay any privilege leave due by fifteen days without forfeiting pay or appointment: provided that, in the case of such overstay, the officer shall not begin to count service towards future privilege leave until he shall have served a period of time proportionate to the amount of overstay—that is, eleven times the period of overstay.

NOTE.—This concession has been extended up to the 30th June 1906 to all European officers serving in the Civil Department in Burma.

Art. 251,
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.

Amount due.

Art. 260,
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. But when privilege leave is combined with other leave under Art. 233 of the C. S. R., the amount due may be granted irrespective of those conditions.

C. O. No. 118
(Adm.), dated
3rd October
1903.

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.

G. I. O. No.
145, 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. 261,
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. 270,
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. 264,
C. S. R.

Save when privilege leave is combined with other leave under the rules, the right to receive privilege leave allowances is contingent (except in the case of death) upon the return of an officer to duty on the expiry of such leave.

Art. 206,
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. 242,
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. 244,
C. S. R.

337. Privilege leave may be granted to a Military Hospital Assistant temporarily lent to the Civil Department. 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.

Long leave and furlough to Imperial Service officers is granted by the Government of India.

G. I. O. No. 231,
dated 31st May
1895.
G. I. O. No. 237,
dated 11th
October 1895.

The records of service for furlough, pension, and promotion of all Military officers in the Survey Department are maintained by the Controller of Military Accounts, Bengal Command, irrespective of the command in which the officers may be serving.

R. and A. Dept.
No. 2251—246-1,
dated 27th July
1904.
Art. 794 (a),
C. S. R.

All applications for furlough and long leave (including combined leave) should be submitted, through the administrative officers, to the Surveyor-General, who will, in the cases of officers subject to Military Leave Rules and applying for furlough and long leave (not combined leave), obtain the necessary report as to the title to leave from the Controller of Military Accounts, Bengal Command, and in the cases of officers subject to the Civil Leave Rules, from the Comptroller, India Treasuries. The certificate as to the title to combined leave of all officers, whether subject to Military or Civil Leave Rules, will be furnished by the Comptroller, India Treasuries, in respect of officers under the Military Leave Rules after consultation with the Controller, Military Accounts.

Art. 802,
C. S. R.

Every officer going on leave out of India as per appendix 15 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.

C. O. No. 217
(Adm.), dated
29th April 1904.

338A. Captains and subalterns of the British service standing first for promotion to the next higher rank shall not be granted leave to England, except on medical certificate, unless they have passed the examination qualifying them for such higher rank.

The same restriction applies to officers of all ranks who may be provisionally promoted subject to their qualifying subsequently.

R., A. and 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—
Percentage of absentees and seniority of claim.

Art. 310 (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. 133,
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.

341. Officers must always report to the officer in charge of the Surveyor-General's Office the date (whether before or after noon) of their embarkation on furlough. Report of embarkation is not required in the case of an officer who combines privilege leave with other leave under Article 233, Civil Service Regulations.

R. & A. Dept.
No. 925, dated
15th June 1903.

Royal Engineer officers are, however, required to send also their reports to other authorities as directed in para. 342.

This does not affect officers of the Indian Army to whom the provisions of para. 342 do not apply.

A. R. I., Vol. II,
Part B, para.
629, and Milly.
Dept. Office
Memo.
No. 1026-A.,
dated 27th
April 1903.

342. Officers of the Royal Engineers employed in the Survey of India on landing in India are to report themselves personally at the office of the senior Military Staff Officer at the port and in like manner when leaving the country, on the day prior to that of their intended departure. On each occasion they will enter their names in the arrival and departure books kept for the purpose. The only exception to this rule will be in the case of officers arriving at or departing from a port in India on medical certificate when the report may be in writing.

Art. 878,
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.

Art. 879,
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. 876
C. S. P.

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. 86a,
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.

Art. 86i,
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. 86j,
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.

Art. 86j,
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. 86k,
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. If delayed beyond fifteen days, or the second mail after the officer's departure, a duplicate should always be forwarded through the Government of India, Madras or Bombay, as the case may be, accompanied by an explanation as to the cause of delay.

D. O. No. 933,
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 C. M.,
No. ^{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. 223,
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. 224,
C. S. R.

347. 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.

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 $\text{R}100$ of aggregate furlough pay from $\text{R}2,000$ to $\text{R}10,000$ and an increase of $\text{R}2-8-0$ for every subsequent $\text{R}1,000$. They must also produce a power-of-attorney.

Art. 268,
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 authorized. 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.

G. I. O. No. 274,
dated 27th July
1897.
Art. 224, 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 on leave 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 leave.

G. I. O. No. 54,
dated 1st Sep-
tember 1883.

351. The Government of India alone can grant permission for Commutation or extension application to the Secretary of State for extension or commutation of furlough of a gazetted officer whose leave is granted by the Government of India.

G. I. O. No. 102,
dated 11th
March 1886.

352. Applications for non-regulation passages by troopships authorized 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—

<i>Lieutenants</i>	. Can always be forwarded.
<i>Captains</i>	. 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.
<i>Majors</i>	} 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.)
<i>Lieutenant-Colonels</i>	
<i>Colonels</i>	
<i>Colonels</i> or	
<i>Officers of relative rank.</i>	

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, of the Transport Regulations, Part I.

With reference to the foregoing, should any case specially deserving of consideration come under notice, it should be forwarded with a recommendation.

Art. 35 (d),
C. S. R.

Furlough, and Long Leave
Rules, to which officers are
subject.

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.

(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*.

Para. 730 (a),
A. B. I., Vol. 1,
Part I.

Art., 35 (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., 35 (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 *extension* 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. 303 (ii),
C. S. R.
Art. 730 (b),
A. R. I., 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."

Arts. 752 (vii),
766 and 766,
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.

Arts. 334, 335,
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 ₹100 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 ₹100, 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.

Art. 204,
C. S. R.

(c) *Hospital Assistants*.—Civil Hospital Assistants are entitled to leave under the Civil Service Regulations, whilst Military Hospital Assistants temporarily lent to the Civil Department are subject to the leave rules of the Army Regulations as regards all kinds of leave except privilege leave, which may be granted on the condition stated in Article 244, Civil Service Regulations (paragraph 337, Hand-book).

D. G., I. M. S.,
No. 5378, dated
10th September
1902.

Privilege leave to Civil Hospital Assistants and to Military Hospital Assistants (when no substitute is required) is granted by Administrative Officers of this Department and all other kinds of leave by the Medical Department. Applications for privilege leave should be forwarded with service books.

Furlo. Regula-
tions, 868, Rule
IX.

354. (a) *Military officers subject to the Furlough Rules of 1868* are eligible for two years' furlough on the completion of eight years' actual service in India, for 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.

Arts. 299, 302,
108, 313, 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 or a period of not less than eighteen months since return from last privilege leave of over six weeks, duration must elapse before furlough can again be taken.

G. I. O. No. 390,
dated 31st July
1903.

The interval of 18 months should commence from the date of an officer's actual return to duty on the termination of combined leave, *i.e.*, in the case of leave out of India the date of expiry and not commencement of Subsidiary Leave.

Art. 10,
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 Article 302, Civil Service Regulations, commences from the date of becoming subject to these rules; and additional leave in respect of previous service is credited under Article 303, Civil Service Regulations. An officer of the Staff Corps, or of the Indian Medical Service, becomes subject to the Civil Leave Rules 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 the earlier; an officer of Royal Engineers becomes subject to the Civil Leave Rules from the date of entry into permanent civil employ if he has already elected for continuous Indian Service, or from the date of such election if it is subsequent to the entry into permanent civil employ.

[NOTE.—Article 9, Clause (ii), C. S. R., applies to Military Officers subject to the Civil Leave Rules.]

Art. 303 (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 proportionately 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. 303 (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.

G. I. O. No. 131,
dated 16th May
1888.
G. I. O. No. 195,
dated 4th April
1893.
G. I. O. No. 295,
dated 4th August
1898.
I. A. C., clause
94, dated 1st
June 1898,
Art. 739 (b),
A. R. I.

I. A. C., clause
18, dated 15th
February 1899.
G. I. O. No. 316,
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. 295,
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.

(iv) A non-continuous service officer of Royal Engineers who was eligible to take leave under clause (iii) above before the Royal Engineer Corps Memorandum of 1st January 1904 was issued, shall not be debarred from taking leave under that clause.

Arts. 334, 337,
338, 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:

Arts. 22 and 308
(iii) (b), C.S.R.

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. And that an interval of not less than 18 months has elapsed since last return from privilege leave in excess of six weeks in duration whether taken by itself or in combination with special leave or other leave which does not interrupt continuous service (see Def. 22, C. S. R.)

G.I. O. No. 399,
dated 31st
July 1903.

The interval of 18 months should commence from the date of an officer's actual return to duty on the termination of combined leave, *i.e.*, in the case of leave out of India the date of expiry and not commencement of Subsidiary Leave.

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 1s. 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. 314 (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. 314 (b),
C. S. R.

Provided that, furlough added under paragraph 323 (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 323 (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 323 (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 year's service for pension			£250 "
Ditto	15th	ditto	£300 "
Ditto	20th	ditto	£450 "
Ditto	25th	ditto	£600 "
Ditto	30th	ditto	£700 "

Art. 314 (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 Rs. 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 ₹666½ 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."

For definition of the term "Average salary" see "Def. 16, C. S. R."

SECTION I (f).—LEAVE ON MEDICAL CERTIFICATE.

Art. 328,
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. 329,
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. 830, 818,
and 827,
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 829 of the Civil Service Regulations, we (or I) consider it expedient, before granting or refusing such a certificate to a 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 829, 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. 826,
C. S. R.

(d) The time spent by an officer, after leaving his station, in obtaining a certificate under Article 829, 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. 831,
C. S. R.

(e) If the state of the applicant's health be certified by a medical officer, commissioned or in charge of a civil station, to be such as to make it inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the authority by whom the leave is granted, may accept either,

- (i) a certificate signed by any two medical officers, commissioned or in charge of a civil station, who need not belong to the same province as the applicant; or
- (ii) if the authority concerned considers it unnecessary to insist upon the production of two medical opinions, a

certificate signed by an officer in medical charge of a civil station and countersigned by either the district officer or the commissioner of the division.

Art. 835,
C. S. R.

(f) The certificate obtained should then be submitted to Government for orders. The grant in Article 829 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. 836,
C. S. R.

(g) 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. 837,
C. S. R.

(h) 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. 838,
C. S. R.

(i) 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. 839,
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. 844,
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. 235,
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 countersignature by the administrative medical officer of the province in which the leave is being spent.

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. 235,
C. S. R.

358. If an officer subject to the Indian Service Leave Rules, who is absent 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. 236,
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. 308, 311,
312 and 313,
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 as follows:—

- (i) if the furlough due exceeds a year—to the extent due, not exceeding two years;
- (ii) if the furlough due does not exceed a year—for not more than one year.

Furlough granted for less than two years under clause (i), or less than one year under clause (ii), may, on medical certificate, be extended to the extent of the furlough due to the officer, or to one year, respectively.

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 laid down in Article 108 (a) of the Civil Service Regulations if a military officer, and to the allowance quoted in Article 315 (ii) if a civil officer.

Art. 320,
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 $\frac{1}{2}$ of last salary, whichever is less.
- When paid in India . ₹166 $\frac{2}{3}$ a month, or $\frac{1}{2}$ 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 828, Civil Service Regulations. For the purpose of this rule Ceylon is not held to be "out of India."

Arts. 336, 340,
341, and 342,
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, R400 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 R300, the minimum of quarter salary is R75 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 $\frac{2}{3}$ ths of last salary, whichever is less.

If paid in India R165 $\frac{3}{4}$ a month or $\frac{2}{3}$ 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 828, Civil Service Regulations. For the purpose of this rule Ceylon is not held to be “out of India.”

SECTION I (g).—SUBSIDIARY LEAVE.

Art. 321 (a),
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 re-organize his domestic establishment.

No subsidiary leave is admissible to an officer who does not leave India by sea.

Art. 324,
C. S. R.

Subsidiary leave is admissible only at the end and not at the beginning of leave out of India when such leave is combined with privilege leave under Article 233, Civil Service Regulations.

Art. 324,
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. 323 (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. 316,
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. 347,
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. 330,
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. 331,
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. 348,
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.

NOTE.—This Article will have no application in cases in which privilege leave is combined with other leave under Article 233, Civil Service Regulations, as subsidiary leave is not then admissible. See Article 322 (a) Civil Service Regulations.

SECTION I (h)—SPECIAL AND EXTRAORDINARY LEAVE.

Art. 316,
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. 318 (a),
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.

G. I. O. No. 212,
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 each of the three ranks of Lieutenant, Captain, and Major, in order to enable them to qualify for the military examination to be passed previous to promotion.

G. I. O. No. 362,
dated 29th
November 1900.

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.

G. I. O. No. 385,
dated 4th April
1901.

364 A. Examinations for Royal Engineer officers in the Active Service and Barrack Project tests will be held twice a year, *viz.*, about 15th November at Calcutta and 15th March at Roorkee.

Applications to attend these examinations should be sent to the Deputy Adjutant-General, Bengal Command, in accordance with clause 33, paragraph 381, Army Regulations, India, Volume II, Part A, not later than 15th October and 15th February, respectively, on receipt of which necessary instructions will issue.

Special or urgent cases, however, will be dealt with at any time should the circumstances require it.

Command Orders No. 422 of 1900 and 864 of 1901 are hereby cancelled.

The attention of all concerned is invited to paragraph 308, Army Regulations, India, Volume II, Part A, and officers are reminded of their liability to supersession unless they pass the examination therein laid down.

Art. 85,
C. S. R.

365. A military officer in civil employ who, with the sanction of the Secretary of State, is deputed to Europe deputed to, or detained in, 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. 85,
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. 339,
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 except as provided in Article 233, Civil Service Regulations; but subject to the provisions of Article 198 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. 461,
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 Engineer officers are subject to the Pension Rules of 1881, as published in the Army Regulations, India, Vol. I, Part I.

Arts. 1412 and
1413, A. R. I.

369. *A military officer under the furlough rules of 1868* is allowed to reckon towards the term of service which entitles 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. 740 (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. 756 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 recognized 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 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.

Arts. 1428, 1429,
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 pensions :—

	Per annum.
	£
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 1st July 1881)	750

Art. 1486,
A. R. I.

Colonel's allowances are admissible to officers who entered the Staff Corps after the 12th September 1866, and before the 1st July 1881, in the following are proportion :—

Bengal	20
Madras	6
Bombay	7

When the senior of each separate list had completed 12 years' service as a substantive Lieutenant-Colonel, he will succeed to Colonel's allowances on the list to which he belongs, and the next to him in succession in the same way, until the above establishment of Colonel's allowances fixed for each list respectively is complete. Thenceforward these numbers of Colonel's 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 :—

	Per mensem.
	R a. p.
<i>In India.</i>	
If drawn in addition to Indian pay	456 5 2
If drawn in addition to English pay	545 13 0
	Per annum.
<i>In England.</i>	£ 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.	R 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

Art. 75a (VII)
and 75b,
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. It is hereby explained that the pay of an officer ordered to India is chargeable to Indian Revenues from the date on which he embarks for this country and up to the date preceding that of his return to England, or to a Colony, the date of such return being that of disembarkation. From this it follows that from and after his first

C. M. of the
Govt. of India,
Mily. Dept.
No. 897-A.
(Service Officers),
dated the 4th
April 1902, and
G. I. O. No. 487,
dated 2nd May
1902.

arrival in India, a continuous-service Royal Engineer officer is entitled to count towards Indian pension not only his service in India, but also the period passed on the voyage to and from England at the commencement and termination of any intermediate tour or tours of Home Service. This applies equally whether such voyage was made before or after the introduction of the Royal Warrant of the 20th February 1886. 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. The period of deputation under Imperial Government of Royal Engineer officers on the Indian establishment will count towards service for Indian pension.

G. I.
No. 397,
dated 13th May
1903.

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 his 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 who is unable to return to India, but who
Half pay. 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 Engineers*.—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. 143^b,
A. R. I.

372. An officer of the Staff Corps who has become incapacitated for further service in India on account of *Invalid pensions.* *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.

Art. 142,
C. S. R.

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 *Widows' pensions, etc., etc.,* may be granted to the widows of officers *Royal Warrant.* 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 as such after 31st December 1890	120	20
Lieutenant-Colonel	90	16
Major	70	14
Captain	50	12
Lieutenant or 2nd Lieutenant	40	10

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 annum.
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 years 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,

Rules to which subject.

Art. 46,
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. Recommendations for extensions of service in respect of gazetted officers should not be submitted for more than six months before the date on which the officer would, in the absence of special orders, retire.

G. I. O. No. 428,
dated 20th February 1905.
Art. 459,
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 himself efficient.

C. O. No. 125
(Adm.),
dated 2nd August 1894.
Art. 912,
C. S. R.

If an officer in superior service, whose age is less than 60 years, is required to retire under Article 459 (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 464, the fact should be stated.

G. I. O. No. 257,
dated 27th October 1896.
C. I. T.'s letter
No. P. N.-171,
dated 18th May 1903, to D. S. G.

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, and when the month is also known the 16th of that month should be taken as the date of birth.

G. I. O. No. 293,
dated 29th 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. 929,
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. 41
(Adm.),
dated 9th
January 1884,
Art. 907 (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.

Time of submission.

Art. 913 (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.

Form of application.

Art. 470,
C. S. R.

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.

Award of full pension.

Art. 358,
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.

Beginning of service.

Art. 915 (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.

Premature applications.

Arts. 368 and
381 (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.

Qualifying service.

Art. 365,
C. S. R.

Service of an Amin or Inspector who is paid by contract does not count for pension.

Art. 409,
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. 372 and
373, 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. 337, 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. 354 (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. 353,
C. S. R.

387. Pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency.

Art. 324,
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 510—523 of the Civil Service Regulations.

Art. 907 and
908, 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. 910,
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. 911 (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. 911 (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 908, Civil Service Regulations, when the exact nature of the investigations made, and the conclusion at which the authority has arrived, must be especially reported.

C. O. No. 222,
(Adm.), dated
17th June 1901.
C. O. No. 240
(Adm.), dated
17th February
1903.
G. I. O. No. 426,
dated 3rd
February 1905.

Impressions of the balls of the thumb and all the fingers of the applicant's left hand in printer's ink should be obtained on the 1st page of the application against entry 17 "Marks," and also on two slips of paper which should be attached to the pension application. These impressions should be made before the head of the office, but

when that is not practicable, the impressions taken before a Magistrate will be accepted.

The cause of delay, if any, in submitting the application should be explained. The rules regarding the grant of anticipatory pensions are to be found in

Articles 925—929, Civil Service Regulations.

389A. The Surveyor-General possesses the power of a Local Government in respect of Article 841 (b), Civil Account Code, to remit over-payments made on account of leave improperly granted.

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 :—

- | | |
|----------------------------|------------------------------|
| (1) Invalid pensions. | (3) Superannuation pensions. |
| (2) Compensation pensions. | (4) Retiring pensions. |

391. The amount of a pension is regulated by length of service as follows :—

- Amount of Superior Pension.
- (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 486 and 487 of the Civil Service Regulations.

C. I. T.'s
No. 364-P. N.,
dated 24th July
1902.

Art. 424,
C. S. R.

Art. 474,
C. S. R.

For allowances which do not count in calculating average emoluments, see Article 488, Civil Service Regulations.

G. I. O. No. 68,
dated 2nd July
1900. The following amount of leave with allowances, in and out of India, is reckoned as pensionable service: in India, 1 year in 15 years', and 2 years in 30 years' service; out of India, 1 year in 15, 2 years in 20, 3 in 25, 4 in 30, and 5 years in 35.

C. I. T. No.
PN, dated
890, 27th September
1904.
Art. 408,
C. S. R. The above periods are not cumulative, that is, an officer may not count two years' leave after 15 years' service or more than 4 years' leave after 30 years' service. The maximum amount of leave both in and out of India which may be counted is that shown in the latter portion of above. This term "leave with allowances" includes all such leaves as carry the title to leave allowances irrespective of the fact whether allowances are actually granted or not.

Art. 475,
C. S. R. 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. 478 (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 478 (a), C. S. R., is not applied in the case of an officer re-employed after discharge owing to abolition of appointment, or ill-health.

In the case of an officer re-employed after resignation or discharge for misconduct or inefficiency the words "exceeded 30 years" at the end of Article 478 (a), Civil Service Regulations, should read "exceeded the sum of 30 years and the term of the previous qualifying service."

Art. 478 (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. 431,
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. 441,
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—

- (1) For the public service, or
- (2) For the particular branch of it to which he belongs.

Arts. 442 to 444,
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. 911 (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.

C. O. No. 109
(Adm.), 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 442 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.

These certificates should always bear on them the thumb and finger impressions of applicant's left hand.

Art. 443 (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. 443 (c),
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. 444,
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 478 (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. 452,
C. S. R.

An officer discharged on other grounds has no claim under Article 441, Civil Service Regulations, even although he can produce medical evidence of incapacity for service.

Art. 453,
C. S. R.

If an officer is invalidated 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. 454,
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. 455,
C. S. R.

An officer who has submitted under Article 442, 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 medical certificate does not count for pension.

Art. 414 and
416, C. S. R.

The service of an officer who is invalided ceases on the date of the invaliding certificate but, if an officer is invalided while on leave other than privilege or departmental leave, his retirement 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. 483,
C. S. R.

An officer should not, without urgent necessity, be invalided when he has nearly completed thirty years' service.

Art. 480,
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 478 (a), Civil Service Regulations, in order that he may adapt his certificate accordingly.

Art. 426,
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

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. 427,
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. 429,
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. 456
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. 458,
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. 459 (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. 464,
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. 466,
C. S. R.

An officer thus required to retire or who retires voluntarily under Article 464, Civil Service Regulations, and part of whose service has been inferior, is entitled to *pension* on the same conditions as if he had been invalided under Article 481, Civil Service Regulations, and to the option allowed by Article 398, Civil Service Regulations.

Art. 412,
C. S. R.

If an officer in superior service whose age is less than sixty years is required to retire under Article 459 (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 464, Civil Service Regulations, the fact should be stated.

Art. 465,
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. 481,
C. S. R.

396. *Inferior Service*.—Pensions and gratuities for "inferior service" are regulated by Chap. XIX, and gratuities. Articles 481-484 of the Civil Service Regulations, and may, subject to the conditions laid down in Chapter XVIII, Articles 426 to 457, 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 30 years—half pay not exceeding Rs. 10 a month in the case of a duffri employed in a Secretariat of the Government of India and Rs. 4 a month in all other cases.

NOTE.—There is no superannuation or retiring pension for inferior service.

Art. 414,
C. S. R.

An inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV, Civil Service Regulations.

Art. 360,
C. S. R.

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. 482,
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 482, 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.

Service partly superior and partly inferior. 396A. An officer whose service has been for some time inferior and for some time superior, may either count—

Art. 398,
C. S. R.

- (a) the whole as inferior towards pension or gratuity on the inferior scale, or
- (b) the superior portion towards pension or gratuity on the superior scale, and the inferior portion towards gratuity on the inferior scale.

Under (a) the pension or gratuity is calculated on the pay (whether in superior or inferior service) which the officer drew immediately before his retirement.

Under (b) the pension or gratuity on the superior scale is calculated upon the average emoluments or emoluments respectively which the officer drew when last in superior service, and the gratuity on the inferior scale upon the pay which he drew when last in inferior service; provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible, if the whole service had been superior.

If an officer has been reduced from the superior to the inferior class for misconduct, he cannot have the benefit of this article without the special permission of the Local Government.

Art. 399,
C. S. R.

The claims of an officer, promoted from an inferior to a superior grade as a reward for meritorious service, will be specially considered by the Government of India. This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course.

Art. 729,
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. 730,
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						
„ 100 ditto						
„ 200 ditto	80	60	12	80	16	Half the salary of the officer.
„ 500 ditto	120	90	18	120	24	
„ 1,000 ditto	240	120	24	180	36	
„ 1,500 ditto	360	150	30	225	45	
„ 2,000 ditto	360	180	36	270	54	
„ 2,500 ditto	420	210	42	315	63	

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.

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. 734,
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. 735,
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. 740,
C. S. R.

Art. 733,
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 747, 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 737 to 744, Civil Service Regulations.

R. and A. Dept
No 509-71-1,
dated 18th
February 1903.

398A. Compassionate gratuities to families of deserving Government servants left in indigent circumstances by the premature death of the individual upon whom they depended for support may be granted within certain limits and in cases which are of very exceptional character.

APP. 1.]

LIST OF OFFICE FORMS.

Appendix I.—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	Transfer of Stations.
O. 2	Do. Bench Marks.
Special Forms used by the Topographical Branch.	
O. 1	Through Routes.
O. 2	Principal Mountains, Passes, and Ghauts.
O. 3	Schedule of Passes.
O. 4	Do. of Fords and Ferries.
Special Forms used by the Revenue Branch.	
O. 2	Distribution of charges and Cost Rate of each description of Survey.
*O. 2a	Statement showing how and for what periods the different charges are distributed.
O. 3	Annual Table of Area, Cost and Rates.
O. 4	Annual Table of Mathematical Results.
O. 5	Annual Table of Work performed by each Member.
O. 6	Annual Table of Records prepared.
O. 8	Annual Table of Conspicuous Objects met with.
O. 9	Progress report for field season.
*O. 10	Annual Table of Estimate of Monthly Expenditure.
O. 10a	Annual Table of Estimate of Monthly Expenditure (Cadastral).
O. 11	Monthly Budget Memorandum (Professional).
O. 11a	Monthly Budget Memorandum (Cadastral).
O. 12	Monthly Return, Field and Office Work (Cadastral and Traverse).
O. 13	Monthly Return, Office Work (Traverse).
O. 18	Monthly Statement of Expenditure (Cadastral).
O. 19	Acquittance Roll of Establishment.
O. 20	Acquittance Roll for Squads.
O. 21	Acquittance Roll of Parties for Field Season.
O. 22	Docket advising despatch of Maps to Deputy Surveyor-General.
O. 23	Invoice List of Maps (Cadastral).
O. 23a	Invoice List of Maps (Traverse).
O. 24	Docket advising despatch of records to Settlement Officer.
O. 25	Invoice List of Settlement Records.
O. 26	Record Receipt.
O. 27	Abstract of Survey duties in a Cadastral Camp.
O. 28	Progress Statement of the working of Detail Areas.
O. 29	Field Surveyor's Contract Account.
O. 30	Estimator's Contract Account.
O. 31	Draftsman's Contract Account.
O. 32	Partial Diary.
O. 33	Partaller's Report.
O. 34	Inspector's Fortnightly Return of Work.
O. 35	Field Surveyor's Return of Work.
O. 36	Sub-Surveyor's Return of Traverse Work.
O. 36a	Abstract of Return of Field Work of Surveyors and Sub-Surveyors.
O. 37	Abstract of Field Surveyor's Return of Work.
O. 38	Abstract of Inspector's Return of Work.
O. 39	Field Surveyor's Reference List.

*Used also in Topographical Branch

APP. I.]

LIST OF OFFICE FORMS.

Number of Form.	Description of Forms.
Special Forms used by the Revenue Branch—contd.	
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. 42a 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.
	{ Outer cover.
O. 13	Indent for Police Guards.
O. 14	Travelling Allowance Bill.
O. 14a	Travelling allowance Bill for Establishment { Outer sheet.
	{ Inner 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 $1\frac{1}{2}$ Sheets).
O. 20	Monthly Statement of Leave for Non-Gazetted Officers drawing more than R10.
O. 20a	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, Kalasis, 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.
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.)

APP. I.]

LIST OF OFFICE FORMS.

Number of Form.	Description of Forms.
Forms used by all Branches of the Department—contd.	
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. 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 Tabler'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. 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	Descriptive Roll of men prescribed 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.
O. 66	Authority to exchange daily allowance for that admissible under Chapter XLVIII.
O. 66a	Invoice for despatching fair standard or other maps to Head-Quarters.
O. 67	Monthly Progress Report for Drawing Office.
O. 68	Requisition form for Hospital Assistants.
O. 69	Demi-Official form.
O. 70	Statement showing the Permanent and Temporary Establishments on 1st December.
O. 71	Monthly Return of mapping { ½ sheet. 1 " "
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 Depôt for Medical and Surgical Equipments (Annual).
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.

APP. 2.]

LIST OF PROFESSIONAL FORMS.

Number of Form.	Description of Forms.
	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.
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.

NOTE.—Forms marked thus* are supplied from Dehra only, C. M. No. 516 dated
S,

8th February 1899.

APP. 2.]

LIST OF PROFESSIONAL FORMS.

Number of Form.	Description of Forms.
List of Professional Forms—continued.	
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	*Astronomical Angle Book.
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. 46a	Computations of Co-ordinates and Heights of Traverse Stations.
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, C. M. No. $\frac{516}{S}$, 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 $\text{₹}83\text{-}5\text{-}4$ per mensem, or $\text{₹}1,000$ 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 $\text{₹}2,000$ per annum, or $\text{₹}166\text{-}10\text{-}8$ per mensem. If the income amounts to $\text{₹}2,000$ per annum, or $\text{₹}166\text{-}10\text{-}8$ 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 $\text{₹}83\text{-}5\text{-}4$ 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 ₹1,000 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. Wherever 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.

APP. 3.]

INCOME TAX.

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 6	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	2 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						

Appendix 4.—Rules for crossing the N.-W. Frontier of India.

G. I. O. No. 159,
dated 25th Nov.
1889.
G. I. O. No. 242,
dated 25th
November 1895.
G. I. O. No. 255,
dated 19th
August 1896.

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 a 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 authorizing 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 1, section 1, 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.

“ 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. 99
(Adm.), dated
6th December
1890.

The following extract from the Civil Service Regulations is circulated for departmental information and guidance. Attention is particularly called to Article 74, the rules in which must be strictly adhered to :—

72. (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.

73. (a) Any servant of Government is eligible to receive without special permission the mium awarded for any 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.

74. 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 realized 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 ₹300, 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.

HOME DEPARTMENT.

(PUBLIC.)

NOTIFICATION No. 147, dated 19th January 1905.

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 petitioners under rule 11 (7) whose salary was more than ₹30 a month the head of a Department directly under the Government of India.

G. I. O. No. 437,
dated 10th
August 1905.

NOTE 2.—These rules do not apply to non-pensionable subordinate, 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.—These rules apply also to petitions by persons no longer in military employ who have served in the Army or the Royal Indian Marine, or have been attached to regiments or batteries or the staff or departments of the Army in any capacity.

SECTION I.—AS TO THE SUBMISSION OF PETITIONS TO THE GOVERNMENT OF INDIA BY PRIVATE PERSONS OR PUBLIC BODIES.

1. Every petition to the Government of India should be forwarded through the Local Government having jurisdiction in respect of the subject-matter of the petition. In cases where no Local Government is in a position to deal with the subject-matter of the petition, it should be forwarded through the Local Government within whose jurisdiction the petitioner is or has last been residing or employed.

2. A petition may be either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or, when the petitioners are numerous, by the signatures of 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.

 APP. 6.] RULES FOR THE SUBMISSION OF PETITIONS TO THE GOVT. OF INDIA.

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 in 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 Government.

SECTION II.—AS TO THE SUBMISSION OF PETITIONS BY OFFICERS IN CIVIL EMPLOY.

5. Every officer wishing to petition the Government of India should do so separately.

6. Every petition should be submitted through the head of the office or department to which the petitioner belongs, and should be forwarded by him through the usual official channel.

7. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in the matter.

8. 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.—AS TO THE TRANSMISSION OR WITHHOLDING OF PETITIONS BY LOCAL GOVERNMENTS.

9. Every petition to the Government of India should be forwarded by the Local Government concerned with a concise statement of the material facts and (unless there are special reasons 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. Where service or character books are maintained these also should be submitted.

10. When the petition is not in English, the Local Government should transmit a translation with it.

11. 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.
- (3) When a previous petition has been disposed of by the Secretary of State for India 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: or is a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.

APP. 6.] RULES FOR SUBMISSION OF PETITIONS TO THE GOVT. OF INDIA.

- (6) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

NOTE 1.—In the following cases, namely :—

- (a) when a petition is an appeal from a judicial decision in a case in which the Government has reserved any discretion of interference, or
 (b) when a petition is an appeal from a judicial decision in a suit to which the Government was a party, or
 (c) when a petition is practically a prayer for mercy or pardon, or contains such a prayer:

the petition must be transmitted to the Government of India, unless it falls under clause (13) of this rule.

NOTE 2.—When a petition of the kind referred to in clause (c) of Note 1 is addressed to the Government of India after a previous petition has been rejected by the Local Government the petition must be transmitted, unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the Resolution of the Government of India in the Home Department, No. $\frac{20}{1403-13}$, dated the 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 or an employé of a local authority whose salary was not more than ₹100 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 addressed by an officer still in the public service, and has reference to his prospective claim for pension, except as provided in Article 915 of the Civil Service Regulations.
 (10) When a petition is an appeal against the non-exercise by the Local Government of a discretion vested in it by law or rule.
 (11) 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.
 (12) 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.
 (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.
 (14) When a petition makes a proposal regarding legislation which the Local Government is not prepared to support.

12. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

13. A list of petitions withheld under rule 11, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the proper department.

APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

**Appendix 7.—Rules for the transmission of memorials to the Secretary of State.
HOME DEPARTMENT.**

(PUBLIC.)

NOTIFICATION No. 148, dated 19th January 1905.

Rules regarding the submission of memorials and other papers of the same class to His Majesty the King-Emperor of India, or to the Right Hon'ble the Secretary of State for India.

G. I. O. No. 427,
dated 7th February 1905.
G. I. O. No. 450,
dated 12th July 1906.

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.

I.—No memorial will be received or attended to unless forwarded as hereinafter prescribed.

II.—Every memorial to His Majesty or to the Secretary of State for India should contain all material statements and arguments relied upon by the memorialist and be complete in itself; and it should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III.—Every memorial to His Majesty or to the Secretary of State for India should be presented through the Local Government having jurisdiction in respect of the subject-matter of the memorial. In cases where no Local Government is in a position to deal with the subject-matter of the memorial, it should be presented through the Local Government within whose jurisdiction the memorialist is or has last been residing or employed or, if there is no Local Government answering to these descriptions, then through the Government of India.

IV.—Every memorial to His Majesty or to the Secretary of State for India presented through the Governments of Madras or Bombay should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in the case of a memorial which—

(a) relates to—

- (i) any rule or standing order of the Government of India, or
- (ii) any Legislative Proceeding of the Governor-General in Council or to an Act to which the Governor-General has assented, or
- (iii) a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise, or

(b) if granted, would cause expenditure for which the Imperial and not the Local Government would be primarily responsible.

Every such memorial 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 proper Department for transmission to the Secretary of State* for India.

* "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 memorial. Such memorials will be transmitted to His 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. $\frac{22\text{-Public}}{995-1001}$, dated 24th May 1878.

Memorials involving questions relating to pensions, gratuities, allowances, and the like should be forwarded through the Government of India.—Home Department Notification No. 5153, dated 10th September 1901.

 APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

V.—Every memorial to His Majesty or to the Secretary of State for India presented through a Local Government, other than the Government of Madras or Bombay, 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.—Every memorial to His Majesty or to the Secretary of State for India from a person who has been employed in the army should, if it relates to a military subject, be forwarded through the Lieutenant-General Commanding the Forces of the Command in which the memorialist has served. The Lieutenant-General will forward it, with a full statement of facts and an expression of opinion, to the Government of India in the Military Department for transmission to the authority addressed.†

VII.—No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of an appeal 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 person concerned of the order to which objection is taken.

VIII.—A memorial 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, and must conclude with a specific prayer.

IX.—Memorials, together with their accompanying documents, should be in English.‡ If the accompanying documents must necessarily be forwarded in the

* Appeals by private persons from the orders of the 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.

† Appeals by individuals from the orders of the Lieutenant-General Commanding the Forces, 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. 54—2086-95 (Public), dated 21st November 1878.]

 APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

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 originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel should not be delayed by the transmitting Government in India beyond a month after the receipt of the memorial.

XII.—The Governments in India are vested with discretionary power to withhold the transmission of memorials addressed to His Majesty or to the Secretary of State for India 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 reconsideration of the case. A memorial addressed to His Majesty by a person whose appeal to the Secretary of State for India 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 in the service of the Government or a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession of employment.
- (6) When a memorial is a mere appeal from a judicial decision.

NOTE 1.—If the memorial is practically an appeal for mercy or pardon, or contains such an appeal, it must be transmitted, unless it falls under rule XIII.

NOTE 2.—When a memorial of the kind referred to in Note 1 is addressed to His Majesty or to the Secretary of State for India after a previous petition has been rejected by the Government of India or the Local Government, the memorial must be transmitted unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the Resolution of the Government of India in the Home Department:

No. $\frac{7}{1161-72}$ dated the 15th August 1890.

- (7)* When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal, reduction or other punishment

* "The Governor-General in Council considers that the discretionary power of withholding petitions under clause 8, rule XIII† of the rules for the submission, receipt and transmission of memorials and other papers of the same class addressed to His Majesty the King-Emperor of India, or to the Right Hon'ble the Secretary of State for India, by private persons or by officers of all civil departments should be used with caution, and only after full consideration

APP. 7.] RULES FOR TRANSMISSION OF MEMORIALS TO THE SECY. OF STATE.

of a Government servant or an employé of a local authority whose salary was not more than R100 a month ; or when it is an appeal against a similar order of a Local Government confirmed by the Government of India from a Government servant or an employé of a local authority whose salary was not more than R250 a month.

NOTE.—The first sentence in this clause applies to the orders of the Government of India as well as to those of Local Governments.

- (8) When a memorial 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 memorial is addressed by an officer still in the public service and has reference to his prospective claim to pension.
- (10) When a memorial is a mere appeal against the non-exercise by one of the Governments in India of a discretion vested in such Government by law or rule.
- (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.

XIII.—The Government of India may withhold the transmission of a memorial to His Majesty or to the Secretary of State for India unless the memorialist has previously memorialized the Government of India and the Local Government concerned on the same subject ; and the Government of Madras or Bombay may withhold the transmission of a memorial which under rule IV they are authorized to forward direct, unless the memorialist has previously memorialized the Local Government concerned on the same subject : provided that, when the memorial is one for pardon which no authority in India has power to grant, it should be addressed to His Majesty and forwarded to the Secretary of State for India.

XIV.—When a memorial is withheld, the memorialist should be informed of the fact and of the reason for it.

XV.—A list of memorials withheld under the discretionary power conferred by rule XII, with the reasons for withholding them, 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 for India.

of the facts in each case. Having regard to the constitution and character of the Indian subordinate services, dismissal of Government officials often involves 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 order 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 Resolution 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 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. 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 *Tawákh* and *Sarjan*. They are both contracted through neglect and from allowing the animal to stand for 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.

Carbolic 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 requires 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 carbolic acid lotion of the following strength, *vis.*, 1 oz. of carbolic 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 *vingadi* 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 head. If an elephant bruise or injure itself when

Head-pads.

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APP 9.]

MEDICAL HINTS.

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.

Protection from sun. 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.

I.—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.

The 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 present, 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 REMÉDIES WHICH, IT IS SUGGESTÉD, SHOULD BÉ TAKEN BY SMALL DETACHED SURVEY PARTIES OF ABOUT 25 MÈN.

- (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 $\frac{3}{4}$ ss, Æther $\frac{3}{4}$ ss; Liquor. Acid. Halleri $\frac{3}{4}$ ss; Tinct. Cinnam. $\frac{3}{4}$ 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.]

* 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 ₹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 ₹20 per pound.

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- (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.
- (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 $1\frac{1}{2}$ -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.

Solids.

20 grains = ℥j (1 scruple).
 3 scruples = ℥j (1 drachm).
 8 drachms = ℥j (1 ounce).

Fluids.

60 minims = 1 fluid drachm.
 8 drachms = 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 (emplumbi), 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 „ dessertspoonful.
 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. ¼. „ 11, Sal Volatile, oz. ½. „ 12, Cholera Pills, 100. „ 13, Simple dressing dr. 6.
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.		„ 14, Adhesive Plaster, dr. 6. „ 15, Lint, dr. 6. „ 16, Scissors, No. 1.

APP. 9.]

MEDICAL HINTS.

- 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 $\frac{1}{2}$ 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.

No. 16.—Scissors, No. 1.

Weight with contents 2—6.

Length $8\frac{1}{2}$ inches.

Breadth $4\frac{1}{2}$ 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 colours, 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 II.—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 by 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, 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 *azure*. In laid papers there are only two colours, *vis.*, *blue laid* and *cream laid*. All these papers, 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 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 „ 19¼ „
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, *vis.*:—

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 ₹61 per ream, *Antiquarian* ₹66 per ream. *Book or blue laid papers* are both hand-made and machine-made. The difference in price between a 15lb 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 2lb 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 15lb 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 17½ inches,	weight from 12 to 24 lb
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, *vis.*, *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 30 lb
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 Handbook*, 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 9lb per ream. It is made in yellow cream, and blue woves, and blue and cream laid.

Black Lines.—A page of foolscap or quarto-post, having thick black 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 32lb 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 72lb 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 15½ 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 12½ 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 816 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	. 22½ by 17½ 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.

APP. II.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

Water-mark.—Any mark or device introduced into a paper during the process of making.

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.
	₹ a. p.		₹ 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, ¼" wide	68 0 0
Royal, 44lb	46 0 0	" " ⅛" "	59 0 0
Medium	36 0 0	" " ⅓" "	59 0 0
Demy	25 0 0	" " ⅝" "	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.		Per ream.
	₹ a. p.		₹ 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 15½"	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	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

List of Hand-made Writing Paper kept for special use.

	Per ream.	
	₹ 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.

APP. II.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

List of Hand-made Writing Paper kept for special use—contd.

		Per ream.		
		R	a. p.	
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.		
		R	a. p.	
Double Foolscap, 28lb	.	9	0 0	For Government Press, U. P. Agra 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	} For high officials and Surveyor-General's Department.
And of other kinds		
Overland Quarto Post, 6lb	.	5	0 0	
Note, 2½lb	.	2	12 0	

List of Machine-made English Writing Paper.

		Per ream		
		R	a. p.	
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	} Superintendent, Government Printing, India.
Double Foolscap, 30lb	.	7	8 0	
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. II.]

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" x 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, ½ 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. 11.]

NOTE ON THE MANUFACTURE, ETC., OF PAPER.

Machine-made Writing Papers, laid and wove.

		Rate per ream.		
		₹	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.		
		₹	a. p.	₹	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.		
		₹	a. p.	₹	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.		
		₹	a. p.	₹	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 Fools-	
"	" " 20lb	3	4 0	"	cap, 48lb	8 0 0
Badami or half-bleached Double Demy, 36lb.		6	0 0	"	" 30lb	5 0 0
Badami or half-bleached Demy, 30lb		5	0 0	"	" 24lb	4 0 0
				"	" 20lb	3 4 0
				"	" 16lb	2 12 0

APP. 12.]

ART COLLECTIONS FOR INDIAN MUSEUM.

<i>Brown Cartridge Papers.</i>							
Rate				Rate			
per ream.				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
" " " 30lb	3	8	0	" " Royal 30lb	.	3	8
" " glazed, Super-				" " Double Fools-			
Royal, 50lb	.	8	4	cap, 40lb	.	4	8

<i>Coloured Printing Papers.</i>							
Rate				Rate			
per ream.				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	Lilac, Royal, 24lb	.	6	4
Yellow-coloured paper, Royal size,				Orange coloured, Royal, 24lb	.	4	0
20lb R4-8-0 and 24lb	.	5	8	Brown colour, Royal, 24lb	.	6	4
Cerise, Royal, 24lb	.	4	0	French Grey, Royal, 26lb	.	7	4
Silver Grey, Royal, 26lb	.	5	0	" " Demy, 15lb	.	4	0
" " Demy, 15lb	.	3	3	Blue Royal, 20lb	.	2	8
Salmon, Royal, 25lb	.	4	12	" Demy, 15lb	.	2	8
Mottled Grey, Royal, 25lb	.	4	0				
Surface coloured Dark Green, Royal,							
25lb	.	8	8				

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, and 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 His Majesty's dominions, and

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 accomplishment.

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. 339, dated 24th January 1900).

(I) 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.

Finl. Deptt.
Resoln. No. 6385,
dated 22nd Dec-
ember 1900.

(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 or under suspension, 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.

 APP. 14.] RULES FOR GUIDANCE OF OFFICERS TRANSFERRED TO FOREIGN SERVICE.

Appendix 14.—Rules for the guidance of officers transferred to Foreign Service out of India.

No. 1669-P, dated Calcutta, the 24th March 1903.

RESOLUTION by the Government of India, Finance and Commerce Department—Pensions and Gratuities.

 G. I. O. No.
395, dated 29th
April 1903.

Instances have been brought to the notice of the Government of India in which officers transferred to Foreign service out of India have received pay from the Foreign employer in excess of the amount sanctioned by the Government of India and also leave in excess of that admissible under the Civil Service Regulations. In order to prevent the recurrence of such irregularities in future, His Excellency the Governor-General in Council is pleased to direct that every officer transferred to Foreign service out of India shall be supplied at the time of his transfer by the authority by whom the transfer is sanctioned with a copy of the printed memorandum of information annexed to this Resolution.

Memorandum of information issued for the guidance of officers transferred to Foreign Service out of India.

1. An officer transferred to Foreign service out of India and permitted by competent authority to retain his claim to pension or absentee allowances must immediately on receiving the order of transfer, furnish a copy thereof to the Comptroller, India Treasuries, Calcutta, together with his postal address out of India.—Articles 771 and 773, Civil Service Regulations.
2. The Comptroller, India Treasuries, on receipt of a copy of the order sanctioning the transfer, will call for certain particulars of transfer (which should be promptly furnished to him) and will communicate to the officer the rate of contribution for pension and leave allowances payable by him.
3. The officer must, not later than fifteen days after the end of the quarter for which salary in Foreign service is earned, remit direct to the Comptroller, India Treasuries, the amount payable by him on account of contribution in respect of his salary for the quarter, the remittance to be advised in such form as the Comptroller, India Treasuries, may require.—Article 775, Civil Service Regulations.
4. If the officer fails to make the remittance within the said period of fifteen days, or if the amount remitted is less than that properly payable, interest at the rate of 4 pies a day per 100 rupees will be levied upon the amount due from the date of expiry of the fifteen days until the date of receipt of the remittance by the Comptroller, India Treasuries.—Article 776, Civil Service Regulations.
5. The officer transferred shall receive only the remuneration agreed upon or sanctioned by the Local Government or the Government of India as the case may be. He may not claim or receive any pay or allowance (with the exception of travelling allowances) from his Foreign employer in excess of the sanctioned rates without the permission of the Local Government or the Government of India as the case may be.—Article 753 (iv), Civil Service Regulations.
6. The Government cannot recognize any leave granted, otherwise than in accordance with the Civil Service Regulations, to an officer on Foreign service out of India who is permitted to contribute for leave and pension or for pension only.

APP. 15.] MEMORANDUM FOR THE GUIDANCE OF OFFICERS ON LEAVE OUT OF INDIA.

If such leave is granted to an officer, the Comptroller, India Treasuries, shall, on the fact coming to his notice, require the leave so granted to be commuted to the leave for which the officer is eligible under rule, and call upon him to refund any allowance drawn by him in excess of the amount admissible. If the officer fails to comply with these conditions, he will be liable to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave allowances.—Note to Article 782, Civil Service Regulations.

7. Privilege leave may be granted by the Foreign employer if reported by the Comptroller, India Treasuries, to be admissible under rule. A report should always be obtained by the applicant for such leave.—Article 789, Civil Service Regulations.

8. Applications for any other description of leave should be made through the Foreign employer to the Local Government under which the officer was serving before transfer to Foreign service out of India. The Comptroller's report will in this case be obtained by the Local Government.—Article 790, Civil Service Regulations.

NOTE.—Rules 6, 7, and 8 do not apply to officers lent to the Egyptian Government.—Article 757.

G. I. O. No. 446,
dated 19th April
1906.

9. An officer who is deputed by his Foreign employer on special duty beyond the limits of the country in which he is employed, should immediately inform the local Government, under which he served before his transfer to foreign service out of India, of the circumstances and conditions under which he has been placed on deputation.

Appendix 15.—Memorandum of Information issued for the guidance of officers proceeding on leave (other than privilege leave) out of India.

SUBSIDIARY LEAVE.

Art. 324,
C. S. R.

1. The grant to an officer leaving India on long leave with allowances (except when combined with privilege leave under Article 233, Civil Service Regulations), carries with it the grant of the subsidiary leave, provided that he leaves from an Indian port. The minimum amount admissible is 10 days, otherwise the amount is calculated in the same way as joining time. No subsidiary leave can be prefixed when privilege leave is combined with long leave, the latter commencing from the date subsequent to that on which the former terminates.

Art. 336 Note,
C. S. R.

COMMENCEMENT OF LEAVE.

Art. 323(b),
C. S. R.

2. If an officer going on furlough or special leave out of India is prevented by sickness or other urgent or 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 his subsidiary leave otherwise admissible, without forfeiture of his subsidiary leave. In the absence of such special order, if an officer remains in India after the end of subsidiary leave, his furlough or special leave dates from the beginning of his subsidiary leave. Ordinarily subsidiary leave extends up to and includes the day before the departure of the vessel in which an officer sails, and the day of sailing is the first day of furlough or special leave. See Chapter XIII, Section V, and Chapter XIV, Section III, Civil Service Regulations.

Art. 221,
C. S. R.

APP. 15.] MEMORANDUM FOR THE GUIDANCE OF OFFICERS ON LEAVE OUT OF INDIA.

DEPARTURE.

Art. 881,
C. S. R.

3. In cases of leave to which privilege leave is not prefixed from whatever port an officer may sail, the Accountant-General will pay or authorize the payment of his allowances up to the day before the anticipated date of the steamer's departure. The two documents accompanying this memorandum are—

Art. 883,
C. S. R.

- (i) a certificate of Departure which the officer is to sign, stamp, and post to the Accountant-General;
- (ii) a Last Pay Certificate, which he must take with him to England.

Art. 885,
C. S. R.

If the certificate cannot be prepared in time, it will be forwarded to the officer through the India Office or to any address he may furnish.

Art. 870 (a),
C. S. R.

4. When privilege leave is prefixed to other leave, pay (up to the date preceding that on which privilege leave begins) and privilege leave allowances, are payable in India under the usual rules, as if privilege leave only had been granted. An officer must inform the Account Office, in Form 7-A, from what Treasury he wishes to draw these allowances, and through what agency.

He must also, on the same form, state to what address his Last Pay Certificate on which he will draw allowances other than the privilege leave allowance is to be sent. And it is necessary that he should report to the Account Officer concerned the date of sailing of the vessel in which he leaves India in every case of departure on long leave whether taken by itself or in combination with privilege leave.

5. Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted (Article 840, Civil Service Regulations). This rule does not apply to Military Officers subject to the furlough rules of 1868. In their case the grant of furlough out of India holds good for three months from the date of the G. O. notifying it.

FUND SUBSCRIPTIONS.

6. Subscriptions on account of the Bengal, Bombay, and Madras Civil Funds may be paid either in India or in England, at the option of the subscriber, and arrangements should be made for such payment by the subscriber. Subscriptions for the Uncovenanted Service Family Pension Fund, the General Family Pension Fund, and the Hindu Family Annuity Fund, are not payable in England.

7. An officer before his departure should communicate—

- (i) if a member of the Indian Civil Service, with the Comptroller, India Treasuries;
- (ii) if any other civil officer, with the Secretary of the Fund to which he subscribes;

informing him of the arrangements he proposes to make regarding the payment of his subscriptions during his absence.

8. Contributions due under the Indian Civil Service Family Pension Regulations must be paid in England in sterling. If a subscriber, previous to quitting India, has commenced the payment of any donation by instalments, he may either complete the payment of his donation in India before leaving or pay the remaining instalments in England at English rates. Subscribers to this Fund will obtain from the Accountant-General, a certificate of the date up to which they have paid their subscription.

ARRIVAL IN ENGLAND.

Art. 223,
C. S. R.

9. When an officer arrives in England he should at once report his arrival by letter to the Under Secretary of State for India, India Office, giving an address

 APP. 15.] MEMORANDUM FOR THE GUIDANCE OF OFFICERS ON LEAVE OUT OF INDIA.

at which letters will find him, and he should forward his Last Pay Certificate to the same authority on arrival, or as soon as he receives it from India.

PAYMENT OF LEAVE ALLOWANCES IN ENGLAND.

Art. 86g,
C. S. R.

10. Leave allowances are paid at the Home Treasury monthly in arrear. Advances of one-third approximately of the net quarterly amount are payable on the sixteenth of the first and second month of each quarter, and the balance of the three months less income tax and other deductions on the dates mentioned below :—

- (a) for Civil officers for the quarters ending 15th January, 15th April, 15th July, and 15th October, on or after the day following ;
- (b) for Military (including Military officers in Civil employ), Medical, Ecclesiastical, and Marine officers for the quarters ending 15th February, 15th May, 15th August, and 15th November, on or after the day following,

to the officer on his personal application,
or to his banker or other agent duly authorized under power-of-attorney, on production of life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof),
or 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.

PAYMENT IN A COLONY.

Art. 88g,
C. S. R.

11. If an officer intends to draw his leave allowances in any of His Majesty's Colonies, the Accountant-General will furnish him with a warrant addressed to the Colonial officer concerned, only on condition that any Fund subscriptions due from him shall be either paid in advance or taken by deduction; in the latter case, the warrant to the Colony should show only the net allowance payable after such deduction. Each payment made in the Colony will be endorsed upon the warrant, which upon an officer's return to India should be delivered by him to the Accountant-General and will serve as a Last Pay Certificate.

LEAVE ON MEDICAL CERTIFICATE.

Art. 836,
C. S. R.

12. An officer taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board, at the India Office if required to do so.

EXTRAORDINARY LEAVE WITHOUT ALLOWANCES.

Art. 873,
C. S. R.

13. An officer proceeding on Extraordinary Leave without allowances to Europe or to a Colony in America or the West Indies, must take with him a certificate of leave in the following form from the *Audit Officers* in whose circle of audit his appointment is held. If the officer visits England, or has occasion to apply for an extension of leave, the certificate should be presented at the India Office. If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for.

APP. 15.] MEMORANDUM FOR THE GUIDANCE OF OFFICERS ON LEAVE OUT OF INDIA.

CERTIFICATE OF LEAVE GRANTED TO (NAME OF, AND DESIGNATION OF OFFICE HELD BY THE) OFFICER PROCEEDING OUT OF INDIA.

- 1.—Government under which employed.
- 2.—Date of beginning and ending of any leave already taken; the nature of such leave and the rule under which it was taken.
- 3.—Article of the Civil Service Regulations under which the leave is granted.
- 4.—Period of leave.
- 5.—Date of commencement of leave.

(Signature.)
Audit Officer.

(Place.)

RETURN TO DUTY.

14. An officer on Long Leave in Europe (1) may not return to India without the permission of the Secretary of State, which he must apply for at least three months before the end of his leave, (2) must, if the leave was granted or has been extended on account of ill health, whether the leave be technically Leave on Medical Certificate or not, satisfy the Medical Board at the India Office as to his fitness to return to duty. Ordinarily he must attend at the India Office for examination by the Board, but, in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate from two medical practitioners may be accepted. The certificate must be furnished in a form which may be obtained on application to the India Office.

15. 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. This rule applies to Military Officers subject to the Military Leave Rules. He must obtain permission to return to duty from the Local Government (Article 223, Civil Service Regulations).

16. An officer whose long leave was granted or has been extended on medical certificate is required to produce a certificate of fitness before he is permitted to return to duty. Ordinarily he must obtain this certificate from the Medical Board of the India Office; but in special cases, particularly if the officer be residing at a distance of more than 60 miles from London, the Secretary of State will at his discretion, accept a certificate from two medical practitioners in lieu thereof (Article 224, Civil Service Regulations) or may call for other evidence.

17. A gazetted officer must report his return to duty to the Local Government under which he is employed. A member of the Indian Civil Service on the Bengal Establishment employed directly under the Government of India returning from long leave, must also report his return to the Government of India in the Home Department (Article 228, Civil Service Regulations).

18. An officer may leave India, or return to India, by any port; but his furlough or special leave when not combined with privilege leave begins on and includes the day of the vessel's departure from the port where he first meets it.

In either case, it ends on the day before the arrival of the vessel at the port where he last quits it.

EXAMPLE.—The furlough or special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta, and not from Madras.

Art. 224,
C. S. R.

Art. 221,
C. S. R.

APP. 15.] MEMORANDUM FOR THE GUIDANCE OF OFFICERS ON LEAVE OUT OF INDIA.

Art. 236,
C. S. R.

19. An officer is not entitled on his return from leave to resume, as a matter of course, the particular appointment he vacated before his departure on leave, even although that appointment may be his substantive appointment; he should ask for and await orders on the subject.

20. On return to duty the last-pay certificate obtained from the India Office should be exchanged for a last-pay certificate which the Audit Office will furnish addressed to the Treasury at which, after his return, the officer intends to draw his allowances.

EXTENSION OF LEAVE.

Art. 238,
C. S. R.

21. An applicant for an extension or commutation of leave on medical certificate who is residing out of India must satisfy the Medical Board at the India Office as to the necessity for the extension or commutation. Ordinarily he must attend at the India Office for examination by the Board, but in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office and signed by two medical practitioners may be accepted. A certificate obtained abroad and signed by foreigners must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

Art. 237(d),
C. S. R.

22. Furlough out of India on medical certificate may be commuted into leave without medical certificate, if such leave was due at the time when the original furlough was granted, and if the officer seeking commutation is certified in the manner prescribed to have recovered his health.

Art. 237(a),
C. S. R.

23. When extension of the commuted furlough is applied for, the officer applying for such extension must produce the necessary evidence that the Local Government to which he is subordinate consents to the extension of his leave.

An officer absent on long leave in Europe or in any of the colonies in America or the West Indies, who wishes to have his leave extended or commuted must apply to the Secretary of State about three months before the expiration of his leave, and produce with his application evidence that the Local Government had been referred to by him and had no objection to the extension or commutation asked for [Article 237 (a)].

Art. 238,
C. S. R.

An officer on long leave in any of the colonies or Dependencies, other than those in America or the West Indies, who wishes to have his leave extended or commuted must apply to the Local Government or other authority in India which granted the original leave three months before the expiration of the leave.

ABSENCE AFTER LEAVE.

Art. 229,
C. S. R.

24. 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 or leave on medical certificate immediately ;
and

(ii) if it was special leave on private affairs or privilege leave—after a week.

Art. 65,
C. S. R.

25. A Civil officer returning from furlough out of India may be granted by the India Office an advance of allowance for not more than thirty-five days beyond the date of embarking for India. On arrival in India an advance not exceeding two months' pay and also not exceeding R 1,000 may, if he desire it, be paid

APP. 16.] CONDITIONS OF SERVICE OF ROYAL ENGINEER OFFICERS.

to an officer by or under the orders of the Audit Office. These advances are recoverable by instalments not exceeding one-third of salary.

Art. 64,
C. S. R.

To a chaplain proceeding on furlough (not combined with privilege leave) to England an advance of the first quarter's allowance may be made in India which will not be recoverable in the event of his death [Article 585 (b)].

To a Military Officer subject to the Military Furlough Regulations of 1868 proceeding on furlough (not combined with privilege leave) to England an advance of furlough pay may, if he desire it, be made for three months from the date of embarkation. Payments in continuation will be made in England on the expiration of four months from that date.

FOREIGN SERVICE DURING LEAVE.

Art. 757A,
C. S. R.

An officer on furlough is not permitted to accept employment in Foreign service except with the previous sanction of the Secretary of State or the Government of India according as his furlough is taken out of or in India.

When an officer has been granted privilege leave in combination with other leave, he shall not be allowed to resign the service until a period of at least six months has elapsed from the beginning of his combined leave.

Appendix 16.--Conditions of Service of Royal Engineer officers in India.

C. M. No. 658,
dated 17th Feb-
ruary 1904.

The Secretary of State for India in Council having decided, with the concurrence of the Secretary of State for War, that the system of election for continuous service in India by officers of Royal Engineers shall be abandoned, no officer shall be allowed to elect for continuous service after the 31st December 1904.

Officers who have already elected for continuous service shall be permitted to cancel their election at any time.

Officers who have elected for continuous service, and do not cancel their election, and officers who may, before the 1st January 1905, be allowed to elect, shall continue to enjoy all the rights and privileges of continuous service officers.

G. I. O. No. 434,
dated 23rd May
1905.

A non-continuous India service officer of Royal Engineers who was eligible to take leave under the note to Article 739 (b), India Army Regulations, Volume I, Part I, before the Royal Engineer Corps Memorandum of 1st January 1904 was issued, shall not be debarred from taking leave under the article referred to.

The following rules shall apply to officers upon the Indian establishments at this date, and to those who may in future proceed to India for a tour of service, except in the case of officers who, having elected for continuous Indian Service do not cancel their election, and of any who may be allowed to elect between this date and the 31st December 1904.

Service in
India.

I. A tour of Indian service for an officer of Royal Engineers shall be five years, reckoning from the date on which he is posted to the Indian establishment.

An officer who, after a term of Indian service, has reverted to the Imperial establishment, as provided in Rule II, will, if again posted to the Indian establishment, be required to complete a five years' tour as before.

Leave out of India shall reckon as part of a tour.

II. At the expiration of a five years' tour, an officer may be permitted to extend his Indian service indefinitely.

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An officer may apply for permission to revert to the Imperial establishment on completion of a five years' tour of Indian service, or at any subsequent date giving six months' notice of his wish to revert.

The Secretary of State for India, with the concurrence of the Secretary of State for War, may at any time terminate the Indian service of an officer.

III. During his first five years of Indian service, an officer shall be under the leave rules applicable to the British service in India. After the expiration of his first five years of Indian service, an officer,—

(a) If in military employment,—

(1) May be granted leave under the leave rules for the Indian Army subject to the following conditions :—

(i) An officer's service for leave allowances shall be,—

When he has less than 20 years' service for Indian pension, reckoned as in Rule VIII, his service on the Indian establishment ;

When he has not less than 20 years' service for Indian pension, reckoned as in Rule VIII, his service for Indian pension.

(ii) In the event of an officer not returning to India on or before the expiration of any leave granted to him under the Indian Army leave rules, by reason of his reversion to the Imperial establishment he will be required to refund the difference between the leave allowance drawn under these rules and the leave pay he would have received under the leave rules applicable to the British service in India :

Or,

(2) May be granted leave under the rules applicable to the British service in India, should he prefer these rules to the Indian Army leave rules

(b) If in civil employment,—

(1) May be granted leave under civil leave rules as laid down in the Civil Service Regulations, subject to the following conditions :—

(i) For purposes of reckoning the amount of furlough earned by an officer, " active service " will include all " active service " in India, as defined in the Civil Service Regulations, whether passed in military or in civil employment. In no case will any service on the British establishment count for furlough under civil rules.

(ii) The furlough at the credit of an officer will be the amount earned (*viz.*, one-fourth of his active service, as defined in the previous paragraph), less any leave with pay out of India actually taken. The furlough thus at the credit of an officer may be partly in respect of service passed in military employment, and partly in respect of service passed in civil employment.

(iii) During furlough credited to an officer as above, the furlough pay will be equal to one-half the officer's " average salary," as defined in the Civil Service Regulations, subject to the following *minimum* rates :—

During furlough earned by service in civil employment, £125 a quarter, or his last salary, whichever is less.

During furlough earned by service in military employment the rate to which the officer would have been entitled under the Indian Army leave rules at the time of taking the furlough had he been in military instead of in civil employment.

- (iv) That portion of the furlough at the credit of an officer which has been earned by service in civil employment may be taken before the portion earned by service in military employment.
- (v) An officer who reverts from civil to military employment forfeits the claim to enjoy, during any leave granted to him while in military employment, the rate of furlough allowance, ordinarily admissible during furlough earned in respect of service in civil employment.
- (vi) In the event of an officer not returning to India on or before the expiration of any leave granted to him under civil leave rules, by reason of his reversion to the Imperial establishment, he will be required to refund the difference between the leave allowance drawn and the leave pay he would have received under the leave rules applicable to the British service in India.

Or,

- (2) May be granted leave under the rules applicable to the British service in India, should he prefer these rules to civil leave rules.

NOTE.—The provisions of Rule III, shall not apply to an officer who, under existing regulations, is entitled to leave under the Military Furlough Rules of 1868, and may desire to remain under these rules.

Staff employ-
ment.

IV. An officer who has completed 20 years' service for Indian pension reckoned as in Rule VIII, will be considered as an Indian officer for purposes of staff employment and command.

Vacation of
appointment.

V. An officer in military employment, who has been placed upon the half-pay list under the Regulations of the Royal Warrant governing promotion and appointment, shall vacate his appointment, but may be re-employed in a Colonel's, or in a higher appointment.

An officer in civil employment will be removed from employment under the civil rules in force. If placed on the half-pay list under military regulations he will not be removed from civil employment unless required to vacate under civil rules. If retired from the Army he will vacate his civil appointment, and can only be re-appointed with the special sanction of the Government of India.

Un-employed
pay.

VI. A Colonel or Lieutenant-Colonel on the Indian establishment removed from employment, either on account of age or of being placed upon the half-pay list, shall receive, until re-employment or retirement—

- (a) When he has less than 20 years' service for Indian pension, reckoned as in Rule VIII, the rate of half-pay prescribed in the Royal Warrant regulating the pay of the Royal Engineers generally;
- (b) When he has not less than 20 years' service for Indian pension, reckoned as in Rule VIII, if residing in India, the Indian pay and allowances of a Lieutenant-Colonel of Royal Engineers, namely, **₹1,002-4-0** a month; and if residing out of India, the leave pay to which he may be entitled under the leave rules for the Indian Army, subject to a minimum of **£600** a year.

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Pension.

VII. An officer, who has completed not less than 20 years' Indian service for pension, reckoned as in Rule VIII, shall 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 the Royal Engineers generally, and in addition such a portion of the difference between the said retired pay and the Indian Army pension belonging to his total length of service as is represented by the proportion his Indian pension service bears to the minimum total service that would have qualified him for the before-mentioned Indian Army pension.

In calculating the Indian pension 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.

An officer of the Royal Engineers, who has not less than 20 years' service for Indian pension, reckoned as in Rule VIII, and who has served upon the Indian establishment as a general officer, should be eligible on retirement to receive the Indian Army pension due to the rank he held while upon the Indian establishment.

An officer of the Royal Engineers who has the necessary service shall also be eligible for Indian invalid pension under the conditions applicable to the officers of the Indian Army.

VIII. The following will reckon as service for Indian pension :—

- (a) Service on the British establishment not exceeding three years, provided that such service has been rendered before the completion of 15 years' total service.
- (b) All service in India—which need not be continuous—from the date of first arrival in India, except service in India on exchange with a continuous service officer under regulations in force previous to the date of these rules.
- (c) Time spent on leave, provided the officer is still borne on the Indian establishment, except in the case of an officer under the Furlough regulations of 1868, whose leave will reckon as service only to the extent provided for in those rules.
- (d) Time spent under the regulations in England under instruction at a school of Military Engineering, provided the officer is borne on the Indian establishment.
- (e) Time spent on duty out of India, provided the officer is borne on the Indian establishment, and provided that, if in "foreign service," as defined in the Civil Service Regulations, contribution for pension is duly paid, as laid down in those Regulations.
- (f) Time spent by a continuous service officer on exchange out of India under regulations in force previous to the date of these rules.
- (g) Time spent on unemployed service on the half-pay list after completion of five years' service in the rank of regimental Lieutenant-Colonel, or on vacation of appointment in a higher rank, provided in either case that the officer at the date of being placed upon the half-pay list was borne upon the Indian establishment.

Family Pension.

IX. An officer, during his Indian service, will be allowed, on payment of the required donations, to subscribe for the benefits of the Indian Military Service Family Pension Regulations, and to continue to subscribe so long as he remains upon the Indian establishment. On reversion to the Imperial establishment

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such an officer cannot continue a subscriber; but he will be entitled to receive back such portion of his contributions as may be in excess of the risk borne during the term of his membership. In the event of an officer retiring while subscribing, he may continue to subscribe, provided that he has not less than 20 years' service for Indian pension, reckoned as in Rule VIII, at the date of his retirement, or provided that he retires on an Indian invalid pension; or he may withdraw, receiving back such portion of his contributions as may be in excess of the risk borne during the term of his membership.

Examples of the application of Rule III (a) (1), under which an officer of Royal Engineers in military employment may be granted leave under Indian Army leave rules.

Detail of service.		Service for Indian pension reckoned as in Rule VIII.	Service counting for leave allowance under Rule III (a), (1), (i).	Year of service, the commencement of which determines the leave allowance under Indian Army leave rules.	Leave allowance admissible, rate per annum.
Years.	Years.	Years.	Years.	£	
Case I.—					
Home	2½				
India	6	8½	6	5th	250
TOTAL	8½				
Case II.—					
Home	2½				
India	13	15½	13	5th	250
TOTAL	15½				
Case III.—					
Home	2½				
India	17¼	19¾	17¼	15th	300
TOTAL	19¾				
Case IV.—					
Home	2½				
India	18	20½	20½	20th	450
TOTAL	20½				
Case V.—					
Home	2½				
India	7				
Home	4	17½	14½	15th	300
India	7½	(7 + 7½ + 3)	(7 + 7½)		
TOTAL	21				
Case VI.—					
Home	2½				
India	7				
Home	4	20½	20½	20th	450
India	10½	(7 + 10½ + 3)			
TOTAL	23½				
Case VII.—					
Home	2½				
India	7				
Home	4	24½	24½	25th	600
India	14½	(7 + 14½ + 3)			
TOTAL	28				
Case VIII.—					
Home	2½				
India	27	29½	29½	30th	700
TOTAL	29½				

Cases III and VI should be compared, also Cases III and IV.

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Examples of the application of Rule III (b) (1), under which an officer of Royal Engineers in civil employment may be granted leave under civil leave rules.

Service of the officer :—

	Years.
At home	2½
In India, in military employment	3
In India, in civil employment	5½
	<hr/>
TOTAL	11
	<hr/> <hr/>

While in military employment he had six months' leave under the British service leave rules.

His "average salary" for the last three years was, say, 700 rupees per month.

His "active service" [Rule III (b) (1) (i)] is :—

	Years.
In military employment, three years less six months, or	2½
In civil employment	5½
	<hr/>
TOTAL	8
	<hr/> <hr/>

His furlough earned [Rule III (b) (1) (ii)] is one-fourth of eight years, or two years, of which six months has already been taken.

His furlough at credit, therefore, is two years less six months, or 18 months, of which 1½ months (one-fourth of 2½ years, less six months), is on account of service in military employment, and 16½ months on account of service in civil employment.

His leave allowance during the whole of the furlough at credit [under Rule III (b) (1) (iii)] is one-half of 700 rupees, that is 350 rupees per month, or 4,200 rupees per annum. The rate of exchange at which this allowance is payable in England may vary from time to time. At the rate of 1s. 6d. per rupee, at present in force, the allowance would be at the rate of £315 per annum.

But during the 16½ months earned by service in civil employment, the half salary rate of £315 per annum is subject as a minimum to the rate of £125 per quarter, or £500 per annum, which is greater than the half-salary rate, and during these 16½ months the officer would accordingly draw allowances at the rate of £500 per annum.

Also, during the 1½ months earned by service in military employment, the half-salary rate of £315 per annum is subject as a minimum to the rate that would be admissible to the officer had he been granted leave under the Indian Army leave rules. The officer in this case having 8½ years' service, counting for leave allowance under Rule III (a) (1) (i), would be entitled to a rate of £250 per annum. This rate, however, being less than the half-salary rate, the officer would actually draw the latter rate, or £315 per annum, during the 1½ months in question.

EXAMPLES of the calculation of pension under Rule VII.

Case 1.—An officer retires after 34 years' total service, of which, under Rule VIII, he can reckon 28 years as service for Indian pension.

Pension admissible under Royal Warrant	£450
Indian Army pension to an officer who has 34 years' total service	£700
Difference between Royal Warrant and Indian Army pensions for 34 years' service (£700—£450)	£250

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Minimum service which by the Indian Army pension of £700 can be earned	32 years.
Pension payable = £450 + 28/32 of £250.	
= £450 + £218 15s.	
= £668 15s.	

Case II.—An officer retires after 31 years' total service, all of which, under Rule VIII, he can reckon as service for Indian pension.

Pension admissible under Royal Warrant	£450
Indian Army pension to an officer who has 31 years' total service	£500
Minimum service by which the Indian Army pension of £500 can be earned	28 years.

The officer, having more service for Indian pension than the minimum of 28 years required to earn the Indian Army rate of £500, would receive £500 a year as his pension.

The following decisions are promulgated for general information, with the concurrence of the Secretary of State for India in Council and of the Secretary of State for War:—

I. All officers of the Royal Engineers of the Military Works Services who have elected, or may be permitted to elect, for continuous service in India shall be allowed the option between,—

- (a) Continuous employment to the age of 55 years, with final removal therefrom at that age; and,
- (b) Removal from employment on being placed upon the half-pay list on completion of 5 years' service in the rank of regimental Lieutenant-Colonel, with eligibility for re-employment to the age of 57 years in the substantive rank of Colonel.

This option is to be exercised within six months of the date of this order, or of the officer's election for continuous service in India.

II. An officer of the Royal Engineers who has elected, or who may be permitted to elect for continuous service in India shall, on being removed from employment in the rank of Colonel or Lieutenant-Colonel either on account of age or of being placed upon the half-pay list, receive, until re-employment or retirement,—

If residing in India, the Indian pay and allowances of a Lieutenant-Colonel of Royal Engineers, namely, R1,002-4-0 a month; and,

If residing out of India, the leave pay to which he may be entitled under the rules for the Indian Army, subject to a minimum of £600 a year.

Attention is drawn to the fact that an officer who joined the service after the 20th February 1886, and elected for continuous Indian service, draws his pension under Article 9, and not under Article 11, of India Office Royal Warrant of the 20th February 1886.

Appendix 17.—Reversion of an officer from Foreign service while on leave.

An officer on foreign service who takes long leave shall *ipso facto* revert to British service if, on the expiry of the leave, he is returning to British service,

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but not if he is to return to his appointment in foreign service, and an officer who takes combined leave before reversion, shall revert :—

- (a) from the date he is due to revert in ordinary course, if such date falls within the privilege leave portion of the combined leave :
- (b) from the date on which the “long leave” (*i.e.*, furlough or leave other than privilege) begins, if the date of reversion in ordinary course falls within the “long leave” portion of the combined leave.

Sub. *pro tem* and provisional substantive appointments made under Article 786 of the Civil Service Regulations in the place of an officer on Foreign service will cease from the date the officer reverts.

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