



A03447

MINISTRY OF THE PEOPLE'S REPUBLIC OF BANGLADESH

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Bangladesh Service Rules (BSR)/ Part-II



A03447

BANGLADESH SERVICE RULES

PART-II

Note of Posting of Correction.

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Serial No. of correc- tion.	Rule affected.	Date of posting.	Serial No. of correc- tion.	Rule affected.	Date of posting.	Serial No. of correc- tion.	Rule affected.	Date of posting.

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FOREWARD

This is an exact reprint of former The East Bengal Service Rules, Part-II, dated 1st May, 1953 without any amendment or modification in the rules except that—

- (a) Wherever the words “Bengal”, “East Bengal”, “East Pakistan”, “Pakistan” appear, they shall be deemed to have been replaced by the word “Bangladesh”.

and

- (b) Wherever the words “Governor”, “Governor-General”, “President” “Prime Minister”, “Chief Minister” appear, they shall be deemed to have been replaced by the word “President”.

(M. SYEDUZZAMAN)

Secretary

Finance Division.

PREFACE

1. *Contents.*—This Part contains the rules relating to compensatory allowances as defined in rule 5(13) in Part I made under clause (b) of sub-section (2) of section 241 of the Act, for persons under the rule-making power of the Government of East Bengal. In view of the provisions of section 243 of the Act, these rules do not automatically apply to the subordinate ranks of the Police forces; their position in relation to these rules is explained in note 1 to rule 2 in Part I.

Although this Part purports to contain the rules regulating the compensation allowances admissible to Government servants under the rule-making power of the Government of East Bengal, certain rules and orders regulating the payment of similar allowances to persons not in Government service have for convenience of reference been included in this volume. The rules regulating the travelling allowances of the Hon'ble Ministers, the Hon'ble Speaker of the Legislative Assembly, Parliamentary Secretaries, and Members of the Legislative Assembly have been incorporated in Appendix No. 17. Similarly rules relating to travelling allowance admissible in certain circumstances to Government servants under the administrative control of other Governments, to part-time Government servants and to non-officials have been incorporated in Appendix No. 1.

The volume includes all amendments issued up to 1st May 1953.

2. *Source of the rules.*—The rules in this Part though formally made under section 241 (2) (b) of the Act, are not intended to introduce changes in the substance or effect of the existing rules. They are intended merely to reproduce with adaptations where necessary, the rules as they stand at the date of the present compilation. They are derived from:—

(i) Fundamental and Subsidiary Rules which continued in force after 1st April 1937 by virtue of section 276 of the Act.

(ii) New rules (including amendments) made under section 241 of the Act between 1st April 1937 and 30th April 1953.

3. *Application to persons under the rule-making control of the Governor-General.*—(a) *Travelling allowances.*—Up to 31st December 1938 these rules where, by virtue of section 276 of the Act, applicable to Secretary of States officers serving in connection with the affairs of the provinces. With effect from 1st January 1939 the travelling allowances admissible to Secretary of State's Officers were governed by the Travelling Allowances (Secretary of State's Officers) Rules, 1939. By rule 3 of these rules the Secretary of State specifically adopted the travelling allowance rules in force on the first day of January 1939, the Secretary of State had intimated (*vide* Note 1 below) that the rules that were adopted were not merely those in force on 1st January 1939 but as subsequently amended from time to time (with the approval of the Secretary of State if the amendment would adversely affect officers under his control) by the Governor. In effect, the Secretary of State delegated to the Governor the power to make alterations in the rules that did not operate to the disadvantage of these officers. The question whether an alteration of the rules would or would not operate to the disadvantage of any person shall be determined by the Governor-General who now controls the services which were previously under the control of the Secretary of State of old.

(b) *Compensatory allowances other than travelling allowances.*—The compensatory allowance rules which were in force immediately before 1st April 1937, will, by virtue of section 276 of the Act, continue to apply to these officers. Until the Governor-General decides to exercise his rule-making powers under section 241 of the Act, these allowances will continue to be regulated by rules made by the Governor but the authority competent to withdraw or reduce the allowances is, in the case of these officers the Governor-General and in the case of other officers the Governor (*vide* Note 2 below).

The rules in this Part are, with few exceptions, reproductions of the rules relating to travelling allowances and rules relating to compensatory allowances other than travelling allowances in force on the 1st of January 1939 and 1st April 1937 respectively, and unless it is otherwise expressly stated it may be assumed that they are applicable also to these officers. In case of doubt reference should be made to the source of the rule which appears from the Concordances printed in Appendices Nos. 18 and 19.

4. *Corrections and suggestions.*—The Accountant General and Heads of Departments are requested to bring to the notice of the Finance Department any suggestion for correction or additions that may be considered necessary.

H. T. ALI,

*Joint Secretary to the
Government of East Bengal,
Finance Department.*

DACCA, ;

The 1st May, 1953.

Note 1.—In India Office letter No. S. & G. 2171/41, dated 12th December 1941, to the Government of India, Finance Department, the Secretary of State had explained the

implications of rule 3 of the "Travelling Allowance (Secretary of State's Officers) Rules, 1939" as follows:—

"The position is that the Secretary of State has by the rule in question specifically adopted the local Travelling Allowance Rules in force on the 1st January 1939. In so far as those rules purport to deal comprehensively with Travelling Allowances there is no scope for the exercise by the Governor-General or the Governor as the case may be, of rule-making powers conferred by section 247(1) (b) and no alteration made by these authorities which purport to apply to officers under the control of the Secretary of State can strictly speaking receive any support from any such powers. It is clear from the provisions of rule 3 of the Secretary of State's Travelling Allowance Rules that the rules were to be susceptible of amendment in other words the rules were adopted not merely as those in force on the 1st January 1939, but as subsequently amended from time to time (with the approval of the Secretary of State if the amendment would adversely affect officers under his control) by the*** Governor. The leaving to the*** Governor of the power to make alterations in the rules which do not operate to the disadvantage of an officer is in effect a delegation of power. Although a discretionary as opposed to a ministerial power cannot ordinarily be delegated, the construction of section 247(1)(b) permits of the delegation provided for in rule 3, for if the Secretary of State can leave a particular matter to be regulated entirely by the*** Governor there can be no objection to his delegating his own power in respect of particular matters in which he does not desire to intervene, to the same Authority."

[NOTE—In India office letter No. SG, No. 2401/39, dated the 3rd July 1939, to the Government of India Finance Department, the Secretary of State intimated that he and his advisers had reached the following decisions:—

- (i) Compensatory allowances as to be regarded as included in remuneration for the purpose of the proviso to section 247(1) and section 250(3) of the Government of India Act, 1935.
- (ii) These allowances can be withdrawn or reduced on satisfactory proof that the circumstances on which the grant was based have, in fact altered to and extent justifying withdrawal or reduction.
- (iii) Rules regulating these allowances should continue [unless or until the Secretary of State decide to exercise his rule-making powers in respect of such allowances under section 247(1)(d) of the Act] to be made by the Governments in India.
- (iv) As regards Secretary of State's Officers, the authorities competent both to decide the question of fact in (ii) and to authorise withdrawal or reduction of allowances (other than travelling allowances) are:—
- (a) In the case of officers to whom sub-section (3) of section 258 of the Government of India Act, 1935 applies, the Secretary of State.

(b) In the case of other offices

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the Governor exercising his individual judgment as regards officers serving in connection with the affairs of the Province.

NOTE 3.—In reply to a reference by the Accountant-General, United Provinces, the Auditor-General with the concurrence of the Government of India had decided that, where the condition mentioned in clause (ii) of Note 2 above is fulfilled, it is permissible—

- (i) for the competent authority, as defined in clause (iv) of Note 2 to deliberalise the rules, or orders having the force of rules regulating compensatory allowances other than travelling allowances: and

- (ii) for the competent authority, as defined in the Travelling Allowances (Secretary of State's Officers) Rules, 1939 to liberalise the rules, or orders having the force of rules, regulating travelling allowances, in their application to all Secretary of State's offices; and such a modification under such condition does not amount to giving less favourable terms as respects remuneration within the meaning of the proviso to section 247(i) and sub-section (3) of section 250 of the Government of India Act, 1935.

Explanation.—The decision is based on the considerations that the amount of a compensatory allowance has always been subject to the condition that the allowance should not be a source of profit to the recipient (*vide* Fundamental Rule 44) and that if the amount of the allowance is reduced to make it conform to this condition, recipients cannot be said to be adversely affected or to suffer any deprivation in the terms of their remuneration.¹

[¹] Note 2 amended and Note 3 inserted with effect from 17th July 1944 (*vide* Government of Bengal) Finance Department, No. 1455F., dated the 17th July 1944).

ERRATA.

Page 11	Rule 37, 1	line 2 <i>after</i> the word "Whatever" insert "name".
" 14	" 47 Provoso	line 1 for "class of Government servant" read "class of Government servants."
" 16	" 59	line 2 for "class of Government servant" read "class of Government servants".
" 23	" 82	line 3 <i>insert</i> word 'a' between words "to" and "place".
" 30	" 100D(a) Table	line 1 under Col. 3 for "motor" read "motor-cycle".
" 30	" 100D(b) Note 3	line 1 for "motor-cycle" read "motor-cycles".
" 39	Appendix No 6	last line for "Rs 3-8" read "Rs 5".
" 70	"	" for "headpuarters" read "headquarters"



THE EAST BENGAL SERVICE RULES

PART II

(RULES REGULATING COMPENSATORY ALLOWANCES)

Made by the Governor

CHAPTER I.—Extent of Application

1. The rules in this Part may be called the Compensatory Allowances Rules Except where it is otherwise stated, they shall be deemed to have come into force with effect from the 15th August, 1947.

2. Subject to the provisions of the Act, and except where it is otherwise expressed or implied, these rules apply to all members of services and holders of posts whose conditions of service the Government of East Bengal are competent to prescribe. Subject as aforesaid they also apply to—

- (a) (i) any person for whose appointment and conditions of employment special provisions is made by or under any law for the time being in force,
- (ii) any person in respect of whose service, pay and allowances or pension or any of them, special provision has been made agreement made with him—

in respect of any matter not covered by the provisions of such law or agreement;

- (b) any person in respect of whom orders have been passed in exercise of the powers conferred by rule 4 of the Civil Services (Classification, Control and Appeal) Rules, partially excluding him from the operation of those rules,

in respect of any matter not covered by such orders.

NOTE.—The extent to which these rules will apply to Government servants, in respect of whom the power to frame rules to regulate particular conditions of services was delegated to Provincial Government under the provisos to rule 26 and rule 33(I) of the Civil Services (Classification, Control and Appeal) Rules read with the Travelling Allowance (Secretary of State's Officers) Rules, 1939, is explained in the preface.

3. The power of interpreting these rules is reserved to Government.

NOTE.—1.—Wherever in these rules a power is ascribed to Government only, that power may not be exercised except after consultation with the S&GA (Regn). Department. It is open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given, and to require that its opinion on any matter on which it has been consulted shall be submitted to the Governor by the consulting Department.

NOTE 2.—Provision for relaxation of these rules in individual cases is contained in section 241(5) of the Act.

CHAPTER II.—Definition.

4. Omitted. (*Vide* rule 5 in Part)

5. Unless there be something repugnant in the subject or context the terms defined in rule 5 in Part I, are used in these rules in the sense therein explained.

6. For the purposes of these rules, the domicile of a Government servant will be determined in accordance with the provisions of Chapter IV in Part I.

CHAPTER III.—Conditions Regulating the Drawal of Compensatory Allowances.

7. The amount of a compensatory allowances should be so regulated that the allowance is not on the whole a source of profit to the recipient

8. In this Chapter—

(a) *leave* means leave (including extraordinary leave) taken for a period, not exceeding four months, other than leave preparatory to retirement. The title to compensatory allowance will remain intact—

(i) when the original leave not exceeding four months is not subsequently extended, or, if extended, the total period does not exceed four months, throughout the period;

(ii) when the original or extended leave not exceeding four months referred to in sub-clause (i) is subsequently extended and the total period exceeds four months, up to the date of expiry of the original or extended leave not exceeding four months or the date of sanction to the first subsequent extension which causes the total period of leave to exceed four months, whichever is earlier, provided the authority sanctioning the leave certifies that he is satisfied that the application for extension was necessitated by a genuine change of intention.

(b) *Temporary transfer* means a transfer to duty in another station which is expressed to be for a period not exceeding four months. For the purpose of this Chapter it includes deputation. Subject to the limit of four months, the title to compensatory allowance, if the temporary duty is subsequently extended beyond four months in all, will remain intact up to the date of the orders of extension.

NOTE 1.—Unless in any case it be otherwise expressly provided in these rules, joining time may be added to the period of four months provided in this rule.

NOTE 2.—When vacation is combined with leave, the entire period of vacation and the leave should be taken as one spell of leave for the purpose of clause (a) of this rule.

9. Save as provided in the following rules in this Chapter, a compensatory allowance attached to a post will cease to be drawn by a Government servant when he vacates the post.

10. Where in the following rules in this Chapter the title to a Compensatory allowance during leave, temporary transfer or joining time is contingent upon any certification by the authority sanctioning the leave or transfer, such certificate must be embodied in the original orders sanctioning the leave or transfer. A certificate which is not so embodied in the original orders is not a valid certificate acceptable to audit to enable the compensatory allowance to be drawn.

11. A permanent travelling allowance is not admissible during leave, temporary transfer or joining time.

12. A conveyance allowance—

- (a) to which the obligation of maintaining a motor vehicle or a horse or other animal is not attached or,
- (b) or the maintenance of a bicycle, is not admissible during leave, temporary transfer or joining time.

13. An allowance granted owing to the expensiveness of living, other than a grain compensation allowance or a house-rent allowance, may be drawn—

(a) during leave on medical certificate —

- (i) the authority sanctioning such leave certifies that the Government servant is likely, on the expiry of the leave, to return to duty at the station from which he proceeds on leave or to join a post which carries a similar allowance; and
- (ii) the Government servant certifies that he or his family or both resided, for the period for which the allowance is claimed, at the station from which he proceeded on leave.

(b) during temporary transfer, if—

- (i) the authority sanctioning the transfer certifies that the Government servant is likely, on the expiry of the temporary duty, to return to the station from which he is transferred or to join a post which carries such allowance;
- (ii) the Government servant draws no allowance of the same kind in the post to which he is transferred temporarily; and
- (iii) the Government servant certifies that he kept his family, for the period for which the allowance is claimed, at the station from which he proceeded or transfer.

14. A house-rent allowance may be drawn during leave on medical certificate, or temporary transfer, if—

- (a) the authority sanctioning such leave or transfer certifies that the Government servant is likely, on the expiry of such leave or temporary transfer, to return to the station from which he proceeds on leave or is transferred, or to join a post which carries a similar allowance; and

(b) the Government servant certifies either—

(i) that his family continued to reside, for the period for which the allowance is claimed, in the station from which he proceeded on leave on medical certificate or was transferred, or

(ii) that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure on rent for which the allowance was granted.

NOTE.—(a) When a certificate is given under sub-clause (ii) above, the authority sanctioning the leave on medical certificate or transfer may direct that a part only of the sub-clause (i) or clause (ii), such authority may require the Government servant to satisfy it that he was unable, or could not reasonably be expected, to avoid the expenditure and may, if it is not so satisfied direct that no part of the allowance shall be drawn.

(b) For the purpose of this certificate any expenditure on rent which is covered by receipts from a sub-lease shall not be deemed to have been incurred.

15 A portion, not exceeding half of the allowance granted on condition that a motor car or motor cycle is maintained, may be drawn during leave of temporary transfer if—

(i) the substantive pay of the Government servant during the period of claim does not exceed Rs. 800;

(ii) the authority sanctioning the leave or transfer certifies that the Government servant is likely on the expiry of the leave or temporary transfer, on return to the post from which he proceeds on leave transferred, or to be appointed to a post in which a similar allowance will be admissible; and

(iii) the Government servant certifies that he continued to maintain the vehicle, that the amount claimed was spent by him on garage hire or wages to the staff or both for the period for which the amount is claimed and that the vehicle was not, during the period, in use by anybody.

NOTE.—The maximum allowance for a motor cycle is limited to Tk.10.

16. An allowance granted on condition that a horse or other animal is maintained may be drawn during leave or temporary transfer if—

(i) the authority sanctioning the leave or transfer certifies that the Government servant is likely, on the expiry of the leave or temporary transfer to return to the post from which he proceeds on leave or is transferred, or to be appointed to a post in which a similar allowance will be admissible; and

(ii) the Government servant certifies that he continued to maintain the animal and that he spent the amount claimed on its upkeep during the period to which the claim relates.

17. Omitted.

18. A non-practising allowance may be drawn during leave or temporary transfer, provided the Government servant certifies that during such leave or temporary transfer he did not engage in private practice.

19. A compensatory allowance other than an allowance for the regulation of which express provision is made in this Chapter may be drawn during leave or temporary transfer if—

- (a) the authority sanctioning the leave or transfer certifies that the Government servant is likely, on the expiry of the leave or temporary transfer, to return to the post to which the allowance is attached or to another post carrying a similar allowance; and
- (b) the Government servant certifies that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure for which the allowance was granted.

20. Subject to rules 11 and 12, a Government servant may draw, during joining time granted to him to enable him to join a new post to which he is appointed while on duty in his old post, a compensatory allowance attached to the old post—

- (a) if an allowance of a similar kind attaches to his new post, provided that if the allowance be a horse or conveyance allowance, the horse or conveyance is maintained during the joining time; or
- (b) if an allowance of a similar kind does not attach to his new post, only if the transfer is a temporary transfer and if the drawal of the allowance during such temporary transfer is admissible under the rules in this Chapter.

NOTE.—If the amount of the allowance differs in the two posts, the lesser amount only is admissible under clause (a).

21. When a non-gazetted Government servant is permitted to proceed on duty outside the limits of the province, the Head of the Department may, if he considers that the Government servant's expenses exceed those to which he might be put by a temporary transfer on duty within the province, grant him a compensatory allowance not exceeding one-fifth of his pay. If the place of duty has been recognised as particularly expensive by the grant of special compensatory allowance to Government servants stationed there, the Head of the Department may grant such Government a servant compensatory allowance, in lieu of or in addition to the allowance referred to above, similar to the compensatory allowance admissible in that place to a Government servant of his class.

CHAPTER IV.—Grades of Government Servants.

22. For the purpose of calculating travelling allowance, Government servants are divided into four grades as follows:—

I. The first grade includes all Government servants in receipt of actual pay exceeding Rs 850/ vide SGH-V—67-165, dated/11-5-68 per mensem as well as other members of the following services:—

- (1) Civil Service of Pakistan.
- (2) Police Service of Pakistan.

CORRECTION SLIPS OF THE EAST BENGAL SERVICE RULES, PART II

(No.1)

Amendment.

Under rules 22(I) of East Bengal Service Rules, Part II, *insert* the following:—

(10) Subordinate Judges.

[No.6823F., dated the 27th October 1955 Finance (Audit) Department, Government of East Bengal.]

(10) Sub-under all journey.

II.—Subject to the provisions of clause I, the second grade includes all member

(No. 2.)

Amendment.

In rule 22(II) for "Rs.150", *substitute* "Rs.200".

[No. 8922F., dated the 16th December 1950, Finance (Audit Department Government of East Bengal.)]

III.—The third grade includes all other Government servants in superior service *except* those specifically classed under the fourth grade.

IV.—The fourth grade includes forest guards, police constables (excluding head constables), jail warders, petty officers and gate keepers of Borstal School buglers, sepoy and recruit boys of the Military Police, and all Government servants in the Lower Subordinate Service.

Provided that any Government servant or class of Government servants may be included under special orders of Government in a higher grade than that

(No.4.)

Delete the following words from note I (a) below rule 22:—
 "During the absence on leave of the Settlement Officers".

[No. 3480F., dated the 8th June 1954, Finance (Audit) Department, Government of East Bengal.]

(2) Aides-de-Camp to His Excellency the Governor of East Bengal.

(3) Officers of the East Pakistan Education Service holding the post of Divisional Inspector or Inspectress of Schools.

(4) Senior Military Assistant Surgeons with commissioned rank of Major, Captain and Lieutenant and Civil Assistant Surgeons, who, on return from military duty, have been or will be, permitted to retain their honorary rank in the Army.

(5) Industrial Engineer, East Bengal and Inspector of Technical and Industrial Institutions, East Bengal.

(6) Official Receiver, High Court.

(7) Assistant Director of Public Instruction, East Bengal.

(8) Assistant Director of Public Instruction for Muslim Education, East Bengal.

(b) that the following Government servants shall be included in the second grade:—

(1) Subadars and Jamadars of the Eastern Pakistan Rifles.

NOTE 2.—The pay of a Government servant upon which his grade is to be determined is his pay as defined in clause (21) of Fundamental Rule 9 or clause (40) of rule 5 in Part I, as the case may be.

NOTE 3.—No revision of claims of travelling allowance is permissible in case where a Government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay, and that on which it is notified, unless it is clear that there has been actual change of duties. In the case of all bills audited before the notification appeals, the Audit Office should be guided by the facts known officially at the time but in the case of travelling allowance bills not presented or audited before the promotion is gazetted there is no objection to the Audit Officer recognising the retrospective effect of the notification.

23. A Government servant while in transit from a post in one grade to a post in another is included in the lower grade.

CHAPTER V. Different Kinds of Travelling Allowance.

24. The following are the different kinds of travelling allowance which may be drawn in different circumstances by Government servants:—

I. Permanent travelling allowance.

II. Conveyance or horse allowance.

III. Mileage allowance.

IV. Daily allowance.

SECTION I.—PERMANENT TRAVELLING ALLOWANCE.

25. A Government servant whose duties require him to travel extensively may be granted subject to any conditions which Government think fit to impose a permanent monthly travelling allowance in lieu of all other forms of travelling allowance for journeys within his sphere of duty. Such an allowance may be sanctioned for the whole year or for such portion thereof as Government may decide, and during that period it may be drawn whether the Government

servant is absent from his headquarters or not. Except in any circumstances specifically provided in these rules, such an allowance shall not be drawn during a period for which travelling allowance of any other description is drawn.

SECTION II.—CONVEYANCE AND HORSE ALLOWANCES

26. A Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for travelling allowances of other descriptions, may be granted a monthly conveyance or horse allowance, subject or not as Government may decide, to the production of certificate of possession of a conveyance or horse and to any other conditions which Government may think fit by general or special order to impose.

27. Except as otherwise provided in these rules a conveyance or horse allowance may be drawn during absence from headquarters and in addition to any other travelling allowance admissible under these rules:

Provided that a Government servant, who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor-car-cycle, shall not draw mileage or daily allowance for a journey by the motor-car or motor cycle, beyond a radius of 5 miles from the headquarters, when the journey out and back is completed in one day.

28. The proviso to rule 27 does not apply to such of the following Government servants who are in receipt of a conveyance allowance specially granted for the upkeep of a motor-car shall not be entitled, in addition to their conveyance allowance, to draw other travelling allowances for journeys by motor-car beyond a radius of five miles from their headquarters when the journey out and back is completed in one day; but they will be entitled, in respect of such journeys, to exchange their conveyance allowance (at the rate of 1/30th for each day) for any travelling allowance (daily or mileage allowance) that would otherwise be admissible to them under the rules:—

- (1) The Forest Utilization Officer;
- (2) The Chief Inspector of Factories;
- (3) The Chief Inspector of Steam Boilers;
- (4) The Chief Inspector of Smoke Nuisances;
- (5) The Electrical Adviser and Chief Electric Inspector;
- (6) The Labour Commissioner, East Bengal;
- (7) The Assistant Labour Commissioner, East Bengal.

29. Conveyance and horse allowances are subject to the following maxima:—

				Rs.
(a) for a horse pony—				
(i) in the Chittagong Hill Tracts		24
(ii) elsewhere		20
(b) for occasional conveyances in and about a large town—				
(i) to officers on pay exceeding Rs. 300		Nil
(ii) to officers on pay of Rs. 100 or more but not exceeding Rs. 300				16
(iii) to officers on pay less than Rs. 100		15
(c) for a motor-car		80
(d) for a motor-cycle		25
(e) for a bicycle or tricycle		5

NOTE.—The following officers may draw a compensatory allowance of Rs. 50 per month on furnishing a certificate to the effect that he has actually maintained and used a horse for touring during the month in respect of which the allowance is claimed. The certificate should be attached to the bill for the month:—

- (1) District Magistrates and Collectors.
 - (2) Additional District Magistrates and Collectors.
 - (3) Subdivisional Officers when members of the Civil Service of Pakistan.
 - (4) Assistant Magistrates.
 - (5) Superintendents of Police.
 - (6) Additional Superintendents of Police.
 - (7) Subdivisional Police Officers when members of the Police Service of Pakistan.
 - (8) Assistant Superintendents of Police.
30. Omitted.

SECTION III.—MILEAGE ALLOWANCE.

(i) General.

31. A mileage allowance is an allowance, calculated on the distance travelled which is given to meet the cost of a particular journey.

32. For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short:

Provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used:

Provided further that where a journey is actually performed by a route other than the shortest or cheapest, the Head of the Department may, for

special reasons of a public nature which should be recorded, permit mileage allowance to be calculated on the route actually used.

NOTE 1.—The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes for travelling. In a case of doubt the Head of the Department shall decide which is the shortest of two or more routes.

NOTE 2.—If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

NOTE 3.—Where the calculation is authorised under the second proviso to this rule because the shortest route was impracticable for travelling at the time when the journey was performed, the Head of the Department should obtain and record a certificate from the Collector of the district that no shorter route was practicable than that which was adopted.

NOTE 4.—When a Government servant travels by a route which is not the direct or the cheapest route, it is necessary that he should show in the travelling allowance bill, the details of the journey and the various stages by which it was made. It is the duty of the controlling officer to accept or reject the necessity for the Government servant to travel by those stages.

NOTE 5.—In case of Government servants who have to proceed to Dacca from stations other than Karachi and Lahore in West Pakistan, the journey should be performed from those stations to Karachi or Lahore whichever is nearer by rail and thence only by air. Similarly, the Government servants who have to proceed to West Pakistan from stations other than Dacca in East Pakistan the journey should be performed from those stations to Dacca by rail or steamer and thence only by air.

33. The point in any station at which a journey is held to commence or end is the chief public office or such other point as may be fixed for the purpose by Government.

NOTE 1.—The court-house of the Chief local executive authority or where such an office does not exist, the headquarters police-station, is ordinarily the "chief public office" for the purpose of this rule.

NOTE 2.—The Eden Building Dacca in which the East Pakistan Sectt. is accommodated, is the chief Public office for the purpose of this Rule.

34. A Government servant (including members of his family), performing a journey, for which travelling allowance is admissible is required to travel by the class of accommodation to which his grade entitles him. The provisions of all rules regulating mileage allowance are subject to the condition that if a Government servant (including members of his family) travels in a lower class of accommodation, he shall be intitled to the fares (including extra fares) by the class of accommodation actually used.

35. When the Government servants mentioned below are obliged, in the circumstances noted against them, to travel in a lower class than that to which they are entitled, they may notwithstanding the provisions of rule 34, draw the actual fare of the class in which they travel *plus* half the fare of the class to which their grade entitles them except in the case of journeys under 75 miles and an absence from headquarters of more than 24 hours both additions to be fulfilled, when three-quarters fare will be admissible:—

Inspectors, Sub-Inspectors, Sergeants and

Assistant Sub-Inspector of Police—When escorting prisoners by rail. Assistant Sub-Inspectors and head constables—When required to travel with Police parties by rail.

36. Mileage allowance is differently calculated, as shown in the following rules according as the journey is, or could be made by railway, by steamer or by road.

(ii) *journey by Railway.*

37. For the purpose of calculating mileage allowance, Government servants when travelling by railway are entitled to class accommodation according to the following scale :—

I. *A Government servant of the first grade.*—Accommodation of the highest class, by whatever it may be called, provided on the railway by which he travels.

II. *A Government servant of the second grade.*—Second or, if the line by which he travels provides no second class accommodation on any train, highest class.

III. *A Government servant of the third grade.*—(i) If travelling on any railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which he is travelling—

(1) where only two classes are provided in the general passenger trains of the railway concerned, lower class, and

(2) where there are three classes, second class, if his pay is not less than Rs. 50 and third class, if it is less than Rs. 50.

(ii) If travelling on any railway, which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling, intermediate class.

IV. *A Government servant of the fourth grade.*—The lowest class, by whatever name it may be called :

Provided that any Government servant or class of Government servants may, under special orders of Government, be entitled to accommodation of a higher class than that prescribed for their grade in this rule.

38. The mileage allowance admissible for journeys by railway to Government servants—

(1) of the 1st, 2nd or 3rd grades is one and a half fares of the class in which they are entitled to accommodations, except in the cases of—

(a) journeys on transfer, when double fare is admissible, or

(b) journeys under 75 miles and an absence from headquarters of more than 24 hours, both conditions being fulfilled, in which cases on and three-quarters fare are admissible;

(2) of the 4th grade is the fare of the lowest class in all circumstances.

NOTE.—The condition “under 75 miles” occurring in this rule should be applied to railway journeys only, including the railway portion of a combined rail and other journey.

39. (1) If a Government servant of the second or third grade actually travels by a train which does not provide the class of accommodation to which he is entitled under rule 37, he may be allowed to draw the mileage allowance of the next higher class :

Provided that the controlling officer attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he should travel by that train.

(2) Sub-rule (1) does not apply to a Government servant of the third grade whose pay is less than Rs.50 and who travels on a line which provides intermediate class accommodation on one or more of its trains but not on the particular train on which he travels, if there be third class accommodation on that train. Such a Government servant is restricted to mileage allowance calculated for intermediate class accommodation.

40. When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw mileage allowance based on the higher rates for that part of the journey.

(iii) journey by Sea or River in a Steamer.

41. For the purpose of calculating mileage allowance for journeys by sea or river in a steamer, Government servants are entitled to class accommodation according to the following scale :—

I. *A Government servant of the first grade.*—Highest class.

II. *A Government servant of the second grade.*—Second class or if there no second class accommodation in the steamer by which he travels, first class.

III. *A Government servant of the third grade.*— If there be two classes only on the steamer, the lower class; if there be three classes, middle or second class; if there be four classes, third class :

Provided that the head of his office may direct that any Government servant whose pay does not exceed Rs.35 is entitled, for journeys generally or for particular journeys, to accommodation in the lowest class only.

IV. *A Government servant of the fourth grade.*—Lowest class :

Provided that any Government servant or class of Government servants may, under special orders of Government, be entitled to accommodation of a higher class than that prescribed for their grade in this rule.

NOTE 1.—Every description of vessel plying on inland waters and propelled wholly or in part of steam, electricity or other mechanical power, belong to a singular service for the conveyance of passengers at fixed fares, is a "steamer" for the purpose of regulating travelling.

42. The mileage allowance admissible for journeys by sea or river in a steamer to Government servants—

(1) of the 1st, 2nd or 3rd grades is one and three-fifths fare of the class in which they are entitled to accommodation, except in the cases of—

(a) journeys on transfer, when double fare is admissible; or

(b) journeys under 75 miles and an absence from headquarters of more than 24 hours, both conditions being fulfilled, when one and three quarters fares are admissible;

(2) of the 4th grade is the fare of the lowest class in all circumstances.

NOTE.—In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word “fare” in this rule should be held to mean fare exclusive of diet.

43. In cases of doubt or in which owing to the arrangement of classes on a steamer, the provisions of rule 41 if strictly construed involve hardship, a Head of a Department may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel.

44. If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under rule 153 and not o mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

45. Rules 41 to 44 apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare, in which case the crossing is to be treated as part of the railway journey :

Provided that the said rules apply to journeys between (a) Goalundo and Narayanganj, (b) Narayanganj and Chandpur, and (c) Chandpur and Goalundo even when they occur in the course of railway journeys.

(iv) *journey by Road.*

46. For the purpose of these rules, travelling by road includes travelling by sea or river in any vessel other than a steamer and travelling by canal.

47. Subject to the provisions of rules 49 to 51 and 59, for journeys by road, mileage allowance is calculated at the following rates for each mile travelled :—

I. *A Government servant of the first grade.*—Six annas if the journey is performed by motor vehicle; otherwise 8 annas.

II. *A Government servant of the second grade.*—Four annas.

III. *A Government servant of the third grade.*—Two annas.

IV. *A Government servant of the fourth grade.*—One anna.

Provided that any Government servant or class of Government servant may under special orders of Government, be allowed mileage allowance at a rate, higher than that prescribed for them above.

NOTE 1.—Government have sanctioned the following special rates of mileage allowance :—

- (i) Assistant Inspector of Schools for Muslim Education and Assistant Inspectresses of Schools—6 annas.
- (ii) Settlement and Assistant Settlement Officers, Settlement Kanungos appointed as Technical Advisers and Deputy Collectors and Sub-Deputy Collectors employed exclusively on land acquisition or partition work and Officers of the Provincial Service, now called class II of the Survey of Pakistan—50 per cent extra subject to maxima of 6 annas if the journey is performed by motor vehicle, otherwise of 8 annas.
- (iii) Superintendents, probationary Superintendents and Inspectors of Excise, in charge of districts—6 annas.

NOTE 2.—Where mileage is claimed at the rate of eight annas per mile, or where the claim is based on item (ii) of Note I, the officer drawing the bill shall certify that no part of the journey in respect of which such claim is made was performed by motor vehicle.

48. Road mileage is admissible to a Government servant performing journeys by motor-car between places connected by rail, if any public interest is served by the road journey, which would not have been served had he travelled by rail.

NOTE 1.—The necessity for such road journey should be clearly set out in the travelling allowance bill.

NOTE 2.—Saving of public time and inspection en route are examples of the expression “public interest” in this rule.

49. In cases where the journey is made by a service open to the public on hire, the mileage allowance shall not exceed twice the actual fare charged provided that if the controlling officer is satisfied that the journey was actually performed in a private or hired conveyance, he may allow such mileage as is admissible under the rules for journey by road.

NOTE.—A claim under the proviso to this rule should be supported by a certificate to the effect that the journey was actually performed by a private or hired conveyance.

50. When a tour by motor-car or motor-cycle commences from a place distant from headquarters and there is rail communication between that place and headquarters, the charge on account of the journey to such place shall be limited to the amount chargeable had the Government servant proceeded there by rail.

51. If a Government servant travels by road on account of the absence in a train of the class of accommodation to which he is entitled under rule 37, the Head of the Department may, for such a road journey, grant to him road mileage limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled.

NOTE 1.—When the fare of the requisite class for the journey in question is not specifically published, it should be calculated, according to the appropriate data in the Railway Time and Fare Tables.

52. In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

(v) *Journey by Air.*

53. *Travel by Air* means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journey performed by private aeroplanes or air taxis.

54. A Government servant authorised by Government to travel by air may draw the fare paid for the journey by air, and if actually paid, the cost of transporting up to three maunds of luggage by rail at passenger rates, road or steamer and a lowest class fare for one servant. If not so authorised, he can only draw the travelling allowance to which he would have been entitled if he had gone by rail, road or steamer instead of by air.

NOTE 1.—If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available.

NOTE 2.—Government servants of the 1st, 2nd and 3rd grades may be allowed to travel by the shortest air route between Dacca in East Pakistan and any station in West Pakistan on tour or transfer, whenever it is unavoidably necessary.

SECTION IV.—DAILY ALLOWANCE.

55. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

NOTE 1.—When daily allowance is claimed for journeys by road on tour, the distance travelled on the day of departure from and on the day of return to headquarters should always be stated in the bill.

NOTE 2. For an explanation of the expression "the ordinary daily charges incurred by a Government servant in consequence of such absence" reference may be made to "Government decision" under S.R. 76 in "Compilation of the Fundamental and Subsidiary Rules" made by the Governor-General, Volume I, First Edition.

56. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tours.

57. Subject to the provisions of rule 59, daily allowances are drawn on the following scale :—

I. *A Government servant of the first grade.*—Rs. 6.

II. *A Government servant of the second grade.*—Annas 5 for every Rs. 25 or fraction of Rs. 25 of his pay, subject to a maximum of 7·50 Taka.

III. *A Government servant of the third grade.*—Annas 2½ for every Rs. 12½ or fraction of Rs. 12½ of his pay, subject to a minimum of annas 5.

IV. *A Government servant of the fourth grade.*—Annas 4 if he travels outside the province, and annas 3 if he travels within the province:

Provided that any Government servant or class of Government servants shall under special orders of Government and subject to any conditions Government think fit to impose, draw daily allowance at a rate higher or lower than is prescribed above.

NOTE 1.—For the purposes of calculations required by this rule, sterling overseas pay shall be converted at the prescribe rate of exchange.

NOTE 2.—A list of special rates of daily allowance fixed under the proviso to this rule for different Government servants is given in Appendix No. 6. These officers may either draw these special rates or the ordinary rates admissible to them under rule 57.

58. For absence from headquarters not exceeding 24 hours beginning and ending in different calendar days, a Government servant is restricted to one day's daily allowance, which may be exchanged for mileage, rail fare or steamer fare under the provisions of rules 76 to 79.

NOTE.—When a Government servant leaves his headquarters on one day and returns the next and claims daily allowance for more than one day, the hours of departure from and of return to headquarters must be given in the bill.

CHAPTER VI.—General Conditions as to Admissibility of Travelling Allowance.

59. Notwithstanding the provisions of rules 47 and 57 the mileage or daily allowances admissible to any Government servant or class of Government servant for journeys in any locality specially specified by Government shall be at such rates as Government may, by general or special order, prescribe.

NOTE 1.—A list of special rates of daily allowance and mileage admissible in specified localities is given in Appendix No. 7.

NOTE 2.—A Government servant travelling in localities outside East Bengal for which the Government of Pakistan have fixed special rates of daily allowance and mileage for Government servants under their administrative control shall be entitled to draw daily allowance and mileage at the rate so fixed for his grade.

60. No travelling allowance of any description is admissible except as provided under these rules, and save where these rules expressly provide, no Government servant is entitled either—

(a) to be provided with means of conveyance by, or at the expense of, Government, or

(b) to recover from Government the actual cost or any part thereof of transporting himself, his family or his personal luggage, conveyances, tents and camp equipment.

The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with these rules.

61. When a Government servant of a grade lower than the first grade is required by a special order issued for particular reasons by a superior authority, to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer, that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

NOTE 1.—The powers under this rule are not to be exercised in localities where travelling may be unusually expensive where the question is rather one for the consideration of Government under rule 59.

NOTE 2.—Boats are regarded as special means of conveyance for purposes of this rule in the case of all subordinate Government servants of the Forest Department.

62. A Government servant of the fourth may draw, in addition to mileage allowance, daily allowance ordinarily admissible to him:

Provided that whatever be the nature of other journeys which may be combined with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn.

CHAPTER VII.—Journeys on Tour.

SECTION I.—GENERAL RULES.

63. A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction beyond his sphere of duty. In case of doubt the Head of the Department will decide whether a particular absence is absence on duty for the purpose of this rule.

NOTE.—Lists of cases in which absence has been declared to be "absence on duty" or not are set out in Appendix No. 8.

64. Except where otherwise expressly provided in these rules, travelling allowance for journeys on tour is drawn in the shape of permanent travelling allowance or daily allowance.

65. A controlling officer may impose such restrictions as he may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants subordinate to him.

66. If Government declares that the pay of a particular Government servant, or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government.

servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys. He may, however, draw mileage allowance, or, if he be a fourth grade officer, travelling allowance under rule 80 for journeys by rail or steamer. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.

NOTE 1.—This rule does not apply to cases when a Government servant in order to shorten his journey to some place within his jurisdiction has to pass through stations, not situated within his jurisdiction.

NOTE 2.—A list of Government servants not entitled to travelling allowance for journeys on tour is given in Appendix No. 9.

NOTE 3.—(1) Assistant Sub-Inspectors, head constables and constables on escort duty outside their jurisdiction should be allowed to draw the actual cost of the conveyance of their baggage by road, in addition to the daily allowance admissible to them under the ordinary rules. When the journey beyond jurisdiction exceeds 20 miles by road these Police Officers can exchange the daily allowance *plus* actual baggage expenses for mileage allowance, but in that case actual baggage expenses cannot be charge in addition.

(2) Constables when deputed on duty (other than escort beyond their jurisdiction to a place more than 15 miles from headquarters) are entitled to a daily allowance of 4 annas. When the journey performed by road beyond jurisdiction (including such part of it as lies within jurisdiction) exceeds 20 miles on any day, and is to a place more than 15 miles from their headquarters, they can draw mileage in lieu of daily allowance.

67. (1) The scale of Government tents to be supplied to any Government servant or class of Government servants for office or, if they think fit, for personal use, shall be as prescribed by Government.

(2) When such tents are used by a Government servant on tour for office purposes only, they may be carried a Government expense. When used partly for office and partly for private purposes, the Government servant shall, except as provided in rule 84, pay half the cost of carriage. When used wholly for private purposes, the Government servant shall, except as provided in rule 84, pay the entire cost of carriage:

Provided that when such tents are used partly for office and partly for private purpose by a District Magistrate, Additional District Magistrate, Subdivisional Magistrate, Superintendent of Police, Additional Superintendent of Police, Subdivisional Police Officer or Assistant Superintendent of Police, he shall, except as provided in rule 84, pay one-eighth of the cost of carriage.

NOTE 1.—The scale of Government tents by weight (and not by number or size) that may be supplied to any Government servant for office or for personal use is given in Appendix No. 10.

NOTE 2.—Government servants who are allowed tents for their office establishments only are not entitled, when they go into camp without an office establishment, to the use of tents at Government expenses, and must therefore bear the whole cost of their carriage.

SECTION II.—GOVERNMENT SERVANTS IN RECEIPT OF PERMANENT TRAVELLING ALLOWANCE.

68. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of, or in addition to, permanent travelling allowance for such journeys:

Provided that—

- (a) a Government servant of the 4th grade and any other Government servant or class of Government servants so permitted by Government, may draw, in addition to permanent travelling allowance, single fare for a journey by rail; and
- (b) Government servant whose sphere of duty extends beyond the limits of a single district may be permitted, by general or special order of Government, to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorised journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey.

69. When a Government servant in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may draw mileage allowance, as provided in rule 76-79 for the journey, including such part of it as is within his sphere of duty, and may draw, in addition, permanent travelling allowance for any day of his absence for which he does not draw mileage allowance.

NOTE.—This rule does not apply to a Government servant who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place.

SECTION III.—GOVERNMENT SERVANTS NOT IN RECEIPT OF PERMANENT TRAVELLING ALLOWANCES

70. Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

NOTE.—If an officer of a Vacation Department combines tour with vacation, i.e., proceeds on tour and then avails of vacation without returning to headquarters he may be granted travelling allowance as for a journey on tour for the outward journey only.

71. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of five miles from his

headquarters or return to his headquarters from a similar point, even through the distance travelled over may be more than five miles.

NOTE 1.—This rule applies to cases where the officer comes to a halt without reaching a distance exceeding 5 miles from headquarters. But it does not apply when the journey is continued without interruption to a point more than 5 miles distant from headquarters, even though at midnight of the day on which he started he has not yet reached such a point.

NOTE 2.—A Government servant who, on completing a road journey of less than 5 miles from headquarters, returns thereto and then commences a journey by rail of more than 5 miles from headquarters on the same day, is not entitled to mileage for the first portion of his journey performed by road.

NOTE 3.—In cases where a place is less in a straight line than 5 miles from headquarters, but more than 5 miles by the only practicable route to it, travelling allowance may be admitted by that route, but the allowance cannot be granted simply on the ground that the journey exceeding 5 miles was performed in visiting several places none of which was more than 5 miles from headquarters by the ordinary direct route.

72. Subject to the conditions laid down in rules 73 and 74 daily allowance may be drawn during a halt on tour or on a holiday occurring during the tour but may not be drawn during casual leave.

NOTE.—Daily allowance is inadmissible unless the Government servant is actually, and not merely constructively, out on tour.

73. Daily allowance may not be drawn for a continuous halt of more than 10 days at any one place:

Provided that if it is established—

(a) that prolonged halts are necessary in the interest of the public service, and

(b) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained, continue, after the first 10 days, to entail extra expense upon the halting Government servant,

exemption from the operation of this rule may be granted, on such conditions as it is thought fit to impose, by (i) Secretary to the Legislative Assembly and heads of Departments, in cases other than their own up to a limit of 30 days from the commencement of the halt, and (ii) Government in other cases or halts beyond that limit.

NOTE 1.—The list of Government servants or classes of Government servants exempted from the operation of the 10 days rule is given in Appendix No. 11.

NOTE 2.—Orders of exemption from the operation of this rule should ordinarily follow the principle that only half daily allowance should be drawn after the first ten days from the commencement of the halt and that daily allowance should cease entirely after the expiry of 60 days from the commencement of the halt. Departure from these principles should only be made or recommended when the extra expenditure required justifies it.

NOTE 3.—In calculating the 10 days limit referred to in this rule, the days of arrival at and departure from the place of halt should be taken into account when daily allowance is drawn for those days under the provisions of rule 77; but the daily and half daily allowance, if any, admissible for the days of travel covered by clause (c) of rule 74 should be excluded in calculating the ten days.

NOTE 4.—A separate sanction is not necessary to any exemption to or concession admissible under the rules relating to travelling allowance, if the bill containing the claim is countersigned and the reasons are recorded (where they are required under the rules) by the authority competent to sanction them.

NOTES.—Departure from these principles should be made by Govt. when the extra expenditure incurred justifies it.

NOTE.—Head of the Directorate has been vested with full powers vide Delegations made in 1962.

74. For the purpose of rules 71 to 73—

- (a) after a continuous halt of 10 days' duration the halting place shall be regarded as the Government servant's temporary headquarters;
- (b) a halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 5 miles for a period including not less than three nights, both conditions to be fulfilled;
- (c) in calculating the duration of a halt, any day on which the Government servant travels or halts at a distance from the halting place exceeding 5 miles shall be excluded. On such a day the Government servant may draw daily allowance or exchange it for mileage allowance if admissible.

75. When it is considered that the nature of the duty is such that daily allowance is not sufficient to cover travelling expenses, any Government servant or class of Government servants may be permitted, under general or special order of Government and on such conditions as they think fit to impose, to draw mileage instead of daily allowance for the whole period of any absence from headquarters. The above power of Government may be exercised in particular cases in favour of an individual Government servant whose pay does not exceed Rs. 200 by Heads of Departments.

76. Subject to the provisions of these rules and to any further conditions which a Head of a Department may, by general or special order, impose a Government servant in superior service may exchange his daily allowance for mileage allowance on any day on which—

- (i) he travels by railway or steamer or both, or
- (ii) he travels more than 20 miles by road;

Provided that—

- (1) if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them; and
- (2) if two or more Government servants travel together in a conveyance hired or owned by one of them, and both draw travelling allowance, the latter only may exchange his daily allowance for mileage.

NOTE 1.—Short journeys within a radius of 5 miles from headquarters may not be added to other journeys, when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

NOTE 2.—For the purpose of exchanging daily allowance for mileage under this rule, it is not necessary that the 20 miles minimum should be travelled in one calendar day provided that the absence from headquarters does not exceed 24 hours. In other cases, each calendar day should be considered separately.

NOTE 3.—When daily allowance is exchanged for road mileage under this rule, it is necessary to state in the bill not only the date but also the hour at which each separate road journey commences and the distances travelled on the days of departure from and return to headquarters. In the case of road journeys extending over more than one day the number of miles travelled each day should be stated.

77. In the case of halts on tour, half the daily allowance ordinarily admissible may be drawn by a Government servant in addition to mileage allowance on the day of his arrival at a place of halt and on the day of his departure therefrom;

Provided—

- (a) that no daily allowance will be admissible in respect of a place of halt,
 - (i) from which he departs on the same day on which he arrived at it, or
 - (ii) to which he returns on the same day on which he left it; and
- (b) that the total daily allowance drawn under, this rule on any one day shall not exceed half the daily allowance ordinarily admissible.

Explanation.—The expression “same day” occurring in this rule should be interpreted to mean “same calendar day”. In the case of a Government servant whose absence from his headquarters in a place of halt does not exceed twenty-four hours but falls on two calendar days, half a daily allowance will be admissible for the first calendar day of the halt provided railway fare or road mileage is drawn under rules 76, 78 and 79 for the journey to the place of halt and for the calendar day of departure half a daily allowance will similarly be admissible provided the halt is followed by a journey for which mileage is drawn under these rules.

50 NOTE 1.—This rule does not apply to Government servants in receipt of an additional *per cent*, in daily allowance for boat journeys.

NOTE 2.—This rule applies only to cases in which the halt is preceded or succeeded by a journey in respect of which an officer actually draws railways or steamer fares or road mile i.e. more than 20 miles or both, and does not apply to temporary stoppages involved in making railway or steamer connection.

78. When a journey by road is combined with a journey by railway or steamer, mileage allowance may be drawn on account of such combined journey, but mileage in respect of the road journey will be limited to the amount of daily allowance unless the journey by road exceeds 20 miles, in which case an amount equivalent to daily allowance and mileage allowance for the excess over 20 miles may be drawn in accordance with rule 79. The mileage allowance for the first 20 miles or part thereof may be increased by 50 *per cent* on a certificate by the controlling officer that sufficient camp equipment was taken to justify the increased rate, but the mileage in respect of this part of the road journey is in this case also limited to the amount of daily allowance.

79. When a journey is by road, an amount equivalent to the daily allowance may be drawn for the first 20 miles and mileage allowance for the excess over 20 miles of any journey, provided that only half mileage may be drawn for any excess over 30 miles. Unless such journey by road be a journey to or from the Government servant's headquarters, mileage allowance shall be calculated on the distance actually travelled, without regard to the points fixed by or under rule 33.

NOTE.—When a journey of the kind referred to in rule 49 is combined with a journey by road, the mileage for the distance travelled by the particular service shall be limited to twice the actual fare charged and that for the ordinary road journey shall be separately calculated under rule 78.

80. The following conditions are applicable to a Government servant of the fourth grade travelling on duty :—

- (a) For a journey by railway, he may draw mileage allowance in addition to daily allowance.
- (b) For a journey by steamer, he may draw travelling allowance under rule 62.
- (c) For a journey by road, he may exchange daily allowance for mileage allowance if the journey exceeds 20 miles or the condition of rule 81 is fulfilled.
- (d) For a journey by road combined with a journey by railway or by steamer, he may, except as provided in rule 81, draw mileage allowance for the road journey in addition to the allowances admissible under clause (a) or (b) of this rule, but such mileage allowance is limited to the amount of daily allowance unless the journey by road exceeds 20 miles.
- (e) When he makes railway journeys on two successive days, involving in absence of not more than 24 hours from headquarters, he may draw single railway fare for each journey *plus* one days' daily allowance.
- (f) He may not for a journey by road, exchange his daily allowance for mileage when the means of locomotion are provided at the expense either of Government or of local funds or by the superior officer with whom he may be travelling.

81. For any day on which a member of clerical staff or fourth grade Government servant is required in writing by the head of his office to travel by public or hired conveyance of a stated kind, he may, subject to any conditions which the head of the office may by general or special order impose, exchange daily allowance for mileage allowance.

NOTE.—The term "hired conveyance" includes a bullock-cart in localities where such is an ordinary means of conveyance.

82. The Head of the Department may permit any Government servant, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to place more than 20 miles distant, to draw, in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not, provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

83. A Government servant entitled to daily allowance, whose sphere of duty extends over a whole province, may, when making a journey of more than 100 miles to the first or from the last camp of an extensive tour, be permitted by the Head of the Department to recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of servants, horses, motor-cars, motor-cycles, bicycles, and private baggage on such scale as the Head of the Department may prescribe.

84. (a) When a Head of a Department is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, motor-car, motor-cycle, bicycle, tent or camp equipment by railway or steamer, or by country craft when no steamer service exists capable of conveying the goods or animals, or when such means of carriage is cheaper or more expeditious, he may, by special order in each case, permit the Government servant to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them.

(b) The power given by sub-rule (a) may be exercised in respect of the conveyance of bicycles only by District Officers, Divisional Forest Officers, Settlement Officers and Executive Engineers and, in favour of their non-gazetted subordinate only, by Deputy Inspectors-General of Police.

(c) Subject to the limitations prescribed in Appendix No. 10, a Head of a Department may, by general or special order, prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under sub-rule (a) of this rule by a particular Government servant or class of Government servants.

NOTE 1.—The object of the rule is to meet an extraordinary case in which a Government servant is obliged in the discharge of his official duties to make use of his horses, motor-car, motor-cycle, bicycle, or camp equipment in one place immediately or very shortly after having had to use them in the public service in another place and who is, therefore, in the exigencies, of the service compelled to convey them by rail or steamer or country craft.

NOTE 2.—Cost of carriage of bicycles by rail is admissible under this rule to officers on tour within a district when it is necessary for the officer to arrive at his destination ready equipped for a further journey.

NOTE 3.—In the case of a motor-car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one syce and one grass-cutter may be drawn.

NOTE 4.—When motor-car is transported by steamer, the actual costs of transporting in may, for the purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

NOTE 5.—The rule refers to private motor-cars. The cost of carriage of Government motor-cars is contingent expenditure.

NOTE 6.—The term "motor-cycle" in this rule includes a side-car

85. (a) The provisions of sub-rule (b) are applicable to—

(i) officers and men of the Railway Police ;

(ii) any other Government servant or class of Government servants, whose duties involve constant travelling by railway, to whom Government may declare them to be applicable.

(b) When such a Government servant makes a journey by railway on tour—

(i) he is entitled either to a free pass under the free pass rules of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover ;

(ii) he may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours and travels more than 5 miles from his headquarters ;

- (iii) he may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this sub-rule ;
- (iv) if he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least 5 miles from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule or under rule 62 :

Provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters.

SECTION IV.—JOURNEYS OR HALTS WITHIN 5 MILES OF HEADQUARTERS.

86. Under general or special orders of Commissioners of Divisions, in respect of officers under their control, and Government in all other cases, any Government servant or class of Government servants may be permitted to draw the actual cost, not ordinarily exceeding the daily allowance of the appropriate grade, of hiring a conveyance or such lesser amount as such authorities may fix for a journey for which no travelling allowance is admissible under these rules.

87. On the following conditions and any other conditions which he may think fit to impose, the Head of the Department may, by general or special order, permit any Government servant or class of Government servants to recover the actual cost of maintaining camp equipage during a halt at headquarters or within 5 miles of headquarters or during the interval between the Government servant's departure from, or arrival at, headquarters and that of his camp equipage :—

- (a) The amount drawn, together with any amounts recovered under rule 88 should not exceed the daily allowance of his grade.
- (b) The period of the halt or interval for which it is granted should not exceed ten days from his return from camp. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.
- (c) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-gazetted or a fourth grade Government servant, the head of the office must certify that such maintenance was necessary.

NOTE.—The actual expense of keeping up camp equipage during halts at headquarters is the difference between the actual outlay incurred by an officer in maintaining the equipage during that time and the outlay he would incur if he could discharge it and had nothing to do with it till he wanted it again. Interest on capital outlay, and charges on account of depreciation and repairs as well as the upkeep of horses, palkies, etc., used only for the conveyance of the officer on his marches, and the cost of maintaining private conveyance of any sort cannot be reckoned in "actual expenses" of keeping up camp equipage.

88. A Government servant travelling on duty within 5 miles of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

SECTION V.—SPECIAL PROVISIONS.

89. When subordinate judicial officers are temporarily posted to hold courts in stations other than their headquarters under note 3 to rule 31 in Part I, they will be entitled to travelling allowances as for journeys on tour and the daily allowances in such cases should be regulated in accordance with the following principles :—

- (i) Daily allowance is admissible in such case as the officer moved has been taken away from his permanent post to which he is expected to return within three months and may be reasonably considered to be keeping an establishment in his own station and an additional establishment in the station to which he has been temporarily posted.
- (ii) Ordinarily daily allowances will not be allowed to officers in cases in which they join their duties at the station to which they are posted before joining the station to which they are permanently attached, i.e., unless the posting involves an actual change of station and the expenses of a double establishment claims not covered by this principle should be referred to Government for orders.

90. (1) When a Government servant, appointed to be the President or a member of a special tribunal constituted under section 3 of the Bengal Criminal Law Amendment Act, 1925, is required to proceed to a station other than his headquarters, he will be entitled to travelling allowance as for journeys on transfer in respect of the journeys to and from the station at which the tribunal sits.

(2) If such Government servant takes his motor-car with him, he will be entitled, subject to the provisions of clause D of sub-rule (1) of rule 100 to recover the cost of transporting his car to the station at which the tribunal sits and back.

(3) In addition to the travelling allowance mentioned above, such Government servant will be entitled, for the period of his halt at the station where the tribunal sits, to a compensatory allowance, equal to the daily allowance of his grade, at full rate for the first ten days of his halt and at half rate for the following fifty days. No compensatory allowance will be admissible after sixty days.

91. When a Government servant is authorised under rule 32 in Part I, to proceed beyond his sphere of duty to attend a non-official conference, travelling allowance will be admissible as follows :—

- (a) For journeys by rail or steamer, one actual return fare of the class to which his grade entitles him and, provided a servant accompanies him, one actual return fare of the lowest class.

(b) For journeys by road, the mileage allowance of his grade.

(c) During halts, the daily allowance of his grade.

NOTE.—The expression “actual return fare” means the fare actually paid whether at concessional or ordinary rates.

92. When a Government servant, while on leave or during vacation, is employed as an honorary organiser of co-operative societies, he may draw travelling allowance not exceeding the amount to which he would be entitled if not on leave and performing his ordinary official functions, provided that—

- (a) the Head of the Department or office to which he belongs agrees to his having been so employed, and
- (b) the Government servant certifies that for the journey or period to which the claim relates, no similar allowances have been or will be drawn from any other official source or from any local fund.

Chapter VIII.—Journey of a newly appointed Government servant to join his first post.

93. Except as otherwise provided in this chapter, travelling allowance is not admissible to any person for the journey to join his first post in Government service.

94. Heads of Departments, District Officers and Deputy Inspectors-General of Police, may, by general or special order, permit any person appointed to a permanent or temporary non-gazetted post subordinate to them to draw travelling allowance to join his first post in Government service. In other cases this power can be exercised only by Government.

NOTE.—A list of cases in which traveling allowance has been declared to be admissible under this rule is contained in Appendix No. 13.

95. When a pensioner or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post is reappointed to Government service, the authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within Pakistan.

NOTE.—This rule does not apply to persons to whom the Bengal Re-employed Personnel (Conditions of Service) Rules, 1934, apply, *vide* sub-rule (3) of rule 6 of those rules.

96. Any person recruited overseas who is granted free passage and allowed to draw pay for the period of transit as provided in rule 27 in Part I, may draw mileage allowance for the journey to join his first post from any port in Pakistan at which he is permitted to disembark.

97. Travelling allowance under rules 94 and 95 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

98. When mileage allowance is drawn under rules 94, 95 and 96 the rate admissible is that of the grade to which the Government servant will belong after joining his post.

CHAPTER IX.—Journeys on Transfer.

99. Travelling allowance may not be drawn under this chapter by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay or leave salary, whichever is admissible under the rules, during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

NOTE.—In all cases the authority ordering the transfer shall state whether the officer has been transferred in the public interest or at his own request. A certificate to the effect should accompany the travelling allowance bill.

100. (1) Unless in any case it be otherwise expressly provided in these rules, a Government servant may draw mileage allowance for a journey on transfer for the public convenience (including transfer from military to civil employ or *vice versa*), together with, if he be in superior service, the following additional allowances :—

A. For himself, he may draw—

- (a) for a journey between places connected by rail or steamer, one extra fare of the class to which his grade entitles him, whether he travels by rail or steamer or otherwise ; and
- (b) for a journey by road, one extra mileage allowance at the rate to which his grade entitles him.

B. For members of his family who actually accompany him, he may draw—

- (a) for a journey between places connected by rail or steamer, one extra fare of the class to which he himself is entitled for each adult and one-half such fare for each child, if such fares are actually paid, provided that such fares are admissible if any members of his family, who would be eligible for fares if travelling by rail or steamer make the journey by other means ; and
- (b) for a journey by road, a second extra mileage allowance at the rate to which he himself is entitled if two members of his family accompany him, and a third such allowance if more than two members accompany him.

C. For the transport of his personal effects up to the maxima prescribed in the following table (which may be reduced by Government in the case of any specified class of Government servants)—

Grade of Government servants.				If travelling alone.	If accompanied by his family.
				Mds.	Mds.
First	40	60
Second	20	30
Third	12	15

(No. 8.)

Amendment.

Substitute the following for Note I to rule 100 (c) :

"The term personal effects' is not subject to definition, but the Controlling Officer satisfy himself that a claim to reimbursement on account of the station is reasonable. The term has been held to include pet animals".

6.7127 F., dated the December 1954, Finance (Audit) Department, Government of East Bengal.]

Provided that—

- (i) if his personal effects are carried by road over such a journey, draw the actual cost limited to the amount which would have been admissible had they been conveyed at goods rate by goods train or steamer ; or
 - (ii) if his personal effects are carried by rail or steamer at passenger rates, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds at goods rate ; and
- (b) for journeys by road other than those referred to in sub-clause (a), mileage allowance at the rate of one anna per maund per mile.

NOTE 1.—In all cases the authority ordering the transfer shall state whether the officer has been transferred in the public interest or at his own request. A certificate to the effect should accompany the travelling allowance bill.

NOTE 2. When an officer transports more than the maximum maundage-admissible by a cheaper route, he can draw actual charges not exceeding the amount admissible for the maximum maundage by the normal recognised route.

NOTE 3. In cases where a Government servant is transferred from station A to station B and is again transferred within a reasonably short time to another station C, he may be allowed under clause C of this rule to recover the cost of carriage of personal effects from station A to station C subject to the conditions, (1) that the total weight carried from station B to station C and from station A to station C does not exceed the maximum limit prescribed in the rule and (2) that the total cost of transporting the effects from station A to station B, from station B to station C and from station A to station C does not exceed the amount admissible from station A to station B *plus* that admissible from station B to station C.

NOTE 4.—Subject to the prescribed maximum number of maunds, a Government servant may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased *en route* or have been left on the occasion of a previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.

NOTE 5.—A horses conveyance may be deemed a part of personal effects under this clause when a Government servant is not entitled to its conveyance under clause D of this sub-rule.

D. Provided that—

- (i) the distance travelled exceeds 80 miles in the case of a horse or carriage, and 420 miles in the case of a motor-car or motor-cycle or the Controlling Officer certifies that the circumstances did not permit of the horse or the conveyance making the journey by road ; and
- (ii) the conveyance or horses have been acquired by him at least six weeks before making over charge at his old station, unless he is specially exempted by Government from the operation of this condition ;

he may draw—

- (a) if the conveyances or horses are actually carried by rail, steamer or other craft, the actual cost of transporting at "owner's risk" conveyances and horses on the scale as shown in the following table :—

Grade of Government servant.	If travelling to join a post in which the possession of a horse and/or conveyance is advantageous from the point of view of efficiency.	If travelling to join a post in which the possession of a horse and/or conveyance is not advantageous from the point of view of efficiency.
1	2	3
First	2 horses, a carriage, or a motor-car or motor-cycle, and an ordinary cycle.	A motor-car or motor and an ordinary cycle.
Second	1 horse, a carriage or motor-car or motor-cycle, and an ordinary cycle	A motor-cycle and an ordinary cycle.
Third	1 horse or a motor-cycle or ordinary cycle.	A motor-cycle or an ordinary cycle.

or

- (b) if being entitled to convey a motor-car or motor-cycle under the above scale and under the above conditions, he transports it by road under its own power between stations connected by rail or steamer or partly by rail and partly by steamer, and allowance of two annas a mile in respect of the motor-car and one anna a mile in respect of the motor-cycle, the distance to be reckoned for the purpose of this concession being limited to the distance between the stations by rail or steamer or both combined, as the case may be.

NOTE 1.—The actual cost admissible under sub-clause (a) may include a fare of the lowest class for a chauffeur or cleaner in the case of a motor-car, or for one syce and one grass cutter for each horse, provided such fares are actually paid.

NOTE 2.—When a motor-car is transported by steamer, the actual cost of transporting it may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

NOTE 3.—Government servants on transfer who are obliged to take their motor-cycle by passenger train may be allowed to draw the actual costs of transporting them by passenger train.

NOTE 4.—The term "motor-cycle" includes a side car.

NOTE 5.—Except in special cases under orders of Government, column 2 of the table in sub-clause (a) of clause D of this sub-rule does not apply to members of the Judicial services other than District and Sessions Judges and Additional District and Sessions Judges.

NOTE 6.—In cases when the lowest available rates for 'smalls' under clause C (a) or at "owner's risk" rates under clause D (a) of this sub-rule do not exist, personal effects may be transported at other goods rates and for conveyances and horses actual cost of transport may be drawn.

(2)(i) A Government servant authorised to travel by air on transfer is entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by rail and/or steamer and in addition the difference between rail and/or steamer fares of the 1st class to which he is actually entitled and the air passage fares actually paid for himself and the members of his family. A person not so authorised to travel who performs of journey or journeys by air on transfer may draw only the travelling allowances to which he would be entitled if he had travelled by rail and/or steamer.

(ii) A Government servant whether authorised or not to travel by air on transfer between places connected by road only is entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by road.

N.B.—For the purpose of calculating the admissible travelling allowance, the journey would be treated to have been performed by the shortest or the cheapest of the routes within the meaning of rule 32.

101. A Government servant who claims—

- (a) additional travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members ;
- (b) the cost of transporting personal effects, a conveyance or a horse must support his claim by a certificate that the actual expenses incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported.

102. A Government servant who travels by Government steamer is not entitled, for such journey, either to mileage allowance or the additional allowances under sub-rule (1) of rule 100 but he is entitled to free transport of himself, his family and domestic servants and his and their *bona fide* personal effects, and of conveyances and horses, subject to the conditions and limits prescribed in clause D of sub-rule (1) of rule 100. He may draw in addition the daily allowance of his grade.

103. Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government, provided that they do not exceed a scale prescribed in his behalf by Government as suitable to a particular Government servant or class of Government servants. If they exceed this scale, the excess may be treated as a part of personal effects.

104. A Government servant whose orders of transfer are cancelled or changed before he makes the journey to join his new post but after he has incurred expenditure the cost of which he would have been entitled to recover under this rule had he joined that post may, subject to the provisions of rules 100 and 103, draw the actual cost of transporting his personal effects, conveyances and horses from his station to the station to which he was posted and back or from his last station to his new station *via* the station to which he was posted in the superseded orders.

105. (a) A member of a Government servant's family who follows him within six months from the date on which he takes over charge at his new station after transfer or who precedes him by not more than one month from such date may be treated as having accompanied him for the purpose of rule 100. If such member travels to the new station from a place other than the Government servant's old station the Government servant may draw either the actual fare for the Journey made or the fare admissible for the journey from the old to the new station whichever is less.

(b) If, in consequence of his transfer, a Government servant's family travels to a station other than his new headquarters, travelling allowance for the journey of the family may be drawn under rule 100 limited to the amount which would have been admissible under that rule had the family proceeded to the new headquarters :

Provided that the journey takes place not more than one month before the Government servant hands over charge at his old station or not more than six months after that date.

106. A Government servant in superior service transferred from one post to another who, under the orders of Government or the Head of a Department, acting under rule 28 in Part I, is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to—

- (1) travelling allowance as on tour from the place of handing over charge to the place of taking over ; and
- (2) travelling allowance admissible under rule 100 for a journey on transfer by the shortest route from the old to the new headquarters, less travelling allowance admissible for a journey on tour from the old to the new headquarters by the same route.

For the journeys from his old headquarters to the place of handing over charge, or from the place of taking charge to his new headquarters, he will draw travelling allowance as for journeys on tour.

107. A Government servant in superior service, whose headquarters are changed while he is on a tour, and who proceeds to his new headquarters without returning to his old, is entitled to—

- (1) travelling allowance as on tour for his journey up to the new headquarters and
- (2) travelling allowance admissible under rule 100 for a journey on transfer by the shortest route from the old to the new headquarters, less travelling allowance admissible for a journey on tour from the old to the new headquarters by the same route.

108. The Government servants specified in rule 85 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fares for their families : Provided that they may not draw daily allowance for halts in the course of the journey, unless such halts are made in connection with the duty. When transferred from one railway to another, they are entitled to travelling allowance under rule 100.

109. A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this chapter for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

110. A Government servant who takes leave not exceeding four months, whether on average pay or half-average pay or partly on average pay and partly on half-average pay, after he has given over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this chapter :

Provided that he may not draw the cost of transporting a conveyance or horse which was not in his possession at the station at which he was posted when he went on leave.

NOTE.—Sub-clause (b) of clause (32) of rule 5 in Part I, applies to these rules and to rules 111 and 112.

111. A Government servant who takes leave exceeding four months while in transit from one post to another may draw travelling allowance under clauses A and B of sub-rule (1) of rule 100 and/or the amount actually paid for an air journey, if any, in excess of rail and/or steamer fare, and which is payable to him under clause (i) of sub-rule (2) of rule 100, for so much of the journey to join the new post as he has accomplished before the order granting his leave is received, in addition to any allowance admissible under rule 112.

112. When on return from leave exceeding four months a Government servant is posted to a station other than that at which he was posted when he went on leave, the controlling officer may permit him to recover the travelling allowance admissible, under clauses C and D of sub-rule (1) of rule 100 for a journey from his old to his new station :

Provided that he may not draw the cost of transporting a conveyance or horse which was not in his possession at the station at which he was posted when he went on leave.

113. When a Government servant is transferred to the control of another Government which has made rules prescribing amounts and conditions of travelling allowance, his travelling allowance for the journey to join his post under that Government and for the return journey will be governed by the rules of that Government regulating travelling allowance on transfer.

114. Omitted.

115. (a) Jail warders of the fourth grade when transferred from one jail to another, forest guards when transferred from one range to another, and police constables when transferred from one police district to another are entitled, if accompanied by their families, to mileage allowance at the following special rates :—

- (i) For a journey by railway or steamer, actual fares of the lowest class for themselves and for members of their families.
- (ii) For a journey by road, 2 annas for each mile travelled.
- (iii) For a journey by boat, 1 anna for each mile travelled.

(b) Men of the Military Police, of the fourth grade, when proceeding to or returning from outpost duty, are allowed free passage by rail, river and road for their families. In the case of journeys by road, where carts cannot be used the cost of one cooly for wife and one cooly for children may be allowed.

116. Except as provided in rule 115, a Government servant of the fourth grade is entitled, on transfer, to draw travelling allowance as for a journey en tour.

NOTE.—A Government servant of the fourth grade should not be transferred save for special reasons in exceptional cases:

CHAPTER X.—JOURNEYS for other purposes.

SECTION I.—JOURNEYS TO DARJEELING.

117, 118 and 119. Omitted.

SECTION II.—JOURNEYS TO ATTEND AN EXAMINATION.

120. (a) A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds :—

- (i) An obligatory departmental or language examination.
- (ii) An examination held under any rules in force in the vernacular language of a frontier, or hill tribe.
- (iii) In the case of a military officer in civil employ, an examination for promotion in military rank.
- (iv) In the case of a Civil Assistant Surgeon or Sub-Assistant Surgeon, an examination designed to test his fitness to rise above an efficiency bar in a time-scale.

(b) A Government servant is entitled to draw daily allowance for the days on which he appears at an obligatory departmental examination and any intervening days :

Provided that—

- (1) travelling and daily allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination ; and

(7) travelling and daily allowance under this rule may be disallowed to any candidate—

- (i) who, in the opinion of the Head of the Department, has culpably neglected the duty of preparing himself for an obligatory examination, or
- (ii) who, in the opinion of Government, does not display a reasonable standard of proficiency in an examination which is not obligatory.

NOTE 1.—The travelling allowance for journeys to attend an obligatory examination is admitted upon a certificate that the Government servant has not previously drawn travelling allowance twice for the same standard.

NOTE 2.—Officers selected for settlement training who remain away from headquarters under the orders of Government between the end of their departmental examination and the opening day of the Settlement Training Camp are entitled to draw daily allowance for the period.

121. A Government servant who obtains a reward for proficiency in and oriental language or who for the first time obtains a degree of honour in any language is entitled to draw mileage allowance for the journey to and from the place of examination.

122. A Government servant may be permitted by Government to draw travelling allowance for the journey to and from the place at which he appears for any examination other than those specified in rules 120 and 121.

123. Travelling allowance under rules 120 and 122 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys except for halts to attend the obligatory departmental examinations.

III.—JOURNEYS WHEN PROCEEDING ON OR RETURNING FROM LEAVE.

124. Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave unless Government, for special reasons, permit him to draw travelling allowance as for a journey on tour.

NOTE.—A military officer in civil employ, being a departmental or warrant officer, when proceeding on or returning from leave on medical certificate, is entitled to the same concessions which he would receive in military employ.

125. (a) When a Government servant is compulsorily recalled to duty before the expiry of his leave, he is entitled to travelling allowance in Pakistan as follows :—

- (i) If the leave from which he is recalled is in Pakistan and the leave thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him.

- (ii) If the leave from which he is recalled is out of Pakistan, and if the Government servant recalled has not completed by the date for leaving for Pakistan either half the period of his leave or three months, whichever period is shorter, he is entitled to travelling allowance, from the port at which he lands in Pakistan to the station to which he is recalled.

If the period by which the leave is curtailed is less than the minimum periods referred to in clauses (i) and (ii) above, mileage allowance may be allowed at the direction of the authority recalling the Government servant.

- (b) If the Government servant recalled to duty is entitled to travelling allowance under rule 110, he may not draw mileage allowance under clause (a) unless he abandons his claims to the mileage allowance specified in rule 100 and clause A of sub-rule (1) thereof.

126. If a non-gazetted Government servant, on compulsory recall from leave exceeding four months, is posted to a station other than that from which he went on leave, he may, if his pay after transfer does not exceed Rs. 400 and if his new station is distant more than 50 miles from his old station, draw, in addition to the allowance admissible under rule 112 travelling allowance for his family under clause B of sub-rule (1) and clause (i) of sub-rule (2) of rule 100 for the journey from the place at which the order of recall reaches him to the new station: Provided that the amount so drawn shall not exceed the amount admissible under clause B of sub-rule (1) and clause (i) of sub-rule (2) of rule 100 for the journey from the old to the new station.

127. A Government servant on joining time under clause (d) of Fundamental Rule 105 or under clause (d) of rule 80 in Part I, may draw travelling allowance for the journey as for a journey on transfer.

128. A Military Sub-Assistant Surgeon in Civil employ, when proceeding on or returning from leave of not less than six months' duration is entitled to the same concessions which he would receive if he were in military employ.

129. Pakistani Officers, non-commissioned officers and men of the Military Police taking leave on medical certificate or leave other than leave on full average pay not exceeding four months are entitled to free passage by river and rail to and from their homes.

130. The following ranks when granted leave are allowed free railway and steamer passes to and from their homes once in four years, irrespective of the nature or period of leave taken, subject to the conditions set forth in clauses (1) to (4) below :—

Police.—Head constables, constables and members of River Police crews except serangs and drivers.

Jails.—Head warders and warders in general and Chief Officer, Assistant Chief Officer, gate-keeper and petty officers in the Borstal School.

(1) Each interval will count from the date which the Government servant last enjoyed the privilege—the actual date to be that of his resumption of duty.

(2) In case of sickness, where the Civil Surgeon has, after personal examination, recommended leave for one month or more, the Government servant will receive free railway and steamer passes to and from his home, irrespective of the time-limit prescribed in the preamble. This concession will be granted only in case of sick leave granted at the headquarters of the district to which the Government servant is posted and is not admissible to Government servant who goes on ordinary leave and afterwards produces a medical certificate.

(3) A Government servant returning from sick leave for which he has obtained free passes shall not, except in cases of further sickness, receive the concession for a period of four years, counting from the date of his last return to duty.

(4) In no case will Government servant be granted free passes on leave more than eight times during his whole service.

NOTE—When a Government servant has been granted free passes the fact will be noted in his service book or roll in red ink under the order granting him leave.

131. (a) The Director of Land Records and Surveys, East Bengal, may grant such rail and steamer fares as he considers necessary to khalasis and other members of the Lower Subordinate Service in the Survey Department proceeding on or returning from leave of any kind. Such fares should be paid for the journeys to or from the place at which each of them was recruited.

(b) He may also grant such travelling allowance as he considers necessary to other subordinates of the Survey Department when proceeding on or returning from leave if their homes are situated in provinces other than East Bengal.

SECTION IV.—JOURNEYS ON RETIREMENT, REMOVAL, DISMISSAL OR TERMINATION OF EMPLOYMENT.

132. Except as otherwise expressly provided in this section, no person is entitled to any travelling allowance for a journey made after retirement, removal or dismissal from Government service or after the termination of such services unless for special reasons Government permit him to draw travelling allowance as for a journey on tour, but with no allowance for halts during the journey.

NOTE 1.—All Pakistan ranks of the Military Police are entitled to free passage by steamer or rail to their homes, where they are retiring on invalid pension, but not when retiring on a retiring or superannuation pension.

NOTE 2.—Recruits who are discharged from the Eastern Pakistan Relief during their period of recruit Training as unlikely to become efficient soldiers are entitled to passage warrants by rail and steamer and daily allowance at 4 annas per diem for period necessary for the return journey to their homes.

NOTE 3.—Chief head warders, head warders and warders in jails, petty officers, gatekeepers, Assistant Chief Officer and Chief Officer of the Borstal School are entitled to free single railway and steamer passes from the jails or the school to which they are attached to their homes when they are invalided out of service or summarily discharged on medical grounds as unfit for service.

NOTE 4.—A Military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity is entitled to the same right as regards a free passage as if he were retiring from military employ.

133. A person temporarily employed in Government service who has received travelling allowance for the journey to join his post may, on the termination of his employment, be allowed to draw travelling allowance for the journey to any place at the rates admissible for the journey to join first appointment:

Provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey.

134. A Head of a Department may grant such rail and steamer fares as he considers necessary to a discharged khalasi or other members of the Lower Subordinate Service for the journey to the place at which he was enlisted.

SECTION V.—JOURNEYS TO GIVE EVIDENCE

135. The following provisions apply to a Government servant who is summoned to give evidence—

- (a) in a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in Pakistan, or
- (b) before a court in a Federal State or in foreign territory:

Provided that the fact as to which he is to give evidence have come to his knowledge in the discharge of his public duties:—

- (i) He may draw travelling allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the Court or other authority which summoned him.
- (ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness should be credited to Government.
- (iii) If the court in which he gives evidence is situated within 5 miles of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

NOTE 1.—A Government servant summoned to give evidence while on leave or under suspension is entitled to the allowances prescribed in this rule from the place from which he is summoned and back.

NOTE 2.—Travelling expenses of any witness summoned either for the prosecution or the defence in a departmental enquiry should be paid by Government, if his evidence is, in the opinion of the Commissioners or officer conducting the enquiry, of material value.

136. A Government servant summoned to a departmental enquiry to answer
(No. 12.)

Insert the following as a new section and a new rule:—

- 1 "Section VA—Journeys to attend a court as juror or assessor. 137A.—
A Government servant summoned to attend a court as a juror or assessor shall be entitled to receive from the court only such allowances as are admissible to private persons of similar status summoned by the court for similar work and no other travelling allowance or daily allowance would be admissible"

[No. 7420F., dated the 17th November 1954, Finance (Audit) Department,
Government of East Bengal

138. If in order to obtain medical advice, a Government servant is compelled to leave a station at which he is posted and at which there is no medical officer of Government, and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary, draw travelling allowance for the journey.

NOTE.—The detailed rules are given in Appendix No 14.

139. Government will defray the steamer or railway fare of sick or wounded police officers of and below the rank of assistant sub-inspector sent for treatment to the nearest hospital or dispensary whether civil or police. When no railway or steamer is available, Government will pay the actual expenses for conveyance of the sick or wounded men, on the certificate of the Superintendent of Police that they were too ill to make the journey on foot and that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

140. (a) If a Government servant, being stationed where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an original grant of leave, he may draw travelling allowance for the journey undertaken to obtain that certificate.

(b) If a Government servant, having obtained a medical certificate in support of an application for an original grant of leave, is required to appear before a Medical Board or to appear before a nominated medical officer of Government, for a further opinion as to the necessity for the leave recommended in that certificate, he may draw travelling allowance for the journey undertaken to obtain that opinion.

NOTE 1.—Travelling allowance is not admissible for a journey to obtain medical certificate or a second medical opinion in support of an application for an extension of leave.

NOTE 2.—Travelling allowance is not admissible for a journey to procure a health certificate on first appointment to Government service.

NOTE 3.—Travelling allowance should not be paid to a Government servant for journeys performed by him to appear before a Medical Committee or medical officer for obtaining a certificate of fitness to return to duty.

141. The journeys contemplated by rules 138 and 140 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.

142. Omitted.

143. (a) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a Medical Board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the Medical Board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service and that he did not voluntarily ask to retire:

(b) Provided that he is satisfied that the circumstances of the applicant are such as to justify the grant, a Head of a Department may allow actual expenses, as limited by clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension.

144. Except as provided in rules 140 and 143 no travelling allowance is admissible for a journey undertaken in order to appear before a Medical Board.

145. Travelling allowance under rules 138 and 140 and the maximum prescribed under rule 143, should be calculated as for a journey on tour, but no allowance may be allowed for halts on the journey.

SECTION VII.—JOURNEYS IN ATTENDANCE ON AN INCAPACITATED GOVERNMENT SERVANT.

146. If a Government servant, under the advice of a Civil Surgeon or other medical officer of Government whose duty it is to attend him professionally, is required to travel to a presidency town or elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Government servant, he shall be entitled to actual expenses.

NOTE.—A person told off to be a "sick attendant" under rule 296 of the Eastern Pakistan Rifles Regulation is entitled to the benefits of this rule

SECTION VIII.—JOURNEYS ON A COURSE OF TRAINING.

147. When a Government servant or a student not already in Government service is selected to undergo a course of training, the Head of the Department may decide the scale, if any, on which he shall draw—

- (a) travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place;
- (b) in the case of training at a school, college or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations; and
- (c) travelling allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

NOTE 1.—A list of cases in which travelling allowance is allowed for journeys to undergo training is given in Appendix No. 15.

NOTE 2.—A military officer in civil employ while detailed to attend a military course of instruction, is entitled to draw mileage and daily allowances at rates admissible to a military officer in military employ in similar circumstances.

SECTION IX.—JOURNEYS TO ATTEND A DURBAR OR LEVEE.

148. A Government servant who is permitted to attend a durbar or a levee elsewhere than at his headquarters may draw travelling allowance for the journey as for a journey on tour.

CHAPTER XI.—Travelling Allowance admissible when the whole or part of the means of conveyance is supplied without charge.

SECTION I.—JOURNEY BY RAILWAY.

149. When a Government servant is entitled to, or is allowed free transit by railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

NOTE 1.—The circumstances under which a free pass may be given are irrelevant and it is immaterial whether it is held by a Government servant in his official capacity or not.

NOTE 2.—The issue of free passes for journeys by railways is regulated by rules made in this behalf by the Railway Board.

150. When a Government servant in receipt of permanent travelling allowance uses a free pass on a railway or a company's steamer within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway or steamer fares he would have paid if he had not travelled on a pass.

151. When a Government servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

NOTE—Deductions on account of member of an officer's family should be made as in the case of the officer himself.

152. A Government servant travelling with a free pass on an unopened line of railway is entitled to the travelling allowance prescribed in rules 154 and 157 as limited by rule 159.

SECTION II.—JOURNEY BY SEA OR RIVER IN A STEAMER.

153. When a Government servant travels by sea or river, otherwise than on payment of passage money, in a steamer, the cost of which is paid by Government or by a local fund, he may draw no travelling allowance except the daily allowance of his grade:

Provided that, when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw, in addition, the actual cost of transporting them.

154. In the case of halts on tour, half of the daily allowance admissible under rule 153 or 157 may be drawn in addition to mileage on the same day when a journey by means of locomotion provided at the expense of Government or a local fund, is preceded or succeeded by a railway or steamer journey or a road journey exceeding 20 miles or a combined journey for which mileage allowance would be admissible under rules 76, 78 and 79.

NOTE—This concession is analogous to and in lieu of that admissible under rule 77 and is subject to the same restrictions as have been laid down therein.

155. When a Government servant is allowed free transit by steamer, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

SECTION III.—JOURNEY BY AIR.

156. When a Government servant is allowed free transit by air in a Government machine or in a machine chartered by Government for the purpose, he is entitled to travelling allowance as follows :—

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.
- (b) If he has to provide separate conveyance at his own expense for his servants or luggage he may—
 - (i) if the journey is between places connected by rail or steamer, draw the amount in excess of one single fare by rail or steamer which he would have been entitled to draw had he performed the journey by rail or steamer, or
 - (ii) if the journey is between places not connected by rail or steamer draw the daily allowance of his grade or half the mileage allowance calculated for the journey.

If, however, a part of the journey is performed by other means of locomotion, he may, in addition to the allowances admissible under sub-clause (i) or (ii) above, draw the mileage allowance admissible for that part subject to the conditions laid down in rules 78 and 79.

SECTION IV.—OTHER JOURNEYS.

157. Except where otherwise expressly provided in this chapter, when, on a journey other than a journey by railway or by steamer, a Government servant uses a means of locomotion provided at the expense of Government, a local fund or a Federated State, and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows :—

- (a) If he has not to provide separate conveyance at his own expense for his servants, or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance but the rate shall be reduced to half when the journey out and back is completed in one day. If, however, part of the journey is made by other means of locomotion, he may, at his option, draw in lieu of daily allowance the mileage allowance admissible for that part.
- (b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, if the conditions of rules 76, 78 and 79 or 81 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey and draw, in addition, the mileage allowance admissible for any part of the journey made by other means of locomotion.

NOTE.—The travelling allowance of Government servants travelling by trolley or construction train along an unopened portion of a line is regulated by clause (a) of this rule.

158. When a Government servant is provided with means of locomotion as in rule 157, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of hire or charges as set out below :—

(1) Government servants, when travelling on duty in a steamer, steam-launch and motor-launch under the control of Government shall be charged the following rates :—

- (a) For the first four hours during which the vessel is under steam—Re. 1 for each hour or each uncompleted portion of an hour.
- (b) After the first four hours—Rs. 2 for each hour or each uncompleted portion of an hour.
- (c) When two or more Government servants travel together in the same steamer or launch, each Government servant shall pay the full charge laid down in these rules.
- (d) Stoppages exceeding half an hour in duration will be deducted from the time charged.
- (e) No charge whatever will be made when the steamer or launch travels empty.

(2) (a) Government servants travelling in a Government boat and maintaining the crew (wholly or in part) shall pay the following daily rates of hire :—

	Rs. as.
(i) By Government servants whose daily allowance is Re.1 or less	Nil
(ii) By Government servants whose daily allowance is more than Re. 1 but not more than Rs. 5	1 0
(iii) By Government servants whose daily allowance is more than Rs. 5 but not more than Rs. 6	1 8
(iv) By Government servants whose daily allowance is more than Rs. 6	2 0

(b) In the case of two or more Government servants whose daily allowances are in each case Rs. 5 or more, the total daily rate of hire is Rs. 2 payable in proportion to the rates of daily hire payable by the Government servants under prescribed scale.

(3) For using a Government motor-boat an officer will be charged, in addition to the hire specified in clause (2)—

- (i) the pay of the manjhi (employed for taking care of the boat) for the days the boat is used by the officer as also that of the temporary mechanic, if one is engaged, and
- (ii) the cost of petrol and lubricating oil.

(4) (a) Government servants using Government elephants will be responsible for the proper treatment of the elephants while in their possession and will pay a fixed charge of 8 annas per diem for each elephant used. The payment to Government must continue to be made during halts, if travelling allowance is drawn during them. When, however Government servants go out on inspection or other such duty in tracts where it is impossible for them to travel except on elephants no charge will be made for these elephants.

The charge for any month may be remitted by the controlling officer, when it is certified that the elephant could not be used owing to illness and that the illness was not due to neglect on the part of the Government servant responsible for the maintenance of the elephant.

(b) [Omitted with effect from 1st September 1943 (*vide* Government of Bengal, Finance Department, No. 2335-F., dated the 1st September 1943.)]

159. The provisions of rules 154, 157 and 158 do not apply to a Govern-

(No. 8.)

Delete clause (i) of note below rule 159 and re-number clauses (ii) and (iii) as (i) and (ii) respectively.

[No. 6336F., dated the 16th September 1954, Finance (Audit) Department, Government of East Bengal.].

160. A Government servant, who travels by a motor-car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions :—

(a) If he travels by the motor-car more than 20 miles in one day, he may draw for the first 20 miles the mileage allowance of his grade as laid down in rules 76-79 and for the remainder of the journey three-fourths of such mileage allowance.

(b) If he combines with a journey by the motor-car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 20 miles or for the journey by other conveyance, whichever is greater, and for the remainder of the journey three-fourths of such mileage allowance.

- (c) If he combines with a journey by road, whether made wholly or partly in the motor-car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer, in addition to the allowances admissible under clauses (a) and (b) of this rule for the journey by road.

161. The chauffeur of a motor-car supplied at the expense of Government, when making a journey by road on the motor-car in his charge, may draw travelling allowance under the provisions of clause (a) of rule 157 if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence, he is entitled no travelling allowance.

CHAPTER XII.—Supply of Reserved Accommodation on Railway Journeys to certain High Officials.

SECTION I.—GENERAL.

162. Unless it be otherwise expressly provided in this chapter, when a Government servant for whom special railway accommodation is provided or who is entitled, under these rules, to reserve such accommodation by requisition, travels on tour in such accommodation :—

- (a) The entire cost of haulage is borne by Government.
- (b) Any person travelling with the Government servant in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for travelling allowance in respect of a journey performed in reserved accommodation, the Government servant reserving the accommodation must specify the number of persons who travelled with him and certify that necessary tickets were purchased by them.
- (c) The amount of luggage which may be transported free of cost is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.
- (d) If the Government servant desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense.
- (e) The Government servant is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance.

NOTE 1.—Before beginning the journey the Government servant reserving the accommodation shall have the number and other details of the tickets purchased for the persons travelling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced.

NOTE 2.—The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

NOTE 3.—When a Government servant travels in a carriage reserved by requisitions, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

SECTION II.—MEMBER OF THE BOARD OF REVENUE.

163. The Member of the Board of Revenue when travelling on duty within his sphere of duty is entitled—

- (1) when travelling by railway to a reserved first class compartment to be obtained by requisition and to fares (if actually paid) for four servants at lowest class rates,
- (2) when travelling by steamer to a reserved cabin (if one is available) and to fares (if actually paid) for four servants at lowest class rates subject to the usual deduction on account of messing charges, and
- (3) when travelling by road to a mileage of 8 annas.

NOTE.—Nothing in this rule shall be construed as debarring the Member of the Board of Revenue from drawing the daily or half-daily allowance to which he would have been entitled had he travelled in accommodation not obtained on requisition.

SECTION III.—MINISTER AND THE SPEAKER OF THE LEGISLATIVE ASSEMBLY.

164. Ministers and the Speaker of the Legislative Assembly, when travelling by rail are entitled to reserve by requisition a first class carriage.

NOTE.—For the rules regulating the travelling allowances of Ministers and the Speaker, see Appendix No. 17.

CHAPTER XIII.—Controlling Officers.

165. (a) Except as provided in sub-rule (b), no bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it.

(b) The following classes of Government servants may present bills for travelling allowance without the countersignature of the controlling officer:—

- (1) Omitted.
- (2) Non-gazetted Government servants; provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment.

166. Except where expressly permitted by Government, a controlling officer may not delegate to a subordinate his duty of countersignature.

167. It is the duty of controlling officer, before signing or countersigning a travelling allowance bill—

- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or half if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;

- (b) to scrutinise carefully the distances entered in travelling allowance bills;
- (c) to satisfy himself that mileage allowance for journeys by railway or steamer has been claimed at the rate applicable to the class of accommodation actually used and that where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable; to obtain the receipts from the railway or steamer companies and personal certificates from the Government servant for the purpose, and to disallow any claim which, in his opinion, does not seem to be reasonable;
- (d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance; and
- (e) to observe any subsidiary rules or orders which Government may make for his guidance.

NOTE.—The railway or steamer company's receipts (in the case of bills for personal effects, conveyances and horses carried by railway or steamer) and the personal certificate of the officer (in the case of bills for personal effects conveyances and horses carried other wise or for journeys of members of an officer's family, etc.), should be attached to the bill for the information of the audit authorities.

CHAPTER XIV.—Compensatory Allowances out of Pakistan.

SECTION I.—COMPENSATORY ALLOWANCES.

168. A compensatory allowance at a rate not exceeding that contained in Section II of Appendix No. 16 may, at the discretion of Government and subject to the conditions contained in the said section, be granted to a Government servant deputed out of Pakistan.

NOTE.—This rule has no application to compensatory allowances drawn while on duty in Pakistan. The conditions under which such allowances may in certain cases be drawn during leave are set out in Chapter III.

SECTION II.—TRAVELLING ALLOWANCES

169. Subject to the other provisions of this section, the drawal of travelling allowance for journeys on duty out of Pakistan is regulated by rules contained in Appendix No. 16 and as amended from time to time by the Governor-General.

170. For a Government servant deputed out of Pakistan the following terms may be sanctioned:—

- (a) If the period of deputation is not expected to exceed one year or if the period of deputation is expected to exceed one year and Government servant does not take his family with him—
 - (i) for the journey from his headquarters to the port of embarkation travelling allowances at the rate which would be admissible to him were the journey one on tour in Pakistan;

- (ii) free passage by sea (with diet) to the port of debarkation;
 - (iii) travelling allowance at the rates admissible under the rules contained in Appendix No. 16 from the port of debarkation to destination in cases of deputations to Europe or America, and actual travelling expenses in the case of deputations to other countries;
 - (iv) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
 - (v) similar terms for the return journey.
- (b) If the period of deputation is expected to exceed one year and the Government servant takes his family with him—
- (i) for the journey from his headquarters to the port of embarkation travelling allowance at the rates which would be admissible to him were the journey one on transfer in Pakistan;
 - (ii) free passage by sea (with diet) to the port of debarkation for himself and each member of his family entitled to travelling allowance under sub-clause (i);
 - (iii) actual cost of transport of excess luggage from the port of embarkation to the port of debarkation up to a maximum of 60 maunds;
 - (iv) for himself and family as described in sub-clause (ii) travelling allowance at the rates admissible under the rules contained in Appendix No. 16 from the port of debarkation to destination in the case of deputations to Europe or America, and actual travelling expenses in the case of deputations to other countries;
 - (v) actual cost of transporting luggage from the approved port of debarkation to destination within the limit laid down in sub-clause (iii);
 - (vi) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
 - (vii) similar terms for the return journey.

NOTE.—Return tickets for journeys by sea or air (*vide* rule 171) should be purchased in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

171. In exceptional circumstances a Government servant deputed out of Pakistan may be authorised by Government to travel by air from or to Pakistan. In such cases the Government servant may be granted the terms prescribed in rule 170, other than those relating to his own passage and travelling allowance for himself in Pakistan, in lieu of which the following terms may be granted:—

- (i) travelling allowance for the journey from his headquarters to the air-port from which the passage has been sanctioned, at the rate which would be applicable were the journey one on tour;
- (ii) free air passage to the air-port of debarkation;

(iii) in cases covered by clause (a) of rule 170, the actual cost of transporting luggage—

(a) from his headquarters to the sea port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places, of the class to which he is entitled, and

(b) from the sea port above mentioned to the port at which he would have disembarked had he travelled by sea, subject to a maximum of the charges payable for conveyance by sea of the amount of luggage which he would have carried free had a sea passage been sanctioned for him; and

(iv) similar terms for the return journey.

172. Notwithstanding anything elsewhere contained in this chapter, a subordinate police officer deputed out of Pakistan shall ordinarily be granted—

(a) actual travelling expenses, and

(b) while in any country outside Pakistan, allowance not exceeding 22s. 6d. per diem in the case of Inspectors and Sub-Inspectors or 15s. per diem in the cases of Sergeants, Assistant Sub-Inspectors, Head-constables and constables, as Government may determine.

APPENDICES.

APPENDIX No. 1.

Grant of travelling allowances to Government servants under the administrative control of other Governments, to part-time Government servants and to non-officials.

(1) Except as provided in rule (2) below or in the rules in this Part, the travelling allowance admissible to Government servants in military employ is governed by military regulations.

(2) When a commissioned Pakistan Military officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a durbar levee at a place other or that at which he is stationed or has his residence, a head of department may grant him travelling allowance for the journey subject to the following limits:—

(a) For the journey from his station or place of residence to the place at which the durbar or levee is held and thence back to his starting point, single railway and steamer fares actually paid, and actual travelling expenses for journeys by road, subject to the maximum admissible to a Government servant of the first grade.

(b) For halts at the place at which the durbar or levee is held, a daily allowance of Rs. 4.

(3) An Honorary Magistrate, not being a Government servant, may when employed on Government work under the orders of a District Magistrate or Subdivisional Officer at a distance exceeding 5 miles from his headquarters, or when the bench which he attends is situated at a similar distance from his residence, draw such travelling allowance as would be admissible to a Government servant of the second grade in respect of similar journeys. During halts when similarly employed he may draw daily allowance of Rs.4, subject to the conditions applicable to halts of Government servants on tour.

(4) An officer whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as Government may declare.

NOTE 1.—(a) The following have been declared to be first grade officers for the purpose of travelling allowance:—

(1) The Government Counsel, High Court.

(2) The Senior and the Assistant Government pleaders, High Court.

(b) The following have been declared to be second grade officers for the purpose of travelling allowance:—

Government Pleaders and Public Prosecutors other than those mentioned in clause (a) above.

NOTE 2.—Travelling expenses paid to legal practitioners other than Government Pleaders and Mukhtears are treated as a contingent charge.

(5) (a) When any person, not being a Government servant, is required to attend any meeting of a commission of enquiry or of a board, conference, committee or departmental enquiry convened under proper authority, or is required to perform any public duties in an honorary capacity, he may be granted travelling allowance by Government or an authority authorised in that behalf by Government.

(b) The amount of travelling allowance ordinarily admissible under sub-rule (a) shall be mileage allowance at the rates admissible to Government servants of the second grade and daily allowance at Rs.4. Special cases for which higher rates are recommended will be considered on their merits by Government.

(c) For the rates prescribed in sub-rule (b), actual travelling, hotel and carriage expenses may be substituted at the discretion of Government.

(d) All bills for travelling allowance under this rule should contain a certificate to the effect that for the journey or period to which the claim relates, no similar allowances have been or will be drawn from any other source.

NOTE 1.—A list of officers authorised under sub-rule (a) and the cases covered by the authorisation is contained in the Schedule to this Appendix.

NOTE 2.—Non-official persons appointed as members of or assessors at a Marine Court under the provisions of Chapter IV of the Inland Steam Vessels Act (Act I of 1917), shall be treated as first grade officers for journeys undertaken for the purpose of attending the court or transacting business in connection with their duties as members or assessors.

NOTE 3.—Travelling expenses paid to private individuals who are summoned from one station to another for inspection by the proper authority before selection as candidate for an appointment, are treated as a contingent charge.

(6) Omitted.

(7) The following concessions are admissible for the journey of the families, including children, one wife and one relative of the men of the Military Police belonging to races foreign to Dacca and recruited outside the province, if quarters are available in the Police lines, subject to the condition that the percentages mentioned in clauses (b) and (c) below must be reckoned on the number of foreigners only:—

(a) Native officer.—3rd class passage by rail, deck passage by steamer, on payment of one-third of the passage-money or fare.

(b) Twenty *per cent* of the non-commissioned officers of each battalion.—3rd class passage by rail, deck passage by steamer, free of charge.

(c) Five *per cent* of the privates of each battalion.—3rd class passage by rail or deck passage by steamer, free of charge.

(d) Return passage to their homes of the families of such officers and men dying in Dacca or other places where the force is stationed at the time.

(e) Free passages both ways for one attendant for such families if they do not include a male over 16 years of age.

SCHEDULE

[See rule (5).]

- | | |
|---|--|
| 1. Director of Agriculture, Animal Husbandry or Fisheries, provided he is appointed to preside over the meetings. | Persons attending the Cotton Sub-Committee of the Board of Agriculture Department. |
| 2. Director of Industries, provided he is appointed to preside over the meetings. | Persons attending the Silk Committee. |
| 3. Principal of the Medical College and the Superintendent of a Medical School. | Persons attending meetings of committees appointed by Government to advise on the selection of candidates for admission to the Medical College or a Government Medical School. |
| 4. Presidents of Excise Licensing Boards | Persons attending meetings of the Licensing Boards. |

NOTE.—The power of granting travelling allowance at first class rates may not be exercised by the authorities mentioned in items 1 to 4.

APPENDIX No. 2.

[Rule 5 (14) in Part 1.]

List of controlling officers for the purpose of countersigning travelling allowance bills.

1. Unless otherwise specifically stated in the following schedule the controlling officer for the purpose of countersigning travelling allowance bills will be the Head of the Department concerned.

2. The following Government servants are declared under clause (14) of rule 5 in Part I to be their own controlling officers.—

(1) Heads of Departments.

(2) Secretary, Additional Secretary, Private Secretary and Military Secretary to His Excellency the Governor of East Bengal.

(3) Chief Judge, Small Causes Court.

(4) Protector of Emigrants and Superintendent of Emigration.

(5) Secretary to the East Bengal Legislative Assembly.

(6) Private Secretary to the Hon'ble Chief Minister.

SCHEDULE

Controlling Officers.

In respect of—

Land Revenue—

Collectors including the Additional Magistrates attached to a district.	Deputy and Sub-Deputy Collectors employed as Land Acquisition, Partition Cess Valuation and Khas Mahal Officers.
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Senior Deputy Collectors at headquarters.	Non-gazetted officers of the Land Revenue Department stationed at headquarters.
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Subdivisional Officers Non-gazetted officers of the Land Revenue Department subordinate to them.
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Survey and Settlement—

Director of Land Records and Surveys	All gazetted officers and Assistant Survey Officers employed in the East Bengal Survey Department; all establishments in the office of the Director of Land Records and Surveys Settlement Officers in charge of Major Settlements and Land Revenue Settlement Officer.
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Officer-in charge, East Bengal Traverse Party and East Bengal Drawing Office.	All non-gazetted and lower subordinate staff, excluding Assistant Survey Officers employed in the East Bengal Survey Department.
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Settlement Officers including the Land Revenue Settlement Officer.	Assistant Settlement Officers and all establishments employed on Settlement Operations.
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District Officers Assistant Settlement Officers and their establishments employed on Settlement Operations (when there is no separate Settlement Officer).
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Controlling Officers.

In respect of—

Finance (Taxation)—

Commissioner of Excise	Deputy Commissioners of Excise, Personal Assistant to the Commissioner of Excise, Excise Prosecutor, Tour clerks and orderlies of Commissioner accompanying him on tour.
Personal Assistant to Commissioner of Excise			Clerical and non-superior establishment subordinate to Commissioner.
Deputy Commissioner of Excise Preventive in-charge of the Central Detective Department and Excise Intelligence Bureau.			Inspector of Excise in-charge of Distillery and Warehouse and establishment under him; and all officers and establishment of the Central Detective Department and Excise Intelligence Bureau subordinate to him.
Collector or Deputy Commissioner	Superintendents and Inspectors of Excise as well as establishment of the Excise Department subordinate to him.
Superintendent of Excise	Excise Sub-Inspectors, Petty Officers and Peons subordinate to him.
Assistant Commissioners of Commercial Taxes			Commercial Tax Officers under their respective jurisdiction and their own office establishments.
Commercial Tax Officers	Clerical and non-superior establishments subordinate to them.

Forest—

Conservator of Forests	Forest Officers of all ranks and establishment except those subordinate to a Divisional Forest Officer.
Divisional Forest Officers	Gazetted Officers posted to their divisions and non-gazetted officers and establishment including executive, protective and office staff, subordinate to them.

Registration—

Inspector General of Registration	Inspector of Registration Officers.
District Registrars	Sub-Registrars and their establishments.

General Administration—

Secretary to Government, Home (Common Services) Department			Superintendent and Deputy Superintendent, East Bengal Government Press.
Deputy Secretary, Finance (Audit) Department			Establishment in the East Bengal Secretariat.
Secretary, Public Service Commission	Clerical and lower subordinate establishment of the Public Service Commission.
Hon'ble Minister-in-charge of the Home Department.			Parliamentary Secretaries, East Bengal.
Secretary to Government of East Bengal, Legislative Department.			Gazetted officers of the Legislative Department.

Controlling Officers.

In respect of—

General Administration—*concl'd.*

Assistant Secretary, Legislative Department	Non-gazetted officers and establishment of the Legislative Department.
Secretary to the East Bengal Legislative Assembly.	Gazetted officers and staff of the East Bengal Legislative Assembly Department.
Assistant Secretary, East Bengal Legislative Assembly.	Members of the East Bengal Legislative Assembly.
Military Secretary to the Governor	.. Establishments under him; Commandant East Bengal Body Guard and the Surgeon to the Governor, also Assistant Surgeon in the absence of the Surgeon.
Commandant, East Bengal Body Guard and Surgeon to the Governor.	Subordinate Body Guard and Dispensary staff respectively.
Private Secretary to the Governor of East Bengal.	Clerical and lower subordinate establishment of the Governor's Secretariat.
Secretary to the Government of East Bengal, Home Department.	Bengali Translator to the Government of East Bengal and the staff subordinate to him.

NOTE 1.—The travelling allowance bills of the shorthand reporters attached to the Home (Political) Department of the Civil Secretariat will be countersigned by the Deputy Inspector-General of Police, Intelligence Branch.

NOTE 2.—The Deputy Secretary and Under-Secretary, Finance Department, are authorised to sign for Secretary.

Director of Public Information, East Bengal and Deputy Secretary to the Government of East Bengal (<i>Ex-officio</i>)	..	(a) All gazetted officers subordinate to him. (b) All special correspondents, and (c) All reporters of the Public Relations Department.
Assistant Secretary to the Government of East Bengal, Public Relations Department		All non-gazetted staff [excepting those mentioned in items (b) and (c) above.]
Commissioners	..	Collectors and clerical establishments subordinate to Commissioners.
Collectors including the Additional Magistrate attached to a district.		Gazetted officers at headquarters and subdivisions.
Subdivisional Officers	..	All non-gazetted officers subordinate to the Subdivisional Officer.
Senior Deputy Collectors at headquarters		All non-gazetted officers stationed at headquarters.
Administration of Justice—		
District Judge	..	Officers including Additional District and Sessions Judges and establishments of Civil Courts.
District Magistrates	..	(1) Criminal court establishments. (2) Mufassil Government Pleaders and Public Prosecutors and other legal practitioners when they are granted travelling allowance under rule 33, Chapter IX of the Legal Remembrancer's Manual.
Commissioner for Workmen's Compensation		Establishment subordinate to him.

Controlling Officers.

In respect of—

Jails—

- Superintendents of Jails .. Jail Warders.
- Superintendent, Borstal School .. Petty officers of the school.

Police—

- Inspector-General of Police (through the Assistant Inspector-General of Police). Deputy Inspector-General of Police and officers directly under the Inspector-General of Police.
- District Magistrates .. Superintendents of Police.
- Superintendents of Police (including the Additional Superintendent of Police attached to a district). Police officers of all ranks and clerical and lower subordinate establishments on the District Police Establishment.
- Superintendents of Railway Police .. Police officers of all ranks and clerical and lower subordinate establishments on the respective Railway Police Establishment.
- Principal of the Training College .. Police officers of all ranks and clerical and lower subordinate officers attached to the Training College.
- Commandant, Eastern Pakistan Rifles .. Officers of all ranks and clerical and lower subordinate staff attached to the Eastern Pakistan Rifles.
- Deputy Inspector-General of a Range .. The Principal of the Police Training College, Superintendents of Railway Police in his range and the clerical and executive officers and lower subordinate on his establishments.
- The Deputy Inspector-General of Police, Criminal Investigation Department, the Assistant to the Deputy Inspector-General of Police, Criminal Investigation Department, and Special Assistant to the Deputy Inspector-General of Police, Intelligence Branch. Police officers of all ranks and clerical officers and lower subordinates on the establishment of the Deputy Inspector-General of Police, Criminal Investigation Department, and Intelligence Branch, provided that in the case of officers deputed to work in districts their bills shall not be countersigned unless they have been passed by the Superintendent of Police of districts to which they have been deputed.

Marine—

- Joint Secretary to the Government, Home (Transport) Department. (1) The Port Officer, Chittagong.
- (2) The Engineer-Superintendent, Government Dockyard, Narayanganj.
- Port Officer, Chittagong. .. The Engineer and Ship-Surveyor, Chittagong and clerical and lower subordinate establishments.
- Engineer-Superintendent, Government Dockyard, Narayanganj. Establishment under him.
- Controlling officers mentioned in Rule 4 of the Marine Department Rules for the use and upkeep of launches under the Pooling Scheme. Crews of the launches which they control.

Controlling Officers.

In respect of—

Education—

Director of Public Instruction	Assistant Director of Public Instruction; Assistant Director of Public Instruction for Muslim Education, and Examiners appointed to conduct the Practical Examination of Survey Students.
Assistant Director of Public Instruction	(1) Principals of Colleges. (2) Inspectors and Additional Inspectors of Schools. (3) Heads of all offices which communi- cate direct with the Director of Public Instruction. (4) The clerical and lower subordinate establishments of the office of the Director of Public Instruction and of such offices comprised in (3) above as are not hereinafter provided with a controlling officer.
Principals of Colleges	Professors, Lecturers, Demonstrators, Tea- chers, Workmen, clerical and lower subordinate establishments and generally all officers working in the institution or institutions under their control.
Inspectors of Schools	(1) Head Masters and establishments of all Government High Schools in the division. (2) Assistant Inspectors, District and Sub- divisional Inspectors, Sub-Inspectors and other members of the subordinate inspecting staff, Head Masters or Pandits and other Teachers of Guru Training Schools and other Govern- ment institutions under their control in the districts or areas of the divi- sion of which they are in immediate charge. (3) The clerical and lower subordinate establishments of their own office, and of the officers and institutions specified above.
Additional Inspectors of Schools	(1) Assistant Inspectors, District and Sub- divisional Inspectors, Sub-Inspectors and other members of the subordinate inspecting staff and the Head Masters or Pandits and other Teachers of Guru Training Schools and other Government institutions under their control (High Schools being explicitly excepted from that control) in the districts or areas of which they are in immediate charge. (2) Their own clerical and lower sub- ordinate establishments and the clerical and lower subordinate estab- lishments of the officers and institu- tions specified above.
Inspectresses of Schools	(1) Assistant Inspectresses of Schools. (2) Teachers of Government Schools under their charge. (3) Their own clerical and lower sub- ordinate establishments and of the officers and institutions specified above

Controlling Officers.

In respect of—

Assistant Director of Public Instruction for Muslim Education.

(1) Members of the East Bengal Madrasah Examination Board.

(2) The staff of his own office.

Medical—

Surgeon-General	Civil Surgeons and the Superintendents of the Medical institutions for journeys of transfer from one station to another.
District Magistrates	Civil Surgeons for journeys within the district and for journeys to give evidence beyond the limits of the district.
Civil Surgeons	Subordinate Medical Officers including Sub-Assistant Surgeons of Police Hospital and establishment subordinate to Civil Surgeons.
Principals of Colleges or the Superintendents of Schools, as the case may be.			Professors, Teachers, etc., and establishment subordinate to them.
Chemical Examiner to the Government of East Bengal.			Officers and establishment subordinate to him.
Superintendent of the Pasteur Institute	..		Ditto.
Superintendent, Mitford Hospital, Dacca	..		Ditto.
Superintendent, Medical College Hospitals, Dacca ; Bacteriologist to the Government of East Bengal ; Superintendent, Mental Observation Ward.			Ditto.

Public Health—

Director of Public Health	All Assistant Directors of Public Health, Inspectors of Septic Tank Installation, Superintendent, Vaccine Institute, and all other gazetted Government servants subordinate to him.
Director of Public Health Laboratory	..		The whole staff of the Public Health Laboratory.
President, Smoke Nuisances Commission	..		Chief Inspector and Secretary to the Smoke Nuisances Commission.
Chief Inspector and Secretary to the Smoke Nuisances Commission.			Officers and establishment subordinate to him.
Assistant Directors of Public Health	..		Non-gazetted establishments serving under each of them.
Chief Engineer, Public Health, East Bengal	..		Executive Engineers, Assistant Engineers and all gazetted Government servants subordinate to him.
Executive Engineers, Public Health, East Bengal			Supervisors, Overseers, Sub-Overseers and all non-gazetted Government servants attached to their divisions.

Controlling Officers.

In respect of—

Agriculture—

- Director of Agriculture All gazetted officers of the Department, Non-gazetted officers and members of the lower subordinate service under him,
- Deputy Directors of Agriculture (i) Clerical and lower subordinate establishments of their own offices.
- (ii) Temporary staff.
- (iii) Officers of the Subordinate Agricultural Service (Classes I and II) and their staff under their respective charge.
- (iv) Officers of the Lower Subordinate Agricultural Service; Overseers, Fieldman, clerks under their respective charge.

3

(No. 9.)

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Appendix 2.

Insert the following as a new item under the head "Agriculture" :-

Controlling Officers.

In respect of—

Deputy Director of Agricultural Marketing.

Non-gazetted Establishment under the Directorate of Agricultural Marketing.

[No. 6773F., dated the 12th October 1954, Finance (Audit) Department, Government of East Bengal.]

— — — —

Principal, Veterinary College—

- Deputy Director, Animal Husbandry Department. All officers and establishment subordinate to him.
- Live-Stock Expert All subordinate officers, clerical establishment and members of the lower subordinate service attached to Live-Stock Officers, the Dairy Section and Poultry Section of the Dacca Central Farm and his own office.
- Deputy Commissioner. Chittagong Hill Tracts.. Veterinary Assistant Surgeons posted at Rangamati, Ramgarh, and Bandarban in the Chittagong Hill Tracts:

Co-operative Societies—

- Personal Assistant to the Registrar, Co-operative Societies. All non-gazetted officers of the Co-operative Department.
- Assistant Registrars of Co-operative Societies .. All gazetted and non-gazetted officer of the Co-operative Department employed within their respective jurisdiction.

Controlling Officers.

In respect of—

Industries—

Director of Industries	Officers and establishment subordinate to him (including Demonstration Parties)l.
		Superintendent, East Bengal Tanning Institute.
		Superintendents of Sericulture.
		Principal, Textile Institute, Dacca.
		Principal, East Bengal Survey School, Comilla.
		Superintendents of Technical and Industrial Schools.
		Head Masters, District Weaving Schools, Peripatetic Weaving Instructors.
Principal, Textile Institute, Dacca	Officers and establishment subordinate to him.
Superintendent, Tanning Institute	Establishment under him.

Commerce Department—

Secretary to the Government of East Bengal, Department of Commerce, Labour and Industries.	(1) Registrar Joint Stock Companies.
	(2) Inspectors appointed under the provisions of the Provident Insurance Societies Act, 1912 (Act V of 1912).
	(3) Chief Inspector of Factories.
	(4) Chief Inspector of Boilers.
	(5) Electrical Adviser and Chief Electric Inspector.
	(6) Labour Commissioner, East Bengal.
Registrar of Joint Stock Companies	.. Assistant Registrar of Joint Stock Companies and his establishment.
Chief Inspector of Factories Officers and establishment subordinate to him.
Chief Inspector of Boilers	Ditto.
Electrical Adviser and Chief Electric Inspector	Ditto.
Labour Commissioner Officers and establishments subordinate to him.

Emigration—

Protector of Emigrants and Superintendent of Emigration.	Employees of the Emigration Department.
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Department of Communications and Buildings:—

Chief Engineer All gazetted and non-gazetted officer in his office and the attached Drawing Branch Government Architect
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Controlling Officers.

In respect of—

Superintending Engineer	All gazetted and Subdivisional Officers in his circle as well as the clerical and lower subordinate establishment of his office. Inspector of Lighting Conductors; and subordinates, if any, attached to his office.
Government Architect	Assistant Government Architect and the clerical and other subordinate establishments under him.
Executive Engineers	All subordinates in the division (except Subdivisional Officers) and clerical and other subordinate establishments under them.
Military Secretary to the Governor	Superintendent Governor's Estates, and any gazetted officers employed under the Superintendent.
Superintendent, Governor's Estates	All subordinates and the clerical, etc. establishments under him.
Department of Irrigation—			
Chief Engineer	All gazetted and non-gazetted officers in his office.
Superintending Engineer	All gazetted and Subdivisional Officers in his circle as well as the clerical and lower subordinate establishment of his office.
Dredger Officers so far as the Southern Circle is concerned.			

(No. 3).

(Corrigendum to Bengal Service Rules, Part II.)

Page 61—

Appendix 2.

Insert the following as a new item after the entries under "Co-operative Societies", viz. :—

Controlling Officer.

In respect of—

Superintendent of Fisheries	Non-gazetted establishment subordinate to them, of and below the rank of Fishery Overseers.
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[7069F., dated the 21st November 1951, Finance (Audit) Department, Government of East Bengal.]

APPENDIX No. 3,

[Rule 5(49) in Part I.]

List showing the spheres of duty of certain Government servants.

Serial No.	Designation.	Place or places where the officer may proceed.	Purpose of journey.	Remarks.
1	Excise Peons	District in which they serve, and not merely the Circle in which they are employed.
2	Superintendents of Police.	Within or without the province.	Attending co-operation meetings held in accordance with Rules 529-530A, Police Regulations, Vol. I, 1927.	..
3	Deputy Inspector-General, Criminal Investigation Department.	Beyond the limits of province.	On public duty as occasion may arise.	A report should be made to the Audit Office on each occasion that the journey performed beyond jurisdiction is in accordance with the general order.
4	Registrar, Co-operative Societies.	Beyond the limits of the province.	To attend the annual conferences of Provincial Registrars.	..
5	Colonisation Officer, Bakarganj.	The following Khas Mahal Circles:— Sundarbans No. VII. Amtali No. VI. Galachipa No. VIII.

APPENDIX No. 4.

(Rule 25.)

Permanent monthly travelling allowances.

A.—GRANTED WITHOUT SPECIAL CONDITIONS.

Land and Land Revenue Department.

Rates of permanent travelling allowance.

	Rs.
1. Commissioners of Divisions	250
2. Sub-Deputy Collectors employed in Circle work—	
(i) in dry districts	50
(ii) in river districts including boat allowances	75
3. Sub-Deputy Collector stationed in the island of Kutubdia in the district of Chittagong	16
4. Four Circle Amins, Chittagong Hill Tracts	12
5. Two Amins employed on field work in connection with the revisional survey work in the Chittagong Hill Tracts	12
6. Three Tahsildars, Chittagong Hill Tracts	12
7. Surveyors employed as embankment clerks in Kutubdia Khas Mahal Office	15

Home (Public Relations) Department.

1. Assistant Publicity Officers; provided they spend not less than 23 days in a month on tour	30
2. Operators, Peripatetic Cinema Parties; provided they spend not less than 23 days in a month on tour	20
3. Peons, Peripatetic Cinema Parties; provided they spend not less than 23 days in a month on tour	7

Finance Department.

1. Omitted.

Departments of Agriculture, Forests and Fisheries.

1. Chief Glanders Inspector	40
2. Stock-men employed on Animal Husbandry work	10

B.—GRANTED ON CONDITION THAT A BOAT IS MAINTAINED.

Land and Land Revenue Department.

1. Circle Officer, Galachipa, in the district of Bakerganj, on condition that a certificate is given that a <i>Kosh</i> boat with 4 men (1 manjhi and 3 mallas) was retained during the period	90
2. Khas Mahal Circle Officers, Char Fasslon and Lalmohan, in the district of Bakerganj, on condition that a certificate is given that a pony and a boat with 3 men were maintained during the month	85
3. Khas Tahsildar of Estate Bayar Singh, Khulna	25

Rates of Permanent travelling allowance.

	Rs.
4. Khas Mahal Officer at Bakarganj, provided he furnishes a certificate that he has hired or maintained a camp boat and its crew at a cost of not less than Rs. 90	90
Circle Officer of Amtali in the district of Bakarganj	67-8
6. Kanungos in the district of Bakarganj	63
7. Colonisation Officer, Bakarganj	110
8. Tahsildars of Daudkandi and Chandpur in Tippera for 8 months in the year	25
9. Tahsildars of Muradnagar and Faridganj in Tippera for 6 months in the year	25
10. Three Amins employed on survey work, Bakarganj	36
11. Khas Tahsildars, Kishoreganj, Bagerhat and Morelganj	20
12. Khas Tahsildars of Sadar and Tangail subdivisions, Mymensingh, from August to October (if they are on tour for not less than 20 days in the month)	32
13. Khas Tahsildars of Sadar, Bachamara, Algi, Narayanganj, Munshiganj Circles of Dacca—	
(a) From August to November (if they are on tour for not less	

(No. 5).

Insert the following as a new item 18 in Appendix 4 to the East Bengal Service Rules, Part II, under the head "Land and Land Revenue Department":—

"*18. Settlement Kanungos employed in a Cadastral Circle in the river districts provided it is certified by the Settlement Officer that the maintenance of a Rs.40" boat is necessary in the interest of public service and the means of conveyance is actually kept.

[No. 6219F., dated the 6th September 1954, Finance (Audit) Department, Government of East Bengal.7)

Price.—1 anna.

1. Madaripur and Gopalganj Subdivision of Faridpur district	30
2. Sub-Inspector of Schools, Goalundo subdivision, from June to November	36
3. Sub-Inspectors of Schools, Mymensingh district, from June to October	36
4. Sub-Inspectors of Schools, Chittagong, from 15th June to 15th November	36

Department of Commerce, Labour and Industries.

1. Peripatetic Weaving Instructors in the districts of Dacca, Mymensingh, The actual cost of maintaining a Bakarganj, Faridpur, Noakhali and Pabna for 4 months in a year of maintaining a boat subject to the sanction of the Director of Industries. maximum of Rs. 20.

APPENDIX No. 5.

(Rule 26).

List of Conveyance for Horse Allowances.

(A) MOTOR-CAR ALLOWANCE.

Rates of conveyance allowance

Rs.

Department of Agriculture, Forest and Fisheries

- | | |
|--|----|
| 1. Forest Utilisation Officer. No motor-car allowance should be drawn for the days in respect of which travelling allowance (mileage) is drawn | 80 |
|--|----|

Home Department.

- | | |
|--|----|
| 1. Deputy Inspector-General of Police, Criminal Investigation Department, so long he controls the Intelligence Branch in addition .. | 80 |
| 2. Superintendents of Police, Dhaka | |
| 3. Additional Superintendents of Police, Dhaka (including District Intelligence Branch) | 80 |
| 4. Special Superintendents of Police, Intelligence Branch .. | 80 |
| 5. Additional, Assistant or Deputy Superintendent of Police in charge, Dhaka City Police | 80 |

Education Department.

- | | |
|---|----|
| 1. Director of Public Instruction | 80 |
|---|----|

Department of Health and Local Self-Government.

- | | |
|--|----|
| 1. Executive Engineer, Dhaka Sanitary Works Division | 50 |
|--|----|

Department of Commerce, Labour and Industries.

- | | |
|---|----|
| 1. Certifying Surgeon of Factories, Dhaka | 80 |
| 2. Engineer and Ship Surveyor, Chittagong | 75 |
| 3. Labour Commissioner | 80 |

(B) HORSE OR PONY ALLOWANCES.

Land and Land Revenue Department.

- | | |
|--|--|
| 1. District Magistrates and Collectors, Additional District Magistrates and Collectors, Subdivisional Officers in the Civil Service of Pakistan and Assistant Magistrate | 50(a) |
| 2. Probationary Deputy Collectors and Probationary Sub-Deputy Collectors on training in the Survey and Settlement Department. | 24 or 20 according as the place is expensive or not. |
| 3. Settlement Kanungos who are required to do field or other touring work | 20 |
| 4. Sub-Inspectors of Police, Chittagong Hill Tracts (when their duties necessitate the keeping of a horse or pony) | 24 |

(a) The officers are also authorised to recover, in addition to their ordinary travelling allowance, the cost of transporting a horse by rail or by steamer for the purposes of touring within their respective jurisdiction when the journey by rail exceeds 20 miles.

(B) HORSE OR PONY ALLOWANCE;—*contd.*

Rate of conveyance allowance.

Department of Agriculture, Forests and Fisheries.

Rs.

- | | |
|---|--|
| 1. Rangers (when their duties necessitate the keeping of a pony) .. | 24 or 20 according as the place is expensive or not. |
| 2. Deputy Rangers and Foresters in-charge of ranges (when their duties necessitate the keeping of a pony) | Ditto. |
| 3. Other Deputy Rangers and Foresters (when their duties necessitate the keeping of a pony) | 20 |
| 4. Range Officers of Dhalapara (previously named Bohertali) and Patherghata Ranges of the Atia Forests | 20(a) |

Home Department.

- | | |
|---|-------|
| 1. Armed, Town and Prosecuting Inspectors | } 20 |
| 2. Sergeants and Sub-Inspectors of the District Police (including the Sub-Inspectors attached to the offices of the Range Deputy Inspectors-General) and police-stations where boat is the only means of conveyance. | |
| 3. Superintendents of Police, Additional Superintendents of Police, Sub-divisional Police Officers in the Police Service of Pakistan, Assistant Superintendents of Police and Deputy Superintendents of Police directly recruited | 50(d) |
| 4. Commandant, Eastern Pakistan Rifles | 50 |

Department of Communications and Buildings.

- | | |
|--|--|
| 1. Members of the Subordinate Engineering Service or Sub-Overseers placed in charge of subdivisions for the maintenance of a horse the necessity for which is certified by the controlling officers .. | 24 or 20 according as the place is expensive or not. |
| 2. Members of the Subordinate Engineering Service or Sub-Overseers employed in the Chittagong Hill Tracts for the maintenance of a pony .. | 24 |
| 3. Subordinates employed on Archaeological works, when a horse is maintained. | 20 |
| 4. Members of the Subordinate Engineering Services or Sub-Overseers when a pony is maintained (to be increased to Rs. 20 when fodder sells dearer than 12 seers per rupee) | 15 |
| 5. Sub-Assistant Surgeons in charge of Communications and Buildings. Dispensaries, when a pony is maintained (to be increased to Rs. 20 when fodder sells dearer than 12 seers per rupee) | 15 |

(a) From June to October, the officers are also supplied with boats at Government expense.

(b) The officers are also authorised to recover, in addition to their own travelling allowance the cost of transporting a horse by rail or by steamer for the purposes of touring within their respective jurisdiction when the journey by rail or by steamer exceeds 20 miles.

N.B.—The member of the Subordinate Engineering Services and Sub-Overseers employed on electrical works will draw conveyance allowance at the rates shown above.

(B) HORSE OR PONY ALLOWANCES—*concl'd.*

Rates of conveyance allowance.

Department of Irrigation.

Rs.

- Members of the Subordinate Engineering Service and Sub-Overseers placed in charge of subdivisions, when the necessity for the maintenance of a horse is certified by the controlling officer. 24 or 20 according as the place is expensive or not.
2. Overseers of the Subordinate Engineering Service and Sub-Overseers (to be increased to Rs. 20 when fodder sells dearer than 12 seers per rupee) 15
3. Zilladars (to be increased to Rs. 20 when fodder sells dearer than 12 seers per rupee) 15

2

(No. 6)

Insert the following as a new item 2 in Appendix 5 to the East Bengal Service Rules, Part II under the head "Land and Revenue Department,, below the heading (c) cycle allowance:—

- "2. Settlement Kanungos employed in a Cadastral Circle provided that the maintenance of the bicycle is certified by the Settlement Officer to be necessary in Rs. 5" the interest of public service and the means of conveyance is actually kept.

[No. 6219F., dated the 6th September 1954, Finance (Audit) Department Government of East Bengal.]

Department of Irrigation.

1. Members of Subordinate Engineering Service or Sub-Overseers placed in charge of subdivisions (when maintaining cycles) 5(a)
2. Zilladers (when maintaining cycles) 5

Department of Communications and Buildings.

1. Members of the Subordinate Engineering Service or Sub-Overseers placed in charge of subdivisions (when maintaining cycles) 5(b)

NOTE 1.—Cycle allowance of Rs. 5 is granted to each of the Police Officers under the heading "B—Horse or pony allowance" in lieu of the allowances shown against them, when a bicycle is actually maintained and the Superintendents recognise this means of conveyance as sufficient and suitable.

A conveyance allowance of Rs. 15 is granted to a police officer maintaining a bicycle with auto-wheels on production of a certificate that a conveyance is being maintained in serviceable condition and that no other conveyance allowance is being drawn.

NOTE 2.—Probationary Sub-Inspectors under practical training in districts may draw conveyance allowance (bicycle or horse as the case may be) in cases in which the conditions rule 26 are fulfilled.

NOTE 3.—Cycle allowance is not admissible during leave and joining time.

(a) Overseers and Sub-Overseers who maintain a cycle or boat, are entitled to a cycle allowance of Rs. 5 or boat allowance up to Rs. 15 per mensem respectively, according as a cycle or boat is maintained.

(b) Overseers and Sub-Overseers who maintain a cycle are entitled to a cycle allowance of Rs. 5 per mensem.

**(D) CONVEYANCE ALLOWANCE WHICH CAN BE DRAWN WITHOUT THE PRODUCTION OF A
CERTIFICATE OF POSSESSION OF MEANS OF CONVEYANCE.**

**Rates of conveyance
allowance.**

Finance Department.

	Rs.
1. Prosecutor in Excise and Opium cases	20
2. Sub-Inspectors of Excise, Ganja Mahal, Rajshahi	24
3. Petty officers of Excise, Ganja Mahal, Naogaon, Rajshahi	5
4. Peons, Ganja Mahal, Naogaon, Rajshahi	2
5. Ten Excise peons attached to the Inspection Branch	2
6. Superintendent of Excise, Ganja Mahal, Naogaon, Rajshahi	50

Home Department.

1. Jailor, Barisal Jail	5
2. Inspector in charge of "A" Circle, Sadar Subdivision, Dacca	24(a)
3. Four Inspectors and three Sub-Inspectors attached to the Criminal Investigation Department	24
4. Inspectors and Sub-Inspectors attached to the District Intelligence Branches in Dacca and Chittagong who are actually employed on investigation work	24(b)
5. Sergeants of the Dacca City Police (for whom horses are maintai- ned at the cost of Government)	15

NOTE 1.—Inspectors of Police attached to the Training College and Railway Police (excepting the Prosecuting Inspectors) and Circle Inspectors of Police (except those in charge of Dacca Sadar "A" Circles) are not entitled to any of the conveyance allowances.

NOTE 2.—For the maintenance of motor-cycle by a Police officer entitled to draw horse or pony allowance the maximum of the sanctioned rate of allowance admissible for a horse or pony may be drawn provided the Superintendent of Police certifies that a motor-cycle is being maintained in serviceable condition and that he recognises this means of conveyance in preference to a horse or pony as sufficient and suitable.

NOTE 3.—Sub-Inspectors of Police on training in the Finger Print Bureau, Central Intelligence Branch or District Intelligence Branches, may draw conveyance allowance on the same scale as drawn by them previous to their transfers provided they keep horses or ponies, motor-cycles or bicycles as the case may be.

NOTE 4.—Unconditional conveyance allowances are not admissible during leave and joining time.

Land and Land Revenue Department.

1. Survey clerks	15
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Education Department.

1. Inspectress of Schools, Dacca Circle, the allowance to be given so long as the head- quarters of the Inspectress are at Dacca	
2. Inspectors of Schools, Khulna, Jessore and Kushtia Districts	28
3. Assistant Inspectresses of Schools, Dacca and Chittagong Divisions	20

Department of Health and Local Self-Government.

1. Sub-Assistant Surgeon, Comilla	16
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*No other travelling allowance will be admissible to the Superintendent for journeys in the Ganja Mahal beyond a radius of 5 miles from his headquarters.

(a) No other travelling allowance will be admissible to the Inspector for journeys beyond radius of 5 miles from his headquarters when the journey out and back is completed in one day.

(b) The total number of officers drawing the allowance should not exceed 5 Inspectors and 11 Sub-Inspectors in Dacca and 2 Inspectors and 9 Sub-Inspectors in Chittagong.

APPENDIX No. 6.

(Rule 57.)

List of Daily Allowances

(See the note at the top of Appendix No. 7)

Designation of officers.	Rates of daily allowance.	
	Rs.	a.
<i>Land Revenue—</i>		
Director of Land Records and Surveys	7	a.
Settlement Officers, Assistant Settlement Officers, Assistant Director of Surveys, Deputy Collectors, and Sub-Deputy Collectors employed on survey work—		
Officers on Rs. 750 or upwards, or members of the Civil Service of Pakistan not entitled to overseas pay on As. 600 and upwards.	7	8
Members of the Civil Service of Pakistan entitled to overseas pay on less than Rs. 750, or not entitled to overseas pay on less than Rs. 600.	6	0
Other officers below Rs. 750	50 per cent more than ordinary rates subject to a maximum of Rs. 7-8-0 increased in the Govt. to E.P. F. & Rev. Deptt. audit Br. memo. no. 5985-F 3 2-7-58	
Officers on pay above Rs. 750	7	8
Officers on As. 750 or less	50 per cent more than ordinary rates subject to a maximum of Rs. 7-8-0	
Sub-Deputy Collectors in-charge of the Khas Mahals in the district of Faridpur.	50 per cent. more than ordinary rates subject to a maximum of Rs. 7-8-0*	
Members of the lower subordinate service attached to Khas Mahal Department in the district of Bakerganj when required to travel in waters where there is no public conveyance, on the certificate of the Khas Mahal Circle Officer concerned for the days they are actually required to hire boats.	1	0
<i>Finance—</i>		
Commissioner of Commercial Taxes. East Bengal	7	8
Commissioner of Excise	7	8
Deputy Commissioner of Excise	7	8
First Class Superintendents of Excise	7	8
Second Class Superintendents of Excise and Inspectors in-charge of a district.	50 per cent. more than ordinary rates subject to a maximum of Rs. 5-0-	

Designation of officers.

Rates of daily allowance.

Finance—concl.

Rs. a.

Other Second Class Officers	50 per cent. more, than ordinary rates subject to a maximum of Rs. 3-8-0
Third Class Officers	2 0

NOTE.—The allowances to Sub-Inspectors is admissible for all days spent on tour for which travelling allowance is admissible but no mileage will be allowed except for journeys by rail or steamer in which case a single fare of the class to which the officer belongs plus a single lowest class fare for a servant when actually taken, may be allowed.

Petty Officers of Excise Department	0 6
-------------------------------------	----	----	----	----	-----

NOTE.—The allowance is admissible for all days spent on tour for which travelling allowance is admissible but no mileage is allowed for, except for journeys by rail or steamer, in which case a single fare of the class to which the officer belongs may be allowed. When a boat is actually hired, actual expenses may be allowed in addition to the allowance.

Forests—

Conservator of Forests	7 8
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Assistant Conservators, Extra Assistant Conservators and Probationers in the East Pakistan Forests Service (New).	50 per cent. more than ordinary rates, subject to a maximum of Rs. 7-8-0
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All other officers of classes below the first	One-third greater than the ordinary rates.
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Registration—

Inspector-General of Registration	7 8
Inspector of Registration Offices	5 0

General Administration—

Secretaries to Government	7 8
Member of the Board of Revenue	7 8
District Officers (Collectors, Additional District Magistrates and Commissioners).					7 8
Deputy Secretaries to Government and Secretary to the Board of Revenue					7 8

Assistant accompanying the Governor or a Secretary to Government who accompanies the Governor on tour—

- | | | | |
|--|----|----|---|
| (i) If this pay exceeds Rs. 125 per mensem | .. | .. | The rates laid down in rule 57. |
| (ii) If his pay is Rs. 125 or under | .. | .. | Half of pay, subject to a maximum rate of Rs. 50 and a minimum rate of Rs. 30 per Mensem. |

Members of the lower subordinate service attending the Governor, Ministers or Secretaries on tour.	4 Annas a day within the province and 8 annas a day travelling extends over more than one province.
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NOTE.—The allowances will be admissible from the date of leaving headquarters in the date of return thereto.

Designation of officers	Rate of daily allowance.
Rs. a.	
<i>Administration of Justice—</i>	
Commissioner for Workmen's Compensation	7 8.
District and Sessions Judges, including the Legal Remembrancer ..	7 8
<i>Jails—</i>	
Inspector-General of Prisons	7 8
<i>Police—</i>	
Inspector-General of Police	7 8
Deputy Inspectors-General of Police	7 8
Assistant Inspectors-General of Police	7 8
Superintendents and Additional Superintendents of Police ..	7 8
Assistant of the Deputy Inspector-General of Police, Criminal Investigation Department	7 8
Special Superintendent, Intelligence Branch	7 8
Principal, Police Training College, Sardah	7 8
Constables	0 4
<i>Education—</i>	
Director of Public Instruction	7 8
Sub-Inspectors of Schools, subject to the condition that no mileage is admissible and that the total amount drawn in any one month does not exceed Rs. 48	2 0
Assistant Sub-Inspectors of Schools, subject to the condition that no mileage is admissible and that the total amount drawn in any one month does not exceed Rs. 36	1 8
<i>Health and Local Self-Government—</i>	
Surgeon-General	7 8
Chief Engineer, Public Health Department	7 8
<i>Agriculture—</i>	
Director of Agriculture	7 8
<i>Veterinary—</i>	
Director of Animal Husbandry	7 8
Veterinary Assistant Surgeon, Chittagong Hill Tracts, subject to the condition that no mileage is admissible and that the total amount drawn in any month does not exceed Rs. 40	2 0
<i>Co-operative Societies—</i>	
Registrar, Co-operative Societies	7 8
<i>Industries—</i>	
Director of Industries	7 8
<i>Communications and Buildings—</i>	
Chief Engineer	7 8
Superintending Engineers	7 8
<i>Irrigation—</i>	
Chief Engineer	7 8
Superintending Engineers	7 8

APPENDIX No. 7.

(Rule 59.)

List of special rates of daily Allowances on Mileage admissible for journey in special localities.

In the localities mentioned below, daily allowances are subject to increase in the proportion stated. The rate of allowance of an officer who spends part of a day in one of those localities and part in a place in which the ordinary rate prevails is determined according to the place where he halts after the journey. For journeys in the localities in which such officers are eligible under this Appendix to draw special rates of daily allowance, officers mentioned in Appendix No. 6 may, at their option, draw daily allowance either at the rates admissible under Appendix No. 6 or at the rates admissible under this Appendix.

Localities.	Special rates admissible.
River districts Sub-Inspectors of Schools employed in a river district may be granted by the Commissioner of Division a boat allowance not exceeding Rs. 40 a month during the marching season, subject to the condition that no allowance except railway fare may be drawn in addition to this allowance.
The following allowances in the four cases noted below have also been sanctioned to Sub-Inspectors of Schools for the places specified:—	
1. Dacca and Bakarganj district.	} Rs. 40 a month during the whole year.
2. Sadar and Madaripur subdivisions of Faridpur.	
3. Goalondo subdivisions ..	Rs. 40 a month from June to November.
4. Mymensingh district ..	Rs. 40 a month from June to October.
Chittagong Division Rupees 40 a month from 15th June to 15th November, provided boats are actually kept up, but under special circumstances the allowance may be granted outside this period on certificate that boats were kept up and paid for during the period covered by the claim.
Khulna and Jessore For journeys by boat and not by steamer half as much again or 50 per cent. on the ordinary rate of daily allowance, provided a certificate of maintenance of the boat is furnished.
Chittagong and Dacca Division and Pabna district. For journeys by boat only, additional 50 per cent. in daily allowance.
In the district of Sylhet—	
(i) Sunamganj subdivision ..	From 1st May to 30th November
(ii) Thanas Madhabpur, Lakhal, Ajmiriganj, Nabiganj, and Baniachong.	From 1st June to 30th November.
(iii) Thana Kanaighat, Gowainghat, Baloganj and Biswanath.	From 1st June to 31st October.
} For journeys by boat only additional 50 per cent. in daily allowance.	
NOTE.—These rates are intended to cover the expenses involved in the hiring of private boats only and are not admissible for journeys by steamers in these districts, but officers may draw at these rates when they travel in Government boats for which the pay daily rate of hire and have to maintain a crew. Certificate must be given that the boat was retained.	
Chittagong district	All Forest Officers touring within the Chittagong district get their daily allowance increased by 50 per cent. whether they travel by boat or on land.
Chittagong Hill Tracts	Additional 50 per cent. on daily allowance and mileage.

APPENDIX No. 8.

(Rule 63.)

List of cases in which absence has been declared to be „absence on duty” or not.

I. In the following cases the absences have been declared to be “absence on duty” :—

- (1) Official members absent to attend meeting of Districts and Local Boards.
- (2) A Medical Officer, summoned under orders of the Surgeon-General to another station for consultation with another Medical Officer in attendance on a Government servant entitled to free medical relief.
- (3) A Government servant deputed under the advice of the Civil Surgeon or any other Government Medical Officer to accompany another Government servant proceeding on leave on medical certificate or to procure further medical advice, when the Civil Surgeon or other Medical Officer considers that it would not be safe for him to, make the journey without attendance on the way.
- (4) A Government servant employed to be a “sick attendant” under rule 296 of the Eastern Frontier Regulations, 1922.
- (5) A Government servant summoned from one station to another for inspection by the proper authority before selection as candidate for a post, provided the Head of the Department certifies that the journey was undertaken in the interests of the Public service.
- (6) District Magistrates and Subdivisional Officers attending meetings of the Central Co-operative Banks in their capacity as *ex-officio* Chairman.
- (7) Commissioners of Divisions, District Officers and officers of or above the rank of Superintendent of Police, absent from their jurisdictions for the purpose of staying at Government House on the invitation of His Excellency the Governor of East Bengal.
- (8) Government servants appointed by the University to inspect educational institutions or to conduct examination in practical subjects on behalf of the University.
- (9) Government servants who are members of the Court of the University of Dacca attending meetings of the Court.

Note.—The travelling allowances on account of items (1) to (7) are met from provincial, revenues. In case of items (8) and (9) the travelling allowance is drawn from the funds of the Dacca University, at the rates admissible under their rules.

II. In the following cases, the absences have been declared not to be “absence on duty” :—

- (1) A Superintendent or Assistant Superintendent of Police while visiting a police-station unless—
 - (a) travels not less than twenty miles in one day, or
 - (b) he is absent from his headquarters for two or more consecutive nights and visits two or more police-station or posts.

Note.—It applies to casual visits to police-stations. Subject to the provisions of rules 70 to 89, it does not apply in the case of Government servants employed in investigating a case of dacoity, in looking after a bad character, or in other genuine police work, which, in the opinion of the controlling officer, rendered necessary a visit to a police-station. When such genuine police work renders a casual visit to a police-station necessary, a certificate to that effect should be recorded by the touring officer in the remarks column of the travelling allowance bill.

(No. 7.)

Insert the following in Appendix 9 to the East Bengal Service Rules, Part II, just below the first entry the head "Land Revenue"—

<p>"Kanungos permanently appointed with effect from the 1st October 1941. <i>vide</i> Government order No. 9308-L.R. dated the 25th September 1941.</p>	<p>Travelling and daily allowance of the recruits and those of the old group adopting the new scheme will be regulated as follows:—</p>
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(1) A Settlement Kanungo will not be entitled to any travelling allowance for journeys made while the limits of his normal jurisdiction which is a halka except actual railway or steamer fare of his class when travelling on duty by rail or steamer. He is also entitled to a fixed pony or bicycle allowance at the sanctioned rates. For the journeys outside the limits of his normal jurisdiction he will be entitled to draw travelling allowance at the rates admissible to permanent Government servants of his class.

(2) When a Kanungo placed in charge of an attestation circle he will be entitled to draw daily allowance for the first 10 days of halt in any one place in the circle during the field season but no allowance beyond this period will be admissible in any one season even though he may have to shift his camp within the circle. For journey by rail or steamer necessitated by such shifts with the approval of the Settlement Officer travelling allowance as on tour may be granted provided the conditions prescribed are fulfilled.

(3) A Settlement Kanungo employed on duties otherwise than in connection with Settlement Operation will draw travelling allowance at rate admissible to other Government servants of his class.

[No. 6219F., dated the 6th September 1954, Finance (Audit) Department Government of East Bengal.]

ance except as follows:—

Tahsildars and Tahsili officials in Chittagong Division are entitled to travelling allowance. Tahsildars in the district of Pabna and in the Dhaka Division and the Tahsildar of Chandkhali in the district of Khulna are entitled to travelling allowance for journeys by boat. Khas Mahal Tahsildars of the Dhaka Division are entitled to halting allowance for halts made in the course of a journey by boat on production of a certificate from the Controlling Officers that the hire of the boats had to be paid during each such halt.

Tahsili officials whose duties are not immediately directed to the collection of rent, may be allowed to draw travelling allowance under the ordinary rules by the Board of Revenue, if the latter are satisfied in each case that the pay of the official concerned was not fixed so as to compensate him for ordinary journeys other than journeys by rail or steamer.

Note.—During the periods mentioned, the following monthly rates of boat allowance may be drawn, in lieu of travelling allowance or daily allowance, by Khas Mahal Tahsildars in the areas stated provided they are on tour in the calendar month or the number of days stated ;—

Area.	Period	Amount.		Number of days.
		Tk.	Ps.	
1 Sadar and Tangail Subdivisions of Mymensingh district	August to October ..	32	0	20
2 Sadar, Bacharpara Algi, Narayanjanj and Munshiganj circles of Dhaka district.	(a) August to November	32	0	20
	(d) December to March	22	8	15
	(c) April to July ..	7	8	5
3 District of Pabna 15th July to 15th November	25	0*	20
4 Jamalpur August to October ..	32	0	20

*Subject to the further condition that the Tahsildar makes satisfactory collection.

Finance (Taxation)—I

Peons (Tk. 25—30) of the Excise Department	Entitled only to actual expenses on account of boat hire and ferry charges when the journey is confined to the police-station in which their headquarters are situated and to travelling allowance under the ordinary rates for journeys beyond it.
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Forest—

(i) Rangers, Deputy Rangers and Foresters in the Central Division	Entitled to daily allowance at ordinary rates for journeys on duty when they involve halts away from headquarters.
(ii) Deputy Rangers and Foresters not in charge of Ranges and Forest Guards.	Entitled to travelling allowance at ordinary rate under orders of Government when their duties necessitate keeping of a horse or a pony or other carriage.

Registration—

Registrar Any sum received by a District Registrar of Births, Deaths, and Marriages as travelling expenses for attendances at private residence from those at whose request the visit is paid, may be appropriated by the District Registrar, but for such attendances, he is not entitled to and travelling allowance from Government.
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Administration of Justice—

Process-servers and bailiffs ..	(i) Process servers and bailiffs employed in Civil, Criminal and Revenue Courts are not entitled to travelling allowance except for journeys by rail or steamer. Even in that case, process-servers will draw only the actual fare of the lowest class of accommodation, without any daily or halting allowance.
	(ii) They are exempted when travelling on duty from the payment of ferry tolls.

Note 1—For journeys on duty otherwise than in connection with the service of processes, the process-servers will get such travelling allowances as is admissible under rule 80.

Note 2—Revenue Nazirs and Naib Nazirs are not included in this entry and are entitled to travelling allowance for journeys in the Interior of the district.

Police—

Police Officers and men of all grades (including those employed in the Criminal Intelligence Department)* below the rank of Inspectors, with the undermentioned exceptions—

- (i) Officers of and below the rank of Sub-Inspectors.

Entitled to have their necessary baggage, including utensils, conveyed at Government expense when employed on escort duty.

- (1) Entitled to draw daily allowance at the ordinary rates for all journeys on duty of more than 15 miles from their headquarters, provided that, in the case of officers attached to a police station, the place to which they travel is beyond the limits of the police station.
- (2) In special cases where an officer is required to make rapid journey by road, actual reasonable expenses may be allowed by Government.
- (3) The fixed conveyance or horse allowance drawn by Sub-Inspectors will not be affected by the grant of daily Allowance.

Note.—Where there is a regular public bus service, Superintendents of Police may issue bus warrants to police officers of and below the rank of Sub-Inspectors for journeys on duty by bus within 15 miles from the headquarters, subject to the condition that no such bus warrants shall, except for special reasons which must be recorded in writing, be issued when the journey each way is less than five miles.

- (ii) Assistant Sub-Inspectors, head constables and constables who are not in receipt of permanent monthly travelling allowance.

May draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

Note.—The Superintendent of Police, Chittagong Hill Tracts, may sanction, in his discretion the payment of travelling allowance equivalent to the actual expenses incurred by Assistant Sub-Inspectors and Police constables in that district for journeys on tour (other than journeys by rail or steamer) within their respective jurisdiction subject to the condition that such travelling allowance shall not exceed eight annas a day and that no allowance shall be allowed to constables except for exceptionally long journeys.

- (iii) Constables of the River Police when required to travel on inland passenger steamers.

Entitled to draw daily allowance of 4 annas in addition to a free pass or the amount of the fare for every day on which they are absent from headquarters for more than 8 hours.

- (iv) Native Officers, non-commissioned officers and men of the Military Police.

May charge for the conveyance of their baggage in all cases in which journey are undertaken on duty under proper authority when permanent transport is not available and when the conveyance of baggage is certified to be necessary. This concession applies also to journey on duty beyond jurisdiction and to journeys on transfer from one district to another except where double railway fare is allowed. May also draw actual expenses for journeys by boat where this is the ordinary mode of travelling.

- (v) Police officers and men employed in District Intelligence Branches and the District Police Detective Departments.

Entitled to travelling allowance at the ordinary rates for any journey on tour more than 5 miles from the headquarters of the district to which attached, provided that, except in the case of Officer posted at Dacca, no conveyance allowance is drawn.

*The ordinary jurisdiction of this establishment is confined to a radius of 20 miles from the headquarters of each sub-agency.

Police—concd.

- (vi) Sick or wounded officers of and below the rank of Assistant Sub-Inspectors. Entitled to the steamer or railway fare when sent for treatment to the nearest hospital or dispensary whether civil or police, and when no railway or steamer is available entitled to the actual expenses for their conveyance on the certificate of the Superintendent of Police that they were too ill to make the journey on foot and that the illness or injury for which treatment is given is not directly due to intemperate or irregular habits.

Agriculture—

Members of the Department of Agriculture ..

Members of the Department who are not selected as Members of the Board of Agriculture, and who attend the meeting at Karachi in the capacity of visitors, should be treated as on duty on those occasions and should be allowed travelling allowance under the ordinary rules.

Public Health (Engineering), Department of Communications and Buildings, and Department of Irrigation—

- (i) Petty establishments expressly engaged for service in the field. Government in case of doubt may decide whether any particular officer or class of officers comes within this term or not.
- (ii) Members of the Subordinate Engineering Service and Sub-Overseers. May be granted conveyance allowance Under the special order of the Executive or Assistant Executive Engineer they may also draw mileage allowance.
- (iii) Tahsildars and Tahsil Peons in the Irrigation Department.

APPENDIX No. 10.

(Rules 67 and 84)

List of Government Servants authorised to sanction the carriage by Rail or Steamer, at Government cost, of Camp equipment and Horses of their own and Government Servants under them subject to the limitations noted against each.

Authority.	Officers.	Maximum man- undage of camp equipment.	Maximum number of horses.
Director of Land Records and Surveys.	For himself	35	3
	Settlement and Assistant Settle- ment Officers.	20	3
	Officers sent to Settlement Training Camp.	10	1 horse and 1 bicycle.
	Other officers	5	1
	Officers of the Central and Provincial Services of the Survey of Pakistan.	20	3
	Retired officers of the Survey Department re-employed.	20	3
	Officers of the Provincial and Subordinate Survey Service and Supervisors.	20	3

Authority.	Officers.	Maximum maundage of camp equip- ment.	Maximum number of horses.
Divisional Commissioners	.. Member of the Civil Service of Pakistan, the East Pakistan Civil Service (Executive) and Junior Civil Service returning from a Settlement Training Camp on the expiry of the period of training.	10	1 horse and 1 bicycle.
District Judges	.. Probationary Munsifs returning from a Settlement Training Camp on the expiry of the period of training.	10	1 horse and 1 bicycle.
Commissioner of Excise	.. For himself	35	3
	Deputy Commissioners ..	25	2
	Superintendents	20	2
	Inspenctors	15	2
Inspector-General of Police	.. For himself	35	3
	Deputy Inspectors-General of Police.	35	2
	Superintendents of Assistant and Deputy Superintendents of Police.	25	2
	Commandant and Assistant Commandants of Eastern Pakistan Rifles.	25	2
	Probationary Assistant and Deputy Superintendents of Police returning from Training Camp on the expiry of the period of training.	10	1 horse and 1 bicycle.
Director of Public Instruction	For Inspectors of Schools ..	1	motor cycle. 1
Director of Agriculture }	For himself	35	3
Director of Fisheries }	Officers of the Agricultural and Fisheries Service ..	20	2
	Other Officers	5	2
Director of Animal Husbandry	For Himself	20	2
	Other officers	5	1
Director of Industries	.. For Deputy Director and Superintendents of Sericulture also Weaving Masters.	5	1
Registrar of Co-operative Societies.	For himself	20	2
	Officers of the Department ..	10	1
	Inspectors and Auditors of Co-operative Department returning from a Settlement Training Camp on the expiry of the period of training.	10	1 horse and 1 bicycle.

Authority.	Officers.	Maximum maundage of camp equip- ment.	Maximum number of horses.
Conservator of Forests	.. For himself ..	20	2
	Deputy Conservators, Assistant Conservators, and officers of Provincial Service when in charge of a Forest Division.	20	2
	Assistant Conservators and officers of Provincial Service when not in charge of a Forest Division.	10	1
Superintending Engineers	.. For himself ..	35	2
	Executive Engineers ..	25	} One motor cycle and sidecar.
	Assistant Engineers ..	20	
	Other officers ..	5	

Appendix No. 11

(Rule 73.)

List of Government Servants who have been exempted from the operation of the rule for 10 Days' Halt at One Place.

Officers exempted wholly or partially.

Conditions.

All Departments—

Members of the Lower Subordinate Services .. None.

Land Revenue—

All officers and their establishments working under the supervision of the Director of Land Records if employed on the work of attestation, assessment of revenue and case work.

Up to a limit of 30 days, but daily allowance after the first ten days will be limited to half the ordinary rate admissible.

All other officers working under the supervision of the Director of Land Records (including all permanent or probationary officers deputed for training in Survey and Settlement).

The Director of Land Records may exempt up to a limit of 30 days His order is required in each case as no general exemption has been made. Daily allowance after first ten days will be limited to half the ordinary rate admissible.

Note.—The above order applies to the officers working in all settlement operations placed under the control of the Director of Land Records.In the smaller settlements the Collector is *ex-officio* Settlement Officer by virtue of Rule 44 of the rules under the Bengal Tenancy Act, where no Separate Settlement Officer has been appointed.**Forests—**

Officers of the Forests Department and their establishments.

On the understanding that they maintain camp equipage.

Forest Officers of the rank of Extra Assistant Conservator and upwards.

Serving in the Sundarbans Division subject to the condition that they draw half the daily allowance up to 60 days and no daily allowance thereafter.

Officers exempted wholly or partially.**Conditions.****General Administration—**

All members of the clerical staff required to accompany on tour the staff of the Governor, the Member of the Board of Revenue, a Secretary to Government and a Head of a Department.

Officers who draw the bill must certify that the prolonged halt was necessary in the interest of the public service, and that condition of clause (a) or (b) of rule 73 has been satisfied. With the exception of the staff accompanying the Governor the grant of daily allowance will be subject to rule 73 and the notes thereunder.

Shroffs

When sent on the undergo a course of training at the State Bank of Pakistan, Dacca, for a period not exceeding six weeks.

Clerks of Commissioners of Divisions ..

When required to accompany Commissioners on tours of inspection.

Administration of Justice—

All District and Sessions Judges with their establishments.

While holding sessions.

District and Sessions Judge of Pabna-Kushtia with his establishments.

When the Judge holds Court at Kushtia.

District and Sessions Judge of Dinajpur-Bogra with his establishments.

When the Judge holds Court at Bogra.

Subordinate Judges, Munsifs and their establishments.

Temporarily posted in the public interest to hold their Courts at stations away from their headquarters under conditions specified in Note 3 to rule 31 in Part I, full daily allowance up to 10 days, at half rate after 10 days and no daily allowance after the expiry of 60 days. The grant of daily allowance at these rates is subject to the following conditions :—

- (1) that the officer has to maintain double establishments for which a certificate will have to be furnished, and
- (2) that he does not avail himself of any joining time either for going to or returning from his new station.

Note.—District Judges, Additional District Judges and Subordinate Judges holding combined charge of two or more districts when they hold their courts at places mentioned in column 2 above or away from their headquarters, should be allowed halting allowance at the full rates admissible for the first ten days and at half rates thereafter. This also applies to their establishments.

Police—

Subordinate Police Officers attached to the Criminal Investigation Department.

Half daily allowance after 10 days and no allowances after expiry of 60 days.

Police or any other officer attending fair, durbar or agricultural exhibition.

Must maintain camp equipage and Magistrate of district must certify that their presence was necessary.

Education—

Officers of the Ahsanullah Engineering College, Dacca.

On duty to supervise the survey camps in connection with the practical training of students in surveying. Full daily allowance for the first 30 days and thereafter daily allowance at half rates.

Co-operative Societies—

Registrar, his assistant and establishments, including honorary organisers.

For all halts not more than 20 days at one place, subject to production of a certificate of compliance with the provisions of rule 73.

APPENDIX No. 13.

(Rule 9a)

List of cases in which the grant of Travelling Allowance has been permitted to join first post.

Particulars of cases.

Conditions for the grant (if any).

General—

- | | |
|---|---|
| 1. A person appointed to any of the departments requiring technical skill or knowledge. | May be allowed travelling allowance from the place where he received the orders of appointment, or if he belongs to any training school or college from such school or college, whichever will entail less expense to Government. |
|---|---|

Survey Department—

- | | |
|---|--|
| 2. Any person recruited from outside the province requiring technical skill or knowledge. | Travelling allowance as for a journey on tour on the scale admissible to Government servants of the grade to which the post, the Government servant proceeds to join, belongs. |
|---|--|

Forests—

- | | |
|--|--------|
| 3. Dependary and private students on passing out of the Forests School for joining appointment in the Forest Services. | Ditto. |
|--|--------|

Administration of Justice—

- | | |
|---------------------------|--|
| 4. Officiating Munsifs .. | Since second class railway and/or steamer fare and actual expenses not exceeding four annas a mile by road from the place of residence from which they start to the station where they join. |
|---------------------------|--|

Jails—

- | | |
|--|--|
| Jail officials on a pay of less than Rs. 16 a month recruited under authorised system from a district or a Province other than that in which the officials appointed reside. | Travelling allowance not exceeding the actual travelling expenses. |
|--|--|

- | | |
|--|---|
| Recruits for appointment as constables for journeys from their homes to the stations to which they are first posted. | Actual travelling expenses ; also diet expenses at the rate of not more than four annas per diem for the period of the journey. |
|--|---|

Education—

- | | |
|---|--|
| 1. Female teachers recruited from outside the Province, for journey to join a first non-gazetted appointment. | Travelling allowance for a journey on tour on the scale admissible to Government servants of the grade to which the post, the female teacher proceeds to join belongs, on condition that payment is not made until they are confirmed. |
|---|--|

Particulars of cases.

Conditions for the grant (if any).

Medical—

- | | |
|---|---|
| 8. (a) Pupils of Sub-Assistant Surgeon class in a Medical School, for journey from the place of which the final examination is passed to the place to which they are appointed. | Travelling allowance for themselves and their families. |
| (b) Compounders requiring and possessing technical knowledge for journey to join the first post. | Travelling allowance as shown against item No. 1. |

9. *Omitted—**Communications, Buildings and Irrigation—*

- | | |
|--|---|
| 10. Any person appointed in any capacity requiring technical skill or knowledge for which he has been specially trained. | Traveling allowances for a journey on tour. |
|--|---|

Local Fund—

- | | |
|---|--|
| 11. A Local Fund employee transferred to a post under Government. | Travelling allowance admissible to Government servants of the grade in which his new post is included. |
|---|--|

APPENDIX No. 14.

(Rule 138)

(A new appendix.)

1. (1) These Rules may be called the Special Medical Attendance Rules, 1950.

(2) They shall apply to any person, other than a person recruited for service on the Railways, when on duty or on leave in Pakistan—

- (i) appointed to any of the civil services, appointments to which were made before 15th August 1947 by the Secretary of State-in-Council or the Secretary of State; or
- (ii) who not being a person appointed as aforesaid holds a civil post in Pakistan to which he was appointed before the 15th August 1947, and was when he was first appointed to such post,—
 - (a) an officer holding a permanent commission in His Majesty's Land Forces other than a Department Officer of the Indian Unattached List or the Indian Medical Department ; or
 - (b) an officer holding a permanent commission in His Majesty's Indian Land Forces, other than a Viceroy's Commissioned Officer ; or
 - (c) an officer of the Royal Indian Navy other than an officer of the Royal Indian Naval Reserve, the Royal Indian Naval Volunteer Reserve or a Commissioned Warrant Officer, or

- (3) To whom these Rules are made applicable either by general or specific orders.

2. In these Rules, unless there is anything repugnant in the subject or context,—

- (a) "authorised medical attendant" means the principal medical officer appointed by the Government to attend its officers in the district in which the Government servant falls ill, and includes a military medical officer or other physician or surgeon with whom arrangements have been made by the Government to attend its officers in the area in which the Government servant falls ill ;

- (b) "family" means the wife, legitimate children and step-children of a Government servant, residing with and wholly dependent upon him ;
- (c) "the Government" means the Governor-General in the case of Government servants employed in connection with the affairs of the Federation and the Governor of the Province in the case of Government servants employed in connection with the affairs of a Province ;
- (d) "Government hospital" includes a Military Hospital, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Government for the treatment of its officers, but does not include a railway hospital ;
- (e) "medical attendance" means attendance in hospital or at the residence of a Government servant, and includes—
 - (i) such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in any Government Hospital or laboratory in the Province and are considered necessary by the authorised medical attendant ; and
 - (ii) such consultation with a specialist or other medical officer in the service of the Government as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine ;
- (f) "nurse" means a qualified nurse holding a certificate or diploma recognised by the Chief Administrative Medical Officer of the Province or a registered nurse in a Province in which there is statutory provision for the registration of nurses ;
- (g) "patient" means a Government servant, to whom these Rules apply or a member of his family, who has fallen ill ;
- (h) "Province" means the Province in which a patient falls ill ; and
- (j) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated, and includes—
 - (i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant ;
 - (ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Government hospitals in the Province ;
 - (iii) the supply of such medicines, vaccine, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition, of the Government servant ;
 - (iv) such accommodation as is ordinarily provided in the hospital to which the Government servant is admitted and is suited to his status ;
 - (v) the services of such nurses as are ordinarily employed by the hospital to which the Government servant is admitted ;
 - (vi) such special nursing as the authorised medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant ; and
 - (vii) the medical attendance described in sub-clause (ii) of clause (e) ; but does not include diet, or provision at the request of the Government servant of accommodation superior to that described in sub-clause (iv). --

3. A Government servant shall be entitled, free of charge, to medical attendance by the authorised medical attendant.

4. (1) Where the place at which a patient falls ill is not the headquarters of the authorised medical attendant—

- (a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-rule (1) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary and, if the application is under clause (b) of that sub-rule, that the patient was too ill to travel.

5. (1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may, with the approval of the Chief Administrative Medical Officer of the Province (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient)—

- (a) send the patient to the nearest specialist or other medical officer in the Province by whom, in his opinion, medical attendance is required for the patient or, in the case of anti-rabic treatment, to the nearest station in the Province where such treatment is available; or
- (b) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub-rule (1), shall on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or medical officer, or as the case may be, the place of anti-rabic treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge, to treatment—

- (a) is such Government hospital in the district in which he falls ill, as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment; or
- (b) if there is no such hospital as is referred to in clause (a), in such hospital other than a Government hospital, in that district as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment; or
- (c) if there is no such hospital as is referred to in clauses (a) and (b), in such hospital in the Province as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.

(2) Where a Government servant is entitled, under sub-rule (1), free of charge, to treatment in a hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him.

7. (1) If the authorised medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in sub-rule (1) of rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate writing by the authorised medical attendant, stating—

(a) his reasons for the opinion referred to in sub-rule (1),

(b) the amount of the cost of similar treatment referred to in sub-rule (2).

8. (1) Charges for services rendered in connection, with, but not included in, medical attendance on, or treatment of a patient entitled, free of charge, to medical attendance or treatment under these Rules shall be determined by the authorised medical attendance and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government, and the decision of the Government shall be final.

9. Nothing in these Rules shall be deemed to entitle a patient—

(a) to travelling allowance for a journey—

(i) for attendance by a dentist or oculist; or

(ii) outside the Province; or

(b) to reimbursement of cost incurred in respect of medical services obtained by him, or to travelling allowance for any journey performed by him, otherwise than as expressly provided in these Rules.

10. The Government may, by general or special order, direct that any certificate required by these Rules to be given by the authorised medical attendant and the controlling Officer for travelling allowance purposes, of a patient may, by special order, direct that any certificate so required for such purposes, shall be countersigned by the Chief Administrative Medical Officer of the Province.

11. No Government servant shall be transferred to foreign service unless the foreign employer undertakes to afford to him, so far as may be, privileges not inferior to those which he would have enjoyed under these rules if he had been employed in the service of Pakistan.

12. Nothing in these rules shall be construed as preventing the Government from granting to any person to whom they apply any concession relating to medical treatment or attendance which is not authorised by the rules.

APPENDIX No. 15.

(Rule 147.)

List of cases where travelling allowance to undergo training has been sanctioned.

Persons granted travelling allowance.

Particulars

Land Revenue—

Enrolled candidates for Kanungoship

.. Travelling allowance as on tour, but not daily allowance for halting for journey to and from the settlement training Camp on joining and leaving it at the beginning and termination of the period of training, and for journeys during the period of training.

Persons granted travelling allowance.

Particulars.

Forest—

- (a) Probationary students under training for the Forest Service —
- (i) while proceeding to join the Institute for the first time and finally returning therefrom ;
- (ii) while undergoing the course of the Institute.
- (b) Omitted.
- (c) Forest subordinates and students sent to the Forest College, Abbottabad, for Ranger's Course.

Actual expenses which include single second class fare by rail or steamer for the student, single third class fare of one servant, the freight of a bicycle when necessary and such luggage as is passed by the President or other officer authorised to countersign the travelling allowance bills.

Travelling allowance as admissible to the officers of the third grade on tour, freight of a bicycle if actually transported, and the cost of conveyance of luggage up to a maximum of conveyance of luggage up to a maximum of 2 mounds. Also actual expenses as passed by the President of the Institute for journey performed while undergoing the course of training at the Institute.

General Administration—**Shroffs**

.. ..

Travelling allowance for journeys to and from Dacca during the period of the training at the State Bank of Pakistan.

Police—

- (a) Constable recruits for journey to enable them to join training schools.
- (b) Police officers and men for journeys to and from Sardah for a course of training in the Police Training College.

Travelling allowance under ordinary rules.

- (i) Travelling allowance at tour rates for journeys to join Sardah Training College.
- (ii) Travelling allowance at transfer rates for journeys on discharge from Sardah Training College after completion of training.

N.B.—Outsiders recruited in Pakistan, who join the Police Training College direct on appointment, are not eligible for travelling allowance for their inward journey to the College unless they are entitled to travelling allowance for joining the first appointment under the rules in Chapter VIII

- (c) Constables and head constables for journeys to and from Dacca for a course of training in drill or a brush up course in drill.
- (d) Constables for journeys to and from Dacca a course of training in bugling.
- (e) Police officers for journeys to and from the Government Commercial Institute, for a course of training in Shorthand and Type-writing.
- (f) Police officers for journeys to and from the Detective Training School, for a course of detective training.
- (g) Sub-Inspectors for journeys to and from the Finger Print Bureau (Criminal Investigation Department), for a course of training in a finger print work.
- (h) Police officers and men for journeys to attend refresher courses in "first aid to the injured".

Travelling allowance under ordinary rules.

Ditto.

Ditto.

Ditto.

Ditto.

Ditto.

Persons granted travelling allowance.

Particulars.

Police—concl.

- (i) Sub-Inspectors undergoing training in the District Intelligence Branch. Travelling allowance for the journeys out and back and daily allowance at the rate of Rs. 20 *per mensem* for the period of halt.
- (ii) Assistant Sub-Inspectors undergoing training in the District Intelligence Branch. Travelling allowance for the journeys out and back and daily allowance at the rate of Rs. 12 *per mensem* for the period of halt.

Education—

- (a) Student Engineers on transfer from one station to another in the course of their practical training. Travelling allowance admissible to one seers of the Communications and Buildings Department (Communications and Buildings).
- (b) Students selected for education at the Normal School for journey to the school. Travelling allowance at the rates allowed to officers of the third grade.
- (c) Head Pandits of Guru Training Schools in East Bengal when they are sent to the Training School to undergo a course of training. Actual travelling expenses not exceeding the amount admissible as travelling allowances at third class rates.
- (d) Government servants or students under training in the Training College, Dacca.
- (1) To students, actual expenses for journeys to and from the college to joining and leaving it at the beginning and termination of the period of training ; and
 - (2) to Government servants, travelling allowance admissible under the ordinary rules for journeys to and from the college joining and leaving it at the beginning and termination of the period of training.
- (e) Passed student overseers of the Ahsanullah College of Engineering, Dacca, undergoing practical training. A lump sum of Rs. 10 will be paid as travelling allowance to each student from East Bengal for his journey to the place of practical training and Rs. 10 for his return journey on receipt of a report of satisfactory completion of his training, provided that the controlling officer, certifies on each case that the lump sums (limited to Rs. 10 on joining and to another Rs. 10 on completion of training) do not exceed the travelling allowance admissible under rule 147.

In cases where it is unavoidably necessary to transfer a student overseer from one place to another during the course of his practical training in a Government Department he will be allowed actual travelling expenses for such transfer not exceeding the amount admissible under rule 147.

Persons granted travelling allowance.

Particulars.

Education—concd.

- (f) Government servants deputed to a course of training at a Boy Scout's Training Camp. Travelling allowance limited to the actual return fares for rail or steamer journeys by the class to which his grade entitles him and to road mileage admissible on tour to and from the training centre provided that the previous sanction of Government to the training has been obtained.
- (g) Teachers of Government Educational Institutions for Pakistani girls deputed to a course of training at a Girl's Guide Training Camp. Travelling allowance limited to the actual return fares by rail or steamer by the class to which her grade entitled her and to road mileage admissible on tour to and from the training centre provided that the previous sanction of Government to the training has been obtained.

Medical—

- (a) Sub-Assistant Surgeons (1) Travelling allowance admissible under the ordinary rules when attending the 1st and 2nd post-graduate courses for the first time.
- (2) When attending the course on the 2nd or 3rd occasion, (i) actual travelling expenses for journeys by rail or steamer not exceeding the cost of a single fare each way by the class to which they are entitled when on tour, and (ii) for journeys by road such mileage as would be admissible had the journey been on tour.

Public Health—

- Inspector and Sub-Inspectors of Vaccination for journeys to and from the centres where they are required to undergo a course of training. Travelling allowance under ordinary rules.

Veterinary—

- Veterinary students selected to undergo a course of training at the Veterinary College or at any of the technical schools or colleges in other parts of Pakistan or when required to visit special exhibitions and demonstrations such as those occasionally organized in connection with the Industrial School for Silk Weaving in Rajshahi. Travelling expenses.

Miscellaneous—

- (a) Students selected to hold Government scholarships tenable in England when proceeding to or returning from England. A single second class fare by rail in Pakistan and free passage to and from England and freight for personal luggage not exceeding 3 maunds.
- (b) Clerks placed on training in typewriting. Travelling allowance under the ordinary rules to and from the training centres.

Note.—Any clerk who fails to Pass the test after a two-months' course will be permitted to draw travelling allowance for his return journey from the training centre on production of certificate from the company to the effect that he attended the training class for the full period of two months.

APPENDIX No. 16.

[Rule 122 (in Part I) and Rules 168 and 169.]

Travelling, etc., allowances of civil officers serving under the Government of Pakistan when on duty in Europe, including the Near East or America.

The pay of officers serving under the Government of Pakistan who may be deputed to work in Europe or America is governed by Fundamental Rule 51.

An Officer who is placed on duty while on leave out of Pakistan may, if he would otherwise have been on leave carrying average pay or full pay, elect to consume such leave during the period of duty and be granted an honorarium equal to one-sixth of his Pakistan pay for the period in question. [cf., rule 69(f) in Part I.] He will be eligible for Travelling Allowances in addition under the rules below as if drawing pay under Fundamental Rule 51.

The following regulations have been approved to govern the grant, under the authority of the Governor-General, of travelling and other allowances. They do not apply to cases governed by special rules, e.g., study leave, forest tours, etc.

They take effect from 15th August 1947, and are subject to review from time to time.

Section I.—Classification of Officers.

1. (a) Travelling expenses in Great Britain and Northern Ireland—

(i) Officers of the Central Services (including military officers in civil employment) whose pay while on duty in Pakistan (exclusive of overseas pay) is Rs. 1,100 *per mensem* or over and officers serving under the Governor-General in receipt of a salary of £750 *per annum* inclusive or over—1st class.

(ii) All other officers—3rd class.

(b) Halting allowances in Great Britain and Northern Ireland—

(i) Officers of the Central Services—according to the classification in rule 22.

(ii) Officers serving under the Governor-General—as in section IV (C).

(c) Travelling expenses and halting allowances abroad—

(i) Officers of the Central Services—as in paragraph (b) (i).

(ii) Officers serving under the Governor-General—Administrative and higher executive Officers—1st class. Other executive and clerical Officers—2nd class. Other officers—3rd class.

Note.—Retired officers are classified as above according to the service to which they belonged and the rate of pay they drew when last on duty, except that the halting allowances admissible to retired officers travelling in Great Britain and Northern Ireland will be at the rates specified in Section IV (C).

2. The allowances of military officers, if paid at military or naval rates, are governed by Army or Navy Regulations.

Section II.—Compensatory Allowance.

3. Subject to the provisions of Rules 4 and 5, officers who are sent to England from Pakistan on deputation may be granted a compensatory allowance at the following rates from date of landing in this country to date of leaving this country for Pakistan :—

1st class, 16s. 8d. a day; 2nd class, 12s. 6d. a day; 3rd class, 8s. 4d. a day. Officers deputed from Pakistan to places abroad will draw halting allowance under Section IV (B) for the duration of their deputation in America or Europe as the case may be.

4. If an officer is permitted to make leave during his deputation, or to delay his embarkation for Pakistan at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.

5. An officer who is eligible for a compensatory allowance under this section may be granted halting allowance under Section IV in lieu thereof, if to his advantage, in respect of necessary absences on duty away from headquarters.

6. Officers placed on deputation while on leave in this country may be granted a compensatory allowance at the rates prescribed in Rule 3 if they can show that they are put to extra expense in the matter of accommodation through being placed on duty. They will draw halting allowance in lieu thereof in respect of necessary journeys on duty away from headquarters.

Section III.—Travelling Expenses.

7. Travelling expenses when admissible are granted as follows where actually incurred :—

First class—First class railway or steamer fare.

Second class—Second if available, otherwise third.

Third class—Third class.

Note.—Officers are expected to follow the most economical route and to take advantage of return, cheap day, tourist, week-end or excursion tickets when available, and when a saving may be effected thereby. When it is known that daily journeys between the same two places will be performed on several occasions, a season ticket should be taken if more economical than daily return tickets. Railway officers travelling at concession rates may claim the cost of concession tickets only.

Delegates to conferences, etc., should utilise any rail and steamer fare concessions offered by Conference authorities.

Officers travelling by private motor-cars, etc., may be granted mileage allowance at the rates and under the conditions prescribed by the High Commissioner.

8. In the case of cross-channel passage second class officers may travel 1st class and third class officers 2nd.

9. Only the cost of return tickets is allowed when such can be taken.

10. An officer unless otherwise instructed is expected to take up his headquarters at his place of work, and will not be refunded the cost of journeys (other than the first and last) between his home or place of residence and his headquarters.

11. Except as provided in Rule 11A, necessary incidental expenses, such as taxi or cab fares, motor hire, etc. may be passed by the Chief Accounting Officer to the High Commissioner at their discretion. The extra cost of sleeping berths or seats in Pullman cars will not be allowed elsewhere than in America without the sanction of the Governor-General.

11A. Officers entitled to second class passages who are deputed to the United Kingdom receive in respect of journey from port of embarkation to their homes and *vice versa* the following allowance in lieu of refund of incidental expenses under Rules 11, namely, 15 s.g. for each journey if the officer travels alone and £1 for each journey if he is accompanied by his wife or family.

12. An officer ordered to travel by the overland route to or from Pakistan on duty may be granted, in addition to travelling expenses, an inclusive sum of £1 as travelling allowance for the journey between England and the continental port of embarkation for or disembarkation from, Pakistan.

Section IV.—Halting Allowance.

13. Officers on deputation from Pakistan travelling on duty may, when away from headquarters, draw in addition to travelling expenses under Section III halting allowance at the rates shown in the following tables A and B. Officers serving under the Governor-General and retired officials (classified in accordance with their last salary drawn when in Government service), may draw subsistence allowance at the rates shown in tables B and C. These rates are not intended to meet the whole cost of subsistence when absent from home or headquarters, but only the extra expenses necessarily incurred through such absences.

A—UNITED KINGDOM.

Class.	Rate 1. (First 14 nights.)		Rate 2. (After 14 nights.)		*Rate 3. (Journey of not less than 4 miles each way involving absence from headquarters of 10 hours or over).		*Rate 4 (Journey of not less than 4 miles each way involving absence from headquarters of between 5 and 10 hours).	
	s.	d.	s.	d.	s.	d.	s.	d.
1 ..	25	0	15	0	5	0	3	6
2 ..	18	9	10	0	3	6	2	0
3 ..	12	6	7	6	2	9	2	0

*These rates are not admissible in conjunction with rates 1 and 2.

B—PLACE ABROAD.

(i) *Sterling Rates.*

	Class 1.			Class 2.			Class 3.		
	£	s.	d.	£	s.	d.	£	s.	d.
*Constantinople	1	10	0	1	2	6
Egypt						
Oslo	1	5	0	0	18	9
Copenhagen						
Stockholm						
Spain						
*Bulgaria						
Hungary						
*Roumania						
*Yugoslavia	1	0	0	0	15	0
Greece						
Denmark (except Copenhagen)						
Norway (except Oslo)						
Sweden (except Stockholm)						
Turkey (except Constantinople)	0	15	0	0	10	0
Finland						
Portugal						

*The currency rates under B(ii) may be drawn if more favourable.

(H) *Currency Rates*

		Currency.	Class 1.	Class 2.	Class 3.
Albania	Lire	100	75	50
Austria (Vienna)	Shillings	43	32.25	21.50
Belgium (Brussels)	Francs	220	165	110
Rest of Belgium	175	131.25	87.50
*Bulgaria	Leva	670	502.50	335
Canada	Dollars (Canadian) ..	10	7.50	5
*Constantinople	Turkish Pounds ..	10	7.50	5
Czechoslovakia	Kronen	200	150	100
Estonia	Kroons	18	13.50	9
France (Paris)	Francs	175	131.25	78.5
Rest of France	125	93.75	62.50
Germany (Berlin)	Marks	30	22.50	15
Rest of Germany	25	18.75	12.50
Italy (Rome and Milan)	Lire	125	93.75	62.50
Rest of Italy	100	75	50
Lithuania	Lits	48	36	24
Netherlands (Amsterdam, Rotterdam and The Hague).		Guilders	15	11.25	7.50
Rest of Netherlands	12	9	6
Poland	Zlote	54	40.50	27
*Roumania	Lei	813	609.75	406.50
Switzerland (except Geneva)	Francs	30	22.50	15
Geneva	35	26.25	17.50
United States of America	Dollars	10	7.50	5
*Yugoslavia	Dinars	275	206.25	137.50

*The sterling rates under B (f) may be drawn if more favourable.

C—UNITED KINGDOM.

	Day rates.					
	Rate 1.	Rate 2.	Rate 3.	Rate 4.	Rate 5.	Rate 6.
	First 3 nights.	Next 4 nights.	For nights over 7 up to 14 nights in one place (except where a stay of more than 14 nights in one place is foreseen).	For nights in excess of 14 nights in one place (or for nights in excess of 7 nights where a stay of more than 14 nights in one place is foreseen).	*Over 10 hours.	*5-10 hours.
	Per night.	Per night.	Per night.	Per night.		
<i>Class A.</i>	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
Officers on scales rising to a maximum of not less than £738, or with salary over; £680 per annum, or with salary of £680 when that is the minimum of a scale.	23 6	21 0	20 0	15 0	5 0	3 6
<i>Class B.</i> Officers of Higher Clerical, Executive, Inspectorial and other Directing grades, and analogous classes, with minima of £155 per annum or over, and rising to maxima of £515 per annum or over—						
(i) on salary of £215 per annum up to £680 per annum;	18 6	17 6	15 0	10 0	3 6	2 6
(ii) on salary less than £215 per annum.	17 0	16 0				
<i>Class C.</i> Clerical and Departmental Clerical Classes and Shorthand Typists on salary between £155 and £337.	15 6	14 6	10 0	7 6	2 9	2 0
<i>Class D.</i> Clerical and Departmental Clerical Classes, Shorthand Typists, Typists and Writing Assistants on salary below £155.	12 6	11 9	7 6	6 0		

*These rates are not admissible in conjunction with rates 3-6.

14. When sleeping car accommodation is provided at Government expense, two-thirds, only of the appropriate rates prescribed in Rule 13 will be admissible.

15. The rates prescribed in Rules 13 for places abroad will not ordinarily be admissible for more than one month in any one place except as provided in Rule 3. They may be varied in the case of attendance at Imperial and International Conferences, etc.

16. No halting allowance can be drawn for any period during which an officer is entertained at the expense of the State or where subsistence is otherwise provided, e.g., on board ship.

17. When an officer is deputed to attend a Conference or Congress and its connected tour, he will draw in respect of the tour either the allowances and travelling expenses admissible under the above rules or the all-in charge, if any, arranged by the Conference or Congress authorities for the tour, whichever is the less.

APPENDIX No. 17.

Rules regulating travelling allowances of Ministers, the Speaker of the Legislative Assembly, Parliamentary Secretaries and Members of the Legislative Assembly.

N.B.—The general rules for reserved accommodation on railway journeys as laid down in rule 162 of Chapter XII are also applicable to Ministers and the Speaker of the Legislative Assembly.

Section I.—(I) Ministers.

Rule 1.—(a) When travelling by rail, Ministers are entitled to a reserve first class carriage, to railway fares actually paid for not more than ten personal servants at lowest class rates and to the conveyance of all their personal luggage, at the public expense, whether taken in the luggage-van of the train to which the reserved carriage is attached or sent by any other trains.

(b) They must pay the usual fares for any persons travelling with them in the reserve accommodation and if Government pays full tariff rates for the reserved accommodation such fare must be credited to Government.

(c) When travelling by road or steamer, they are entitled to charge to Government their personal *bona fide* travelling expenses, appending to their bills a certificate as follows:—

"I certify that I have actually paid the amount of this bill and that it does not include any charges for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or staging bungalows".

Note.—Stores taken for consumption on tour are treated as personal luggage.

Rule 2.—If for any journey a Minister chooses to forego the privileges admissible under Rule 1 above, he may instead draw mileage at the rates admissible to an officer for the first grade for a journey by rail or steamer and at a rate of Rs. 1 per mile for a journey by road.

Rule 3.—A Minister may draw, in addition to the privileges granted by Rule 1 to or as the case may be, daily allowance at the rate of Rs. 15 for the period of absence from headquarters on tour. For halts outside the Province of East Bengal, he may in addition draw an allowance of Rs. 10 per day. For the purpose of the drawal of such additional allowance, a day shall be interpreted as a period which includes a midnight.

Rule 4.—A Minister, when travelling on tour, may recover the cost of carrying a motor car under the conditions specified in Rule 84 in this Part: Provided that Government is satisfied that the car has been employed, for all practical purposes, only as a means of performing, in the public interest, a journey off the line of railway. In cases where the presence of his car with the Minister has, apart from the advantages to Government of the particular tour or journey, saved him expense in hiring a conveyance or served his personal convenience to an appreciable extent, he must pay one-fifth of the cost of carriage.

Rule 5.—The signature of a Minister on his travelling allowance bill or on the railway requisition shall be accepted in audit as an authority for the journey, without requiring any further orders of Government. Similarly, no orders of Government shall be asked for in the case of journeys undertaken by the Ministers' personal staff (orderlies and stenographer) provided it is stated on their travelling allowance bills that the journey was made to accompany or to join the Hon'ble Minister.

Rule 6.—When a Minister, after his appointment as such, travels by railway to join his post, he may, at his option, travel on the following terms, in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer :—

- (a) Any accommodation which he will be entitled, under these Rules, to reserve by requisition after joining his post will, if practicable, be placed at his disposal.
- (b) The charge for haulage of the reserved accommodation will be paid by Government.
- (c) He must pay to Government the fare which he would have paid if no accommodation has been reserved, and must, in addition, pay in cash to the Station Master of the station from which the journey commences full fares for any members of his family accompanying him, whether they share his reserved accommodation or not. When Government pays full tariff rates for the accommodation, all such fares will be credited to Government.

Rule 7.—When a Minister travels by railway on ceasing to hold office, he is entitled, if he so desires, to the concession described in Rule 6.

(ii) Speaker of the Legislative Assembly.

Rule 8.—For all journeys on public business the Speaker of the East Bengal Legislative Assembly, shall be entitled to the same privileges as are admissible to Ministers under Rules 1, 2 and 3 of this Appendix.

Rule 9.—(a) The Speaker of the East Bengal Legislative Assembly may draw travelling allowance for one journey per session each way between his usual place of residence (i. e., the place where he usually resides out of session) for the purpose of attending a session, provided that, if the usual place of residence is outside East Bengal, no travelling allowance shall be drawn for the part of the journey which lies outside the province.

(b) For all journeys on public business and for any other journeys on which he thinks it reasonable to do so, he may order any number of his personal orderlies to accompany him, and may charge travelling allowance for them.

(c) For all journeys on public business, and for any other journeys to a place at which he requires to use his personal stenographer to assist him in disposing of work in connection with the Legislature, he may take his stenographer or summon him there and the stenographer in that case will be entitled to charge travelling allowance.

(d) He may summon any one member of his other staff to any place at which he is on tour on public business, or to any place at which he is disposing of work in connection with the Legislature, if he finds it necessary to have the presence of that member for the purposes of the disposal of that business or work.

Rule 10.—The signature of the Speaker on the railway requisition or on the travelling allowance bill, either of himself or of his staff, shall be accepted in audit as an authority for the journey, without requiring any further orders of Government.

(iii) Parliamentary Secretaries.

Rule 11.—The headquarters of a Parliamentary Secretary will be Dacca.

Rule 12.—For journeys performed under the instructions of an Hon'ble Minister and in the interests of the public service, a Parliamentary Secretary will receive travelling allowance prescribed for a first grade Government servant.

NOTE.—A Parliamentary Secretary travelling to join his first appointment is entitled to draw travelling allowance.

Rule 13—The travelling allowance bills of a Parliamentary Secretary which will be countersigned by the Hon'ble Minister in charge of the Home Department, will be debited to the head to which his pay is charged. The bills will be supported by a certificate that the journey or journeys was or were performed under the instructions of an Hon'ble Minister and in the interests of the public service.

Section II.—Members of the Legislative Assembly.

1. (i) These Rules may be called the East Bengal Legislative Assembly (Members Allowance) Rules, 1950.

(ii) They shall be deemed to have come into force on the 15th August 1947;

Provided that they shall not entitle any member to further payment of mileage or daily allowance in respect of any journey or halt for which he has received payment under any other rule or order in force.

2. In these rule—

- (1) "Act" means the Bangal Legislative Assembly (Members' Emoluments) Act, 1937, as adapted.
- (2) "Member" means a member as defined in the Act, namely, a Member of the East Bengal Legislative Assembly, other than the Government's Council of Ministers the Speaker of the said Assembly, Parliamentary Secretaries, Parliamentary Under-Secretaries, Parliamentary Private Secretaries, Whips, Chief Whip and Political Secretaries or Political Secretaries, if any.
- (3) "Session" means the whole period of a session, of the Provincial Legislative Assembly from the time when it is assembled in pursuance of a summons issued under sub-section (2) of section 62 of the Government of India Act, 1935, to the time when it is prorogued.
- (4) "Meeting" means the meeting of the Assembly or of a Committee of the Assembly during the session or out of the session, or a meeting to which a member is summoned out of the session for the transaction of business connected with his duties as a member of the Assembly.
- (5) "Usual place of residence" means the place where a member generally resides for at least six months in the year.
- (6) "House" means the building in which the meeting is held.
- (7) "Mufassal member" means a member whose usual place of residence is outside a radius of 10 miles from the House.
- (8) "Mileage allowance" means—

(i) in the case of journeys by rail or steamer, an allowance at the rate prescribed in the Act, namely, at the rate of one and half times first class fare;

(ii) in the case of journeys by road—

- (a) for journeys not exceeding 30 miles, an allowance at the rate of annas six per mile if the journey is performed by motor vehicles, and annas eight per mile if the journey is performed otherwise.
- (b) for journeys exceeding 30 miles, an allowance at the above rates for the first 30 miles and at half the above rates for the excess over 30 miles

NOTE 1—Where mileage allowance is claimed at the rate of annas eight per mile, the member drawing the bill shall certify that no part of the journey in question was performed by motor vehicles.

NOTE 2—The provisions of paragraph (ii) shall also be applicable to the journey performed by boat.

(9) "Conveyance allowance" means a conveyance allowance at the rate prescribed by the Act, namely, at the rate of Rs.2-8 *per diem*.

(10) "Day" means a calendar day beginning and ending at the midnight.

3. A member may draw conveyance allowance for any day on which he attends a meeting.

4. No member may draw mileage allowance and daily allowance for the same day.

5. No member who arrives at and leaves the place of meeting on the same day may draw daily allowance for that day.

6. No member may draw daily allowance for any day after—

(a) the close of the session;

(b) the completion of the business for which a member is summoned out of session.

7. No member whose usual place of residence is within a radius of 5 miles from the House and no member who ordinarily carries on any business professional or otherwise within a radius of 5 miles from the House may draw mileage allowance or daily allowance for attending the meeting.

8. No member whose usual place of residence is within a radius of 10 miles from the House and no member who ordinarily carries on any business professional or otherwise within a radius of 10 miles from the House may draw daily allowance.

9. Subject to rules 4 to 8 a member who has to leave his usual place of residence or the place where he ordinarily carries on any business professional or otherwise for the purpose of attending meetings or transacting business connected with his duties as a member of Assembly may draw mileage allowance and daily allowance:

Provided that no mileage allowance may be drawn by any member if he has not attended at least one meeting for which he is summoned.

Note.—Mileage allowance to a member will be paid to and from his usual place of residence, if within the Province, or to and from the headquarters of his constituency if his usual place of residence is outside the Province.

10. For the purpose of rule 9 a member shall furnish a certificate in the prescribed form as to his place of residence or the place where he ordinarily carries on any business professional or otherwise.

11. Notwithstanding anything contained in rule 14, if a member attends the first meeting of its session of the Assembly and stays throughout the session, he may draw daily allowance for the whole session:

Provided that he has attended all meetings of the Assembly during the session or, in the case of absence from any meeting except the first meeting of the session, has explained such absence to the satisfaction of the Speaker:

Provided further that where daily allowance is drawn under the authorisation of the Speaker, for days of absence, the allowance shall be drawn at the following rates:—

(a) For the first six days of absence in a session, at full rates;

(b) For a further twelve days of absence in a session, at half rates;

(c) For days of absence in excess of eighteen in a session, no allowance.

Note.—In calculating the days of absence in a session, Sundays, holidays and non-meeting days should be included for the purpose of clauses (a), (b) and (c) of the second proviso.

12. A mufassal member who is prevented from attending any meeting of the Assembly may draw daily allowance for the day or days of his absence if—

- (1) he stayed at the place of meeting on each day of such absence, and
- (2) he has explained such absence to the satisfaction of the Speaker:

Provided that when daily allowance is drawn under this rule, the allowance shall be drawn at the rates specified in clauses (a), (b) and (c) of the second proviso to rule 11.

13. If a member does not arrive or leave on the day of the meeting he will be considered to arrive on the day before the meeting, and to leave the day after the meeting even if, as a matter of fact, he arrives some days before, or leaves some days after. He will, therefore, be entitled to mileage allowance for the day before and the day after the meeting, and to daily allowance for the day of the meeting only, and not for any other days during which he may reside in the place where the Assembly or Committee is sitting, before or after the meeting.

13A. Notwithstanding anything contained in rules 4, 5 and 13 if a member who leaves the place of meeting in the afternoon after attending the meeting, or if he arrives at the place of meeting in the forenoon and attends the meeting on that date, he may draw daily allowance for the same day.

14. (a) In the case of adjournments or intervals between meetings of seven days or less a mufassal member who stays at the place of meeting for the intervening period may draw daily allowance for that period provided that the member is present in the meeting on the day on which it is adjourned and also on the day on which it is held after the adjournment or in the case of absence on any such days the member has explained such absence to the satisfaction of the Speaker. A mufassal member who returns to his usual place of residence may draw mileage allowance but the amount drawn shall in no case exceed the amount which would have been admissible if he had elected to stay at the meeting place and drawn daily allowance.

(b) In the case of adjournments or intervals between meetings of more than seven days a mufassal member may return to his usual place of residence in the intervening period and may draw mileage allowance. If he stays at the place of meeting he may draw daily allowance but the amount drawn shall not exceed the amount which he would have drawn as mileage allowance had he returned to his usual place of residence.

15. Where a meeting lasts over the week-end mileage allowance is not admissible to a member who leaves the place of meeting during the week-end but he may draw daily allowance for the week-end provided he is present at the opening meeting after the week-end as well as on the day when the meeting was adjourned for the week-end otherwise he may draw daily allowance only for the days on which he actually attended meetings.

16. In the case of protracted sittings of three weeks' duration or over a mufassal member may return to his usual place of residence once during that period and may draw mileage allowance. But any member who stays away from the place of meeting for such a length of time as necessitates his being absent for more than six consecutive meetings shall forfeit his right to this concession.

Note.—For the purpose of continuity of protracted sittings Saturdays, Sundays, Gazetted or other declared holidays or days which were once announced as working days but thereafter treated as non-working days are not to be treated as breaks in the continuity of the sittings.

17. (a) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short:

Provided that when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

(c) If a member travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Note.—When a member travels by a route which is not the direct or the cheapest route, it is necessary that he should show in the travelling allowance bill, the details of the journey and the various stages by which it was made.

18. In calculating mileage allowance for journeys by road, fractions of a mile shall be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

19. Claims of members to arrears of salary or allowances which have been allowed to remain in abeyance for a period exceeding one year shall be paid after investigation by the Principal Auditor under the special orders of the Provincial Government which shall have the right to withhold any such claim unless it is accompanied by adequate explanation for the delay. The period of one year shall be calculated from the date on which the salary or allowance becomes payable.

Certificate of Residence and Business referred to in rule 10 of the East Bengal Legislative Assembly (Members' Allowances) Rules, 1950.

I....., a member of the East Bengal Legislative Assembly, do hereby certify that my usual place of residence is at..... in the district of..... where I generally reside for at least six months in the year* and that I do not ordinarily carry on any business professional or otherwise within a radius of 5/10 miles of the Legislative Building Dacca; and that my usual place of residence is not within a radius of 5/10 miles of the Legislative Building, Dacca.

This certificate is given for the purpose of drawing my mileage and/or daily allowance bills for attending the meetings of the East Bengal Legislative Assembly or of any committee thereof under the provision of rule 10 of the East Bengal Legislative Assembly (Members Allowances) Rules, 1950.

Dated.....195.....

Signature of the Member.

*During the last twelve months.

APPENDIX No. 18.

Correspondence showing the source of each rule in the East Bengal Service Rules, Part II (Compensatory Allowances Rules).

Rule 1 is introductory, stating the date of effect.

Rule 2 states the extent of application. The Note was redrafted to suit present day requirement.

Rule 3 adapts F.R. 8, with F.R. 7 included as Note 1 and F.R. 5A as Note 2.

Rule 4—Omitted from this Part and included in Part I [the clauses (2) (8), (9) (10), (14), (22), (47) and (49) of Rule 5 in Part I].

Rule 5 adopts by reference the expressions defined in rule 5 in part I.

Rule 6 refers to domicile criteria contained in rule 35 in Part I.

Rules in the substantive portion of F.R. 44.

2. 263A. Audit Instruction (3) to F.R. 93 is included as a note.

Rule 10 adapts the Audit Instruction to S.R.'s 264, 265, 265A, 265B and 265C.

Rule 11—S.R. 265D and takes in S.R. 30.

Rule 12 adapts S.R. 265E and takes in notes 2 and 3 to S.R. 305A.

Rule 13 is S.R. 264.

Rule 14—S.R. 265.

Rule 15—S.R. 265A.

Rule 16—S.R. 265B.

Rule 17 omitted.

Rule 18 takes in the exception to S.R. 265C.

Rule 19—S.R. 265C.

Rule 20 redrafts S.R. 305A.

Rule 2'—S.R. 18(b).

Rule 22 takes in S.R.'s 24 and 25, also reproduces paragraph (1) of Audit Instructions below F.R. 44 in note 3— with suitable adaptation and audit as in Finance Department No. 8922F., dated the 16th December 1950. Note I was replaced by one in terms of G.O. No. 127F., dated the 8th January 1951.

Rule 23 clarifies the intention of S.R. 26.

Rule 24 takes the substantive portion of S.R. 28.

Rule 25 redrafts S.R. 29 and S.R. 30.

Rule 26 redrafts S.R. 32.

Rule 27 redrafts S.R. 33.

Rule 28 takes the exception to S.R. 33, adapted to meet present day requirements.

Rule 29 reproduces note 1 to S.R. 32. Note is based on Bengal Government, Revenue Department, Miscellaneous No. 20125 Misc., dated the 26th September, 1938.

Rule 30—Omitted as not relevant.

Rule 31—S.R. 35.

Rule 32 is a redraft taking in S.R.'s 36 and 37. Note 5 is based on Finance Department No. 303F., dated the 16th January 1951.

Rule 33—S.R. 38 with omission of Notes 2 and 3 as the places to which they apply are in East Bengal.

Rule 34—S.R. 38A.

Rule 35 takes in the note to S.R. 38A.

Rule 36—S.R. 39.

Rule 37 reproduces S.R.'s 40 and 41 adapted suitably.

Rule 38—S.R. 42. The note is an interpretation given in Finance Department's letter No. 287F., dated the 17th June 1929. Notes 2 and 3 omitted as they are not applicable in East Bengal.

Rule 39 reproduces S.R. 43.

Rule 40—S.R. 44.

Rule 41 takes S.R. 45 and adds a proviso similar to that in rule 37 (S.R.41). The note to S.R. 47 is more appropriately placed here.

Rule 42 reproduces S.R. 46.

Rule 43—S.R. 47.

Rule 44 reproduces S.R. 49.

Rule 45 is a redraft of S.R. 48 and note.

Rule 46—S.R. 50.

Rule 47 takes in S.R.'s 51(a) and 52.

Rule 48 redrafts note 1 to S.R. 51.

Rule 49—note 2 to S.R. 51.

Rule 50 takes in note 3 to S.R. 51.

Rule 51—Note 5 to S.R. 51.

Rule 51—S.R. 53.

Rule 53—S.R. 53A.

Rule 54—S.R. 53-B with S.R. 53-C as note 1. Note 2 is based on Finance Department No. 303F., dated the 16th January 1951.

Rule 55—S.R. 54. Note 2 is an addition to remove a longstanding misapprehension.

Rule 56—S.R. 55.

Rule 57 reproduces the substance of S.R.'s 56 and 57.

Rule 58 takes notes 1 and 2 to S.R. 54.

Rule 59 is a redraft of S.R. 61.

Rule 60 takes in the substance of S.R.'s 58, 59 and 60.

Rule 61—S.R. 62.

Rule 62—S.R. 63.

Rule 63 absorbs the principles of S.R.'s 66 and 67. The particular cases have been taken to an appendix (Appendix No. 8.).

Rule 64 takes all that is necessary of S.R.'s 70 and 74.

Rule 65—S.R. 68.

Rule 66—S.R. 69.

Rule 67 is a redraft of S.R. 71.

Rule 68 reproduces S.R. 72 with the omission of the note.

Rule 69—S.R. 73.

Rule 70—S.R. 75 with the omission of the existing note as inapplicable. A new note has been inserted on the basis of G.I.F.D., No. 5(46)-R.1/43, dated the 8th June 1943.

Rule 71—S.R. 76 with the omission of notes 4, 5 and 6 as inapplicable.

Rule 72—S.R. 77.

Rule 73 adapts S.R. 78. Note 2 is based on B.G.F.D. No. 434F., dated the 7th February 1933. An addition has been made to note 3 on the basis of an Audit Instruction of 1928-29.

Rule 74—S.R. 79.

Rule 75—S.R. 80 adapted.

Rule 76—S.R. 81(a).

Rule 77 is a redraft of the exception to S.R. 81.

Rule 78—S.R. 81(b).

Rule 79—reproduces S.R. 81(c) and (d).

Rule 80—S.R. 83.

Rule 81—S.R. 82.

Rule 82—S.R. 84.

Rule 83—S.R. 85.

Rule 84—S.R. 86 with the notes somewhat re-cast.

Rule 85—S.R. 87.

Rule 86—S.R. 88 redrafted with the omission of the note as Appendix No. 12 has been omitted as it is not applicable to East Bengal.

Rule 87—S.R. 90.

Rule 88—S.R. 89.

Rule 89—item (3) of S.R. 67 suitably adapted.

Rule 90—a new rule—throws into rule form the principle of clause (iii) of Appointment Department No. 638-A., dated the 23rd January 1935.

Rule 91 takes in note 2 to S.R. 15.

Rule 92 reproduces note 2 to S.R. 182.

Rule 93—S.R. 102.

Rule 94—S.R. 103 suitably adapted.

Rule 95—S.R. 104 as modified by the Re-employed Personnel (conditions of service) Rules, 1934.

Rule 96—redraft of S.R. 108 modified slightly to avoid reference to Secretary of State

Rule 97—S.R. 109.

Rule 98—S.R. 110.

Rule 99 reproduces S.R. 111 including a necessary reference to leave salary.

Rule 100 is a completed redraft of S.R.s 112 and 113(a) with clause D modified on the lines as sanctioned in B.G.F.D. No. 934F., dated the 22nd May 1945 and a new sub-rule (2) added on the basis of the Finance Department No. 5095F., dated the 8th November 1949.

Rule 101—S.R. 113 (d) and (e).

Rule 102 reproduces the exception to S.R. 113.

Rule 103—S.R. 113(c).

Rule 104—S.R. 113(f).

Rule 105 reproduces S.R. 113 (b) (iii) and S.R. 113C with note.

Rule 106—S.R. 113A redrafted to provide for possible changes in the rates of travelling allowance for journeys on tour.

Rule 107—S.R. 113-B redrafted to provide for possible changes in the rates of travelling allowance for journeys on tour.

Rule 108—S.R. 116.

Rule 109—S.R. 120.

Rule 110—S.R. 121 with note.

Rule 111—S.R. 122 redrafted to provide for situation created by the promulgation of a new sub-rule of rule 100.

Rule 112 is S.R. 123 with note.

Rule 113—S.R. 123-A.

Rule 114—*Omitted* as it relates to Calcutta Police.

Rule 115 reproduces S.R. 117.

Rule 116—S.R. 119.

Rules 117 to 119—*Omitted* as they relate to journeys to Darjeeling.

Rule 120—S.R. 127.

Rule 121—S.R. 128.

Rule 122 adapts S.R. 129.

Rule 123—S.R. 130.

Rule 124 redrafts S.R.'s 131 and 132 and takes in S.R. 136 as a note.

Rule 125—S.R. 139.

- Rule 126—S.R. 140.
- Rule 127 adapts S.R. 141.
- Rule 128 reproduces S.R. 125.
- Rule 129 S.R. 137.
- Rule 130 reproduces S.R. 137-A with the omission of portion relating to Calcutta Police.
- Rule 131—S.R. 138.
- Rule 132 amalgamates S.R.'s 142, 143 and 149 and takes S.R. 147 as a note.
- Rule 133—S.R. 148.
- Rule 134—S.R. 146.
- Rule 135 adapts S.R. 150 with notes 1 and 3.
- Rule 136—S.R. 150—Note 2.
- Rule 137—S.R. 151.
- Rule 138—S.R. 152.
- Rule 139—S.R. 152-A.
- Rule 140 reproduces S.R.'s 153 and 153-A with notes thereunder.
- Rule 141—S.R. 154.
- Rule 142—*Omitted* as there is no Chaplain in Government service in this Province.
- Rule 143 reproduces S.R. 156.
- Rule 144—S.R. 157.
- Rule 145—S.R. 158.
- Rule 146—S.R. 159.
- Rule 147—S.R. 160.
- Rule 148—S.R. 161.
- Rule 149 takes in S.R. 168 with S.R. 166 as a note.
- Rule 150—S.R. 169.
- Rule 151—S.R. 170.
- Rule 152—S.R. 171.
- Rule 153—S.R. 172.
- Rule 154—redraft of note to S.R. 172 and note 2 to S.R. 174.
- Rule 155—S.R. 173.
- Rule 156—S.R. 173-A.
- Rule 157—S.R. 174 with note 1 slightly amended in view of G.O. No. 1792F., dated the 12th August 1948.
- Rule 158—S.R. 175 with notes.
- Rule 159 reproduces S.R. 176.
- Rule 160—S.R. 177.
- Rule 161—S.R. 178.
- Rule 162 adapts and redrafts S.R.'s 92 and 101 with S.R.'s 164 and 165 taken in as notes.
- Rule 163—S.R. 162.
- Rule 164—a new rule slightly modified to suit present day requirement.
- Rule 165—S.R.'s 184 and 185 with the omission of sub-clause (1) as there is no ecclesiastical Department in this Government.
- Rule 166—S.R. 186.
- Rule 167—S.R. 187.
- Rule 168 adapts the principles of F.R. 51(2).

Rule 169 gives effect to Secretary of State's orders regarding travelling allowances out of India (*vide* paragraph 3 of Appendix 25 of the Fundamental and Subsidiary Rules) suitably adapted.

Rule 170—Rule 3(I) of the Passage Rules, 1925, below F.R. 44.

Rule 171—Rule 3(II) of the Passage Rules, 1925 below F.R. 44.

Rule 172—based on Secretary of State's order (2) under F.R. 51.

Appendix No. 1—a new Appendix and incorporates the following S.R.'s:—

Rule 1—S.R. 179.

Rule 2—S.R. 180.

Rule 3—S.R. 181.

Rule 4—S.R. 27 with adaptations.

Rule 5(a)—S.R. 182(a) and (c).

Rule 5(b)—S.R. 182—Note 1.

Rule 5(c)—S.R. 182(d).

Rule 5(d)—S.R. 182—Note 5.

Rule 6—Omitted to suit local requirement.

Rule 7—S.R. 103—Note 1.

Appendix No. 2—Appendix 17 of Fundamental and Subsidiary Rules with adaptations.

Appendix No. 3—Appendix 9 of Fundamental and Subsidiary Rules with adaptations.

Appendix No. 4—Appendix 4 of Fundamental and Subsidiary Rules adapted suitably.

Appendix No. 5—Appendix 5 of Fundamental and Subsidiary Rules adapted suitably.

Appendix No. 6—Appendix 6 of Fundamental and Subsidiary rules adapted.

Appendix No. 7—Appendix 7 of Fundamental and Subsidiary Rules adapted.

Appendix No. 8—a new Appendix based on S.R. 66 and S.R. 67 adapted.

Appendix No. 9—Appendix 10 of Fundamental and Subsidiary Rules with adaptations.

Appendix No. 10—Appendix 12 of Fundamental and Subsidiary Rules adapted.

Appendix No. 11—Appendix 11 of Fundamental and Subsidiary Rules adapted.

Appendix No. 12—(Appendix 13 of Fundamental and Subsidiary Rules) [Omitted as irrelevant.]

Appendix No. 13—Appendix 14 of Fundamental and Subsidiary Rules adapted.

Appendix No. 14—A new appendix to reproduce the Special Medical Attendance Rules 1950, made by the Governor-General. Old Appendix No. 14 of B.S.R. II has been omitted.

Appendix No. 15—Appendix 16 of Fundamental and Subsidiary Rules adapted.

Appendix No. 16—adapts Appendix 25 of Fundamental and Subsidiary Rules.

Appendix No. 17—a new Appendix—

Section I(i)—based on S.R.'s 96, 97, 98, 98A, 107, 115 and 145.

(ii)—based on Government of Bengal, Finance Department letters Nos. 2699F., dated the 21st March 1938, 11477F., dated the 30th November 1938, and 369F., dated the 22nd February 1939.

(iii)—Home (Constitution and Elections) Department Notification No. 256AR., dated the 15th February 1940.

Section II—Rules framed in exercise of the powers conferred by section 4 and 5 of the Bengal Legislative Chambers (Members' Emoluments) Act, 1937—Government of Bengal, Finance Department, notification No. 10676-F., dated the 2nd October 1937, etc., as subsequently amended in terms of G.O. No. 1623C.E., dated the 30th December 1950.

Appendix No. 18—Appendix 23 of the Fundamental and Subsidiary rules [omitted as inapplicable in East Bengal.] The concordance has been printed under this number.

Appendix No. 19—used to appear as a separate publication. [Omitted as inapplicable in East Bengal.] The concordance has been printed under this number.

APPENDIX No. 19.

Concordance explanatory of the treatment recorded in the East Bengal Service Rules, Part II (Compensatory allowances Rules), to the Fundamental and Subsidiary Rules as modified up to 31st October 1942.

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F.R.51 Rule 3—Note 2.
F.R. 7 Rule 3—Note 1.
F.R. 8 Rule 3.
S.R. 15—Note 2 Rule 91.
S.R. 18(b) Rule 21.
F.R.44—Substantive portion Rule 7.
The Secretary of State's orders regarding Omitted. Exchange Compensation Allowance.				
The Audit Instructions—				
Paragraph (I) below F.R.44 Rule 22—Note 3.
Secretary of State's orders regarding the grant of passages (Rule 3 of the Passage Rules, 1925). Rules 170 and 171
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S.R. 23(b) Rule 5(8) in Part I.
S.R.23(c) Rule 5(9) in Part I.
S.R. 23(c1) Rule 5(10) in Part I.
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S.R.23(f) Rule 5(22) in Part I.
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S.R.23(h) Rule 5(29) in Part I.
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