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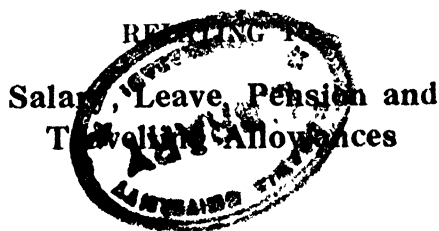
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H.E.H. THE NIZAM'S GOVERNMENT

**The Hyderabad
Civil Service Regulations**

(Fourth Edition)



HYDERABAD-DECCAN
PRINTED AT THE GOVERNMENT CENTRAL PRESS
1932

PREFACE.

These Regulations promulgated in obedience to His Exalted Highness the Nizam's Firman dated 25th Ramazan 1337 H. (corresponding to 18th Amerdad 1328 F.) were for the first time published in 1328 F. Subsequent editions were published in 1335 F. and 1339 F. including corrections and additions upto the time of those publications.

These are now printed and published for the fourth time including corrections and additions upto List No. 20 (*inclusive*).

MIRZA NASRULLAH KHAN,

BAR.-AT-LAW,

Accountant-General.

Dated 4th Tir 1340 F.

These Regulations promulgated in obedience to His Exalted Highness the Nizam's Firman dated 25th Ramzan 1337 H. (corresponding to 18th Amerdad 1328 F.) were for the first time published in 1328 F. A subsequent edition was published in 1335 F., including corrections and additions upto the time of that publication.

These are now printed and published for the third time including corrections and additions upto List No. 17.

SHANKER PERSHAD, B. A.,

Ag. ACCOUNTANT-GENERAL.

Dated 30th Bahman 1339 F.

These Regulations are promulgated in obedience to His Exalted Highness the Nizam's Firman dated 25th Ramzan 1337 H. *alias* 18th Amerdad 1328 Fasli and first edition of these is now printed for the second time including 7 lists of corrections and additions since the date of the Firman referred to above.

MIRZA NASRULLAH KHAN,

BAR.-AT-LAW.,

Accountant-General.

These Regulations are promulgated in obedience to His Exalted Highness the Nizam's Firman dated 25th Ramzan 1337 H. and cancel all previous orders, circulars, or resolutions which may be contrary to or conflicting with them. Attention is particularly invited in this regard to Article 2 of these Regulations

FAKHRUDDIN AHMED. B.A.,

CONTROLLER-GENERAL.

Dated 2nd Mehir 1328 F.

General Arrangement of the Hyderabad Civil Service Regulations relating to Salary, Leave, Pension and Travelling Allowances.

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Hyderabad Civil Service Regulations relating to Salary, Leave, Pension and Travelling Allowances

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H.E.H. the Nizam's Government.

Hyderabad Civil Service Regulations

Relating to

Salary, Leave, Pension and Travelling Allowances.

CHAPTER I.

GENERAL SCOPE.

1. THESE Regulations are intended to define the conditions under which salaries and leave, and pension and other allowances are earned by service in the Civil Departments, and in what manner they are calculated. They do not deal otherwise than indirectly and incidentally with matters relating to recruitment, promotion, official duties, discipline, or the like.

2. The Regulations have been framed so as to embody all orders still in force effecting the acting allowances, the leave and leave allowances, the pension and the travelling allowances of officers. The omission from the Regulations of any order on these matters, which is believed to be still in force, should be brought to the notice of the Finance Department, through the proper channel.

But until it is confirmed, it shall be considered as not in force.

NOTE.—Notwithstanding anything to the contrary contained in this article special orders passed in connection with salaries and allowances, leave and pensions of the officers allowed to proceed to field service in the present war or in connection with the arrangements sanctioned for vacancies so caused will be deemed to be in force.

3. The Government in the Finance Department shall be competent to amend or alter the rules in these Regulations at its discretion subject to the provision that in all cases in which the rights of officers are affected, or any additional burden is thrown on Government revenues, or sanction of His Exalted Highness is necessary under the regulations, any amendment or alteration shall come into force only with the sanction of His Exalted Highness through the Executive Council.

4. No officer is authorised to hold out hopes to any person that his claims for pay, pension or allowances will be dealt with otherwise than in consonance with these regulations; nor will the Government be bound by such an understanding.

5. Unless the Government in the Finance Department or the Finance Member, overrules it, the interpretation of these rules by the Accountant-General will be final.

6. An officer's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned; to leave by the rules in force at the time the leave is applied for and granted and to pension by the rules in force at the time when the officer retires.

Exceptions.

7. Except in Chapter XIII where certain rules are specifically mentioned to apply to the President or Member of the Executive Council, these regulations are not intended to define the conditions under which their salaries, allowances, pensions, and other rights can be regulated. Each case will be dealt with separately by the commands which His Exalted Highness may issue in that behalf.

8. These rules do not apply to officers whose services have been lent by the Government of India. They will continue to be governed by the India Civil Service Regulations unless the Government in the Finance Department, with the consent of the Government of India, declare that they have to be treated otherwise.

9. These rules do not apply to the following Military or *quasi*-military establishments although they are under Civil control and are mostly provided for in the Budget for Civil Departments.

- (a) Sikh Police Force.
- (b) Arab of Districts and City Police.
- (c) Troops attached to forts (Jamiat-i-Ahsham.)

10. These rules do not also apply to the following :—

- (a) Subedar's Lawazima establishment.
- (b) Holders of hereditary appointments.
- (c) The Minister's Palace establishment.
- (d) Establishments attached to religious institutions such as Kazis, Pesh-Imams, Moazins, Mujawars, Prohits and Pujaris.
- (e) Lady Principal and Lady Teachers of the Mahbubia Girls' School recruited in Europe.
- (f) Electricity and Workshop Departments.
- (g) Establishments charged to Funds not forming part of the General Revenue.
- (h) Establishments charged to contingencies of works estimates.

CHAPTER II.

DEFINITIONS.

11. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the Regulations in the sense here explained.

12. *Absentee* means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, on foreign service or on joining time during transfer to another appointment, or under suspension, or permitted or ordered to undergo a course of training in an office or an educational institution, within or without His Exalted Highness' Dominions.

13. *Actual Travelling Expenses* when used in the Chapter XIII, means the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment (when necessary) but not including charges for hotels, dâk bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear

of furniture, the entertainment of additional servants and the like.

NOTE.—For an exception to the above see Article 470.

14. (a) *Age*.—When an officer is required to retire on attaining a special age, the day on which he attains that age is reckoned as a non-working day, and the officer must retire, with effect from and including that day.

(b) When it is required that a person should not be taken in employment if his age is above a particular year, he would be debarred from joining service from the day he attains that particular age.

(c) Age should be calculated according to the Fasli calendar.

15. *Average salary* means the average of the salary which an officer has earned or would have been entitled to, had he been on duty, during the three years, preceding the day on which he gives up office.

NOTE.—(1) In the calculation of average salary privilege leave in case of regular vacations on half pay granted under Articles 188 to 194 is treated as if it were on full pay.

(2) The compensation allowance will, for the purpose of calculating average pay, be considered as a part salary from the 1st of Azur 1327 F., whether the war allowance had been granted for such posts or not. In those cases when compensation allowance had not been paid, the war allowance (if paid) will, for the sake of pension be taken in calculating the average pay from 1st of Azur 1327 Fasli.

16. *Sadar-ul-Moham* means the Member of the Executive Council. The head of an office or department which is under no Sadar-ul-Moham will only for the purpose of these Regulations, be treated as Sadar-ul-Moham for his office or department.

17. *Camp equipment or equipage*.—"Camp Equipment" includes tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of the public service for an officer to carry with him into camp. "Camp Equipage" means the apparatus for moving a camp.

18. *Controlling authority* means the officer who is competent under any general rules or special orders to sanction the travelling allowances of himself or officers subordinate to him.

19. *Civil Surgeon* includes an officer for the time being in medical charge of a district and for the purpose of leave on Medical Certificate, a retired Civil surgeon and a Railway surgeon too.

20. *Day*.—When used in Chapter XIII the term “Day” means a calendar day beginning and ending at midnight. But an absence from head-quarters which does not exceed 24 hours is reckoned as one day at whatever hours the period begins and ends. If the absence, however, exceeds 24 hours, any fraction of a day at the beginning or end of a journey will each count as a whole day.

21. *Family* includes an officer’s wife, legitimate children, step children, parents, sisters and minor brothers, if wholly dependent on, and residing with him.

22. *First Appointment* includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment.

23. *Gazetted Officer* means an officer whose name is included in the Civil List. The particulars of service of gazetted officers are notified in the Government Gazette.

24. *Government* means the Minister whose powers are now vested in the Executive Council or the President as the case may be.

25. *Grade and Class*.—Appointments are said to be in the same “Class” when they are on the same department and bear the same designation, or have been declared by the Government in the Finance Department to be in the same class. Appointments in the same class are sometimes divided into “Grades” according to pay.

Illustration.—A First Talukdar and a Second Talukdar belong to different classes, but a First Talukdar 1st grade and a First Talukdar 2nd grade belong to the same class.

26. *Heads of Departments*.—The Heads of the various Government Departments are detailed below :—

NAME OF DEPARTMENT OR OFFICE.	DESIGNATION OF HEAD OF DEPARTMENT.
Land Revenue	.. Subedar.
Customs	.. Inspector-General, Customs.
Excise and Opium	.. Commissioner of Excise.
Forests	.. Inspector-General of Forests.
Registration and Stamps	.. Inspector-General, Registration and Stamps.
Post Office	.. Post-master General.
Mint and Stamp Manufacture	.. Mint Master.
Weight and Measures	.. Mint Master and Subedar as the case may be.
Controller	.. Exports, Imports and Prices.
Account	.. Accountant-General.

Legislative Council and Legal Re-	Advocate-General and Legal
membrancer's Office	Remembrancer.
Judicial	.. Administrative Bench of the High Court.
Jails	.. Director-General of Jails.
City Police	.. Police Commissioner.
District Police	.. Director-General, District Police.
District Detective Police	.. Mr. Goad, Director, District Detective Police.
Education	.. Director, Public Instruction.
Medical and Sanitation	.. Director, Medical Department and Sanitary Commissioner.
Veterinary	.. Director, Veterinary Department.
Agriculture	.. Director, Agriculture.
Co-operative Credit Societies	.. Registrar, Co-operative Credit Societies.
Industrial Department	.. Director.
Ecclesiastical	.. Nazim, Ecclesiastical Department
Public Works	.. Superintending Engineers, Irrigation and General Branches (as the case may be.)
Famine	.. Commissioner.
Other Departments and offices	.. Secretaries to the Government in the Departments concerned, subject to the restrictions the Assistant Ministers concerned may impose.
Translation Bureau, ...	Director, Translation,
Osmania University	.. Bureau Osmania University.
Census	.. Commissioner.

26. *A.*—Incremental appointment is an appointment in which pay rises by periodical increments from a minimum to a maximum. An incremental appointment may be either on a Time Scale or a Progressive Scale. In case of Time Scale the pay depends upon the length of the whole service to which the scale applies. In case of Progressive Scale the increments are given as they fall due without reference to service rendered previous to joining the Progressive appointment.

NOTE.—For brevity's sake an incremental appointment is described by three groups of figures namely the minimum, the increment and the maximum thus: 40-4/2-80 means an appointment the pay of which rises from 40 by biennial increments of Rs. 4 to Rs. 80.

Illustration.—If the appointment of Rs. 40-4/2-80 is on Progressive Scale and an officer with a service of 6 years joins it at the stage of Rs. 60 his next increment will fall due after 2 years and he will continue to draw increment biennially till he reaches the maximum. But if the appointment is on Time Scale the same officer will not get an additional increment, till he puts in service for another 6 years, as the stage of 64 is reached only

after full twelve years service. Supposing out of the 6 years service rendered 2 years are such as to which the Time Scale is not declared to apply, 8 years service will be required before Rs. 64 can be given, on the other hand, supposing the service of the officer in the above illustration to be 18 years he will in case of Progressive Scale get his increments, exactly as they are stated to fall due had his previous service been only 6 years, but in case of Time Scale, he will at once get Rs. 76 provided the Time Scale is made to apply to the whole of the 18 years.

27. *Lien on Appointment.* When an officer is said to have a lien on an appointment it is meant that the right of such an officer to resume, on return to duty, a substantive or an acting appointment, on which he has a lien, is subject to the same condition of conformity with the interest of the public service as the tenure of the appointment is. An officer may have a lien on an appointment without having actually joined it.

28. *Local Allowance* is an allowance not specially declared to be "Pay" or "Salary" given in addition to pay or salary either for duties which do not properly belong to an officer's office, or in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty or the specially arduous nature of the work.

Subject to the provisions of Articles 66, 185 and 219, a local allowance is paid in full to the officer actually present on duty and is not taken into account in calculating leave allowances or pension.

28. *A.*—Duty allowance is an allowance given in addition to pay or salary in view of the special nature of duties performed. For purposes of pension and leave Duty allowance will be treated as part of pay. No allowance is to be considered as Duty allowance unless it is specifically declared to be such by the authority competent to sanction the allowance. Appendix "J" gives a list of the recognised Duty Allowances.

29. *Pay and Salary.*—"Pay" means monthly substantive pay.

"Salary" means the sum of pay and deputation and acting allowance.

(a) "Personal allowance" is treated for the purpose of calculating leave allowances and pensions, and premiums for the Hyderabad State Life Insurance Fund as part of an officer's substantive pay.

(b) Compensation allowances on account of scarcity and high prices given in the shape of either grain compensation allowance, high prices allowance, or war allowance, are treated for purpose of pension as part of salary.

(c) Head Master's allowance given to the Education Department employees counts as part of salary for purposes of both leave and pension.

(d) "Salary" does not include a Mansub or Special or Riayati allowance or Local allowances, House rent, Tentage, or Travelling allowance whether daily, monthly or yearly.

30. *Pay of Appointment.*—(a) The pay of an appointment means the pay which any particular officer would receive monthly if he held the appointment substantively.

(b) The allowances of an officer acting in an appointment the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service, are calculated upon the pay which he would from time to time receive if he held the appointment substantively.

(c) The allowances of an officer acting in an appointment the pay of which has been reduced with effect from the next succession thereto, are calculated upon the reduced pay.

31. *The pay of an officer* is his personal substantive pay.

32. *Pension.*—Except when the term "Pension" is used in contradistinction to Gratuity, Pension includes Gratuity.

33. Cancelled.

34. *Public* means a train, steamer, motor car, or other conveyance which plies regularly for the conveyance of passengers.

35. *Rule of Proportions.*—Pension or Leave allowances are said to be chargeable according to the "Rule of Proportions" when the charge is debitable to several accounts in the proportions in which, in the case of pension, the aggregate pay drawn by the officer during the whole of his qualifying service has been paid from them; or in the case of leave allowances, the aggregate salary drawn by the officer during the portion of his service immediately preceding the beginning of his leave

which is taken into account in calculating the leave granted to him was charged to such several accounts.

36. Riayati and special allowances include all kinds of allowances the payment of which is not conditional on rendering any service and which are not debited in the accounts to Mansub, Rusum, or pension.

37. *Superior and Inferior service.*—(a) Service in all appointments the pay of which does not exceed Rs. 25 per mensem is Inferior Service. All other service is Superior Service.

(b) The Government in the Finance Department is empowered to declare service in what appointment may be styled as Inferior or Superior irrespective of its pay.

(c) The service of the following officers is Superior irrespective of their pay :—

EXCEPTION.—These exceptions will not apply to contribution to the Insurance Fund as long as their pay is Rs. 25 or less.

(1) Officers holding appointments recognised to be clerical by the Government in the Department concerned.

(2) Head constables, Jamadar sowars of Police.

(3) Sub and Branch Postmasters and Postmen.

(4) Teachers.

(5) “Sikanharan” of the Settlement Department.

(d) The service of the following officers is Inferior irrespective of their pay :—

(1) All menial servants including office Jamadars, Dafadars, Daftaries, Shroffs, and Peons.

NOTE.—Treasury Fotadars and Shroffs of Central Treasury and the Mint, whose pay is 30-85 or above, are superior servants under class (a).

(2) Artisans in all Departments whose pay does not exceed Rs. 50.

EXCEPTION.—(1) The service of artisans in receipt of a pay exceeding Rs. 15 from any date prior to 24th Theer 1324 F. will be regarded as superior.

(2) Artisans in the Mint, Stamp manufactory, and Education Department whose pay is less than Rs. 50 will be regarded as being in the Superior service, provided they entered service before 1328 F. and their pay before 1328 F. exceeded Rs. 15.

(3) Artisans in the Telephone Department whose pay is more than Rs. 25 will be regarded as being in superior service,

CHAPTER III.

GENERAL RULES FOR REGULATING ALLOWANCES.

Conditions of Age, Health and Domicile.

38. No European or American can be given any appointment under Government without the permission of the Government of India to be obtained by His Exalted Highness the Nizam's permission.

NOTE.—Europeans and Americans mean persons born, naturalised, or domiciled, in any one of the States in Europe and America and also in the Australian colonies or possessions of His Imperial Majesty or in the colony of New Zealand, or in the colony of Cape of Good Hope, or Natal and also children or grand-children of any such persons by legitimate descent.

39. No person unless specially authorised by His Exalted Highness can be appointed permanently or temporarily in the superior or inferior service of the Government, if he is not a natural born subject of His Exalted Highness or is not domiciled within the Dominions.

NOTE (1).—If a person has permanently resided in the Dominions for 15 years or has continuously served under the Government for 12 years, he and his lineal male descendants to two generations will be considered to be domiciled in the Dominions.

NOTE (2).—Any person appointed on a post which has been declared be special or general orders not restricted to persons domiciled within the Dominions, will, on transfer to a post so restricted, be required to produce the certificate of domicile.

40. No person can be permanently appointed in the superior service of the Government unless :—

(a) His age is not above 30 years.

EXCEPTION.—In the case of nurses of the Medical Department whose age is not above 40 years.

(b) He is declared medically fit to discharge the duties of the post to which he is appointed.

NOTE.—This rule should be observed in case of those persons also, who, though nominally temporary, will become permanent after fulfilling certain conditions; for instance, passing of departmental examination or expiry of a period of probation.

Production of Certificates.

41. It is incumbent on every newly appointed person to furnish, before he draws his first salary, a certificate of domicile.

42. A person can be made permanent in the superior service only when he produces a certificate of age and health.

43. The certificate of domicile should be signed by a Government servant not below the rank of a Gazetted Officer and should be in the following form ;—

“ I certify from personal knowledge (or on the basis of the evidence produced before me to my entire satisfaction) that A. B. son of C. B. of——District is a natural born subject of His Exalted Highness or is domiciled within the Dominions, as defined in the Note to Article 39 of the Hyderabad Civil Service Regulations.”

14. The certificate of age and health will be signed by a Medical Officer not below the rank of a Civil Surgeon and will be in the following form :—

“ I do hereby certify that I have examined A. B. a candidate for employment in the——Department and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except———
———I do not consider this is a disqualification for employment in the office of———A. B's. age is according to his own statement ———years, and by appearance about———years.

(1) had an attack of small-pox.

(2) has marks on his arm of successful vaccination.

(3) had neither small-pox. nor was successfully vaccinated; he will be eligible for employment after vaccination.”

It will be obligatory for the Civil Surgeon of the locality in which the employee is serving to give such certificate free of charge.

NOTE.—When an officer, in whom a defect has been noticed by the examining officer, is transferred from one office to another. the duties of which are different in character he may be called upon to undergo Medical Examination again with a view to ascertain whether the defect will materially interfere with the discharge of his new duties by the officer transferred.

45. In case of doubt the appointing authority may call for such further proofs of age as it may consider desirable.

Exceptions.

46. No certificate of age and health is necessary upon an officer being promoted from inferior to superior service.

47. If sufficient reasons exist the Government may exempt a person from the application of the age limit.

48. The ordinary limit of 30 years is extended to 35 years in the case of Pleaders and Barristers who may be appointed to judicial offices.

NOTE.—This concession does not apply to Pleaders or Barristers who had never practised the legal profession before.

49. Cancelled.

50. Appointments below the rank of Inspector in the City and the District Police will to the extent of 5 per cent., be exempted from the operation of the domicile rule, and the Commissioner City Police, and the Director-General, District Police shall send quarterly for information of the Government, statements containing names of individuals in whose behalf the exemption has been made.

(a) Appointments of Arabs.

Rohillas and Sikhs in the City Police Force with the previous sanction of the Hon'ble the Departmental Member.

NOTE.—This limit of 5 per cent. will not apply to Arabs, Rohillas and Sikhs in the City Police Force where with the permission of the Sadar-ul-Moham, Police Department, the Commissioner of Police can employ outsiders without any particular limit.

51. In case of appointments, the holders of which are bound to deposit security under orders of the Government or departmental rules, no person shall be appointed thereto until he furnishes the security required, in cash or Promissory Notes of His Exalted Highness' Government or of the Government of India or Railway Shares of His Exalted Highness' Government or immovable property, including residential buildings not effected by Section 303 sub-section (E) of the Hyderabad Civil Procedure Code.

NOTE.—Sahebzadas, appointed to posts not higher than that of a Tahsildar will be exempted from the security, provided that the Sarf-i-Khas department authenticates them as such and as to be holding salary in that department.

Regulations of Dismissed Officers.

52. Ordinarily no officer dismissed from service can be appointed. In exceptional circumstances it is permissible provided the consent is obtained of the dismissing authority or any other higher authority in the department concerned.

Insurance and Mansab deductions.

53. Except when they are exempted by the rules of the fund all officers in superior service of the Government are bound to subscribe to the Hyderabad State Life Insurance Fund. The rules of the fund are given in Appendix A.

54. All persons in receipt of a Mansab, or Special or Riayati allowance, whether from the Diwani or Sarf-i-Khas are bound, if employed under the Government, to have such deductions made from their salary bills as the rules may require. Such of the deduction rules as relate to these regulations are re-produced in Appendix B

Date of reckoning allowances

55. (a) Unless to be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned. If the charge is transferred afternoon, the transfer does not affect allowances until the next day

(b) If, however, the substantive appointment of an officer is changed while he is officiating in an appointment, or if, while so officiating, an officer is appointed for the first time, to some substantive office, then, provided that his tenure of his officiating appointment is not interrupted by his new substantive appointment, he may draw the pay thereof without joining it, from the date on which he is appointed thereto, or from any later date on which the substantive office becomes vacant.

56. The first day of an officer's leave is the first day on which he has not charge of his office before noon, and the last day of his leave is the last day on which he has not charge before noon.

Charge of office.

57. Unless for special recorded reasons (which must be of a public nature) the authority, under whose orders the transfer takes place, permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its head-quarters, both the relieving and relieved officers being present.

58. Sanction to the delivery of a charge away from head-quarters, but within the jurisdiction of the officer relieved, may be accorded by all Heads of Departments. In special cases, where the head of a department desires, for particular reasons connected with the public service, to confer at his own head-quarters with the relieving officer before the latter enters upon his local duties, he may permit the transfer to be made at his own head-quarters.

NOTE.—The discretion vested in the Heads of Departments in this article shall not be exercised if the officer to be relieved proceeds on leave or the officer relieving returns from leave.

59. The condition imposed by the rule, that both the relieving and the relieved officers must be present is not enforced in case of officers who are permitted to combine vacation with long leave. In such cases the following procedure should be observed :—

When vacation precedes leave the out-going officer will report, before leaving head-quarters, that he makes over charge with effect from the end of the vacation in the ordinary way.

When vacation follows leave, the officer to be relieved will make over charge in the ordinary way before the vacation, the incoming officer on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

60. The head-quarters of an officer are either the station which has been declared to be his head-quarters by the authority which appoints him, or in the absence of such declaraton, the station where the records of the office are kept.

Leaving Jurisdiction.

61. No officer (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.

62. (a) A controlling officer may allow an officer subordinate to him to proceed on duty beyond the limits of the latter's charge if it is not outside the former's jurisdiction. Sadar-ul-Moham concerned may authorise an officer of his department to proceed on duty to any place in the Dominions.

(b) For proceeding beyond the limits of the Dominions the previous sanction of the Government should be obtained in case of all officers whose salary exceeds Rs. 500 per mensem, and of the Assistant Minister concerned in the case of those whose salary is Rs. 500 per mensem or below.

NOTE.—This clause does not refer to the officers of the Postal Department who travel on duty to any station within the sphere of duty of His Exalted Highness the Nizam's Postal Department even if it is outside the Dominions.

(c) Police officers, whatever their pay, can proceed out of the Dominions, with the sanction of the Commissioner, City Police or the Director, District Police, or Director, C. I. D., District Police if this is necessitated :—

- (1) in pursuit of criminals.
- (2) for the prevention of or inquiry into offences,
- (3) for the custody of prisoners, lunatics, or criminals,
- (4) for keeping a watch on habitual offenders or criminal tribes.

(d) The Director-General of Jails can authorize Jail employees to proceed out of the Dominions for identification of escaped prisoners.

Promotion during Leave.

63. An officer on long leave has no claim to substantive promotion. Such promotion may, however, be given; but it has effect only from the date on which the officer returns to duty.

64. If an officer, while absent on short leave, during which the amount of his leave allowances depends upon the substantive or officiating appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of pay, or acting allowance, which involves no change in, or addition to, his duties or responsibilities, the promotion or increase has effect at once.

Personal and Local Allowances.

65. Unless in any case it is specially ordered otherwise, a personal allowance should be reduced, by any amount by which the recipient's pay or salary may be increased and should cease as soon as his pay or salary is increased by an amount equal to his personal allowance.

66. So much of a local allowance as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month.

If the absence exceeds a month an officer is not entitled to draw his local allowance for any part of the absence.

Payment of Salary of Transferred Officers.

67. No officer (unless he had been newly appointed to the service of the Government) can begin to draw any pay or allowance at any treasury without producing a last pay certificate, from the office which pre-audited his salary bills, or from the Accountant-General, or in the case of a non-gazetted officer from the head of the office, under whom he was last employed.

68. The rules regarding the issue of last pay certificates in connection with "transfer on duty" are laid down in Appendix C.

Creation of Appointments.

69. (a) The sanction of the Government in the Finance Department is sufficient authority for creation or abolition of an appointment, whether permanent or temporary, or for additions to or reductions from the salary attached to an existing appointment, but in the following cases sanction of His Exalted Highness is necessary :—

(i) The creation or abolition of an appointment of which the monthly salary is more than Rs. 500.

(ii) The raising of the salary of an officer or of a sanctioned appointment to an amount in excess of Rs. 500 per mensem or decreasing the salary of an officer or an appointment above Rs. 500.

(b) The Superintendent of the Survey and Settlement Department, and the Mint Master will be competent to increase or decrease the number of salaries of their, temporary establishments within the sanctioned budget grant provided that such posts fall within their general powers of appointment.

NOTE.—(1) In the case of incremental pay the test for the application of this rule is the maximum pay attainable.

(2) Salary in this article includes all payments to officers from general revenues or from local or special funds administered by Government of the nature of fixed allowances. It does not, however, include local allowance.

Additions to Salaries.

70. Unless in any particular case it be otherwise distinctly provided, the whole time of a public officer must be held to be paid for by the State, and he may be employed in any manner required by proper authority within his own branch of duty, without claim for additional remuneration, whether the services rendered are such as would ordinarily be paid for from general revenues or a local fund.

71. (a) An honorarium may be granted to an officer from general revenues or from a local fund when the head of his department certifies that the work for which the honorarium is to be paid is special and outside the ordinary course of the officer's duties and that it does not interfere with the discharge of those duties. An

honorarium up to Rupees, 1,000 will require sanction by the Government in the Finance Department and above Rupees 1,000 of His Exalted Highness.

(b) If fees are levied from the candidates appearing at an examination, and the amount of such fees is sufficient to cover the honorarium of the examiners, the sanction of the head of the department conducting the examination, will suffice.

NOTE.—(1) Honorarium includes fees given to Government pleaders in addition to their pay.

NOTE.—(2) This rule applies to a single payment only, a recurring honorarium or reward or fee requires the same sanction as an increase of a salary. The fee paid to an officer selected as an examiner on purely personal grounds irrespective of his position under Government, though these grounds may bring about his appointment in successive years, is not a recurring fee within the meaning of this rule.

NOTE.—(3) Gazetted officers cannot, under this article, do any work or receive remuneration therefor without the previous consent of the Government.

72. Remuneration shall not be given under the preceding rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them. But remuneration may be granted to officers for superintending an examination of candidates for admission to the Public Service, or any other examination the conduct of which is declared by Government not to come within the ordinary duties of the officer or officers conducting them.

73. Any servant of Government is eligible to receive, without special permission.

(a) the premium awarded for an essay or plan in public competition, or

(b) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice, and also any reward or overtime remuneration or commission payable in accordance with the provisions of any act or regulations or rules.

74. Any officer may receive a fee from a private person or a private body, or a public body, whose funds are not administered by Government for work done for it, provided :—

(a) that he has undertaken the work with the knowledge and sanction in writing of the head of the

department who should satisfy himself that it can be carried out without detriment to his office duties.

(b) that the acceptance of a fee and the amount of the fee are approved by the authority having power under Article (75) to sanction its acceptance.

NOTE.—Gazetted officers cannot, under this article, do any work or receive remuneration therefor without the previous sanction of the Government.

75. When the work undertaken for an individual or private body is such that it must be done during the time which would otherwise be employed in the service of the Government the fee should be credited to Government, but the undermentioned authorities may grant to the officer concerned the whole or such portion of the fee realized as they may deem suitable.

Sadr-ul-Moham up to Rupees 100.

The Government in the Department concerned above Rupees 100.

NOTE.—No Government employee may draw allowance of any kind from a non-Government Department without the consent of the Finance Department.

76. Pleaders in Government service, and medical officers (including midwives and nurses) may accept any gift or reward from any person or body in return for their services in connection with their profession, subject to the general rules or special orders that may from time to time be issued in this behalf by their respective departments.

77. In the Registration department, Registrars and Sub-Registrars with fixed salaries are entitled to half the fees recovered from persons who require them to attend at their houses for registration of any document.

Temporary appointments and Deputations.

78. “A temporary appointment” is an appointment carrying a definite rate of pay sanctioned for a definite period or for a specified duty on completion of which the incumbent thereof is liable to be discharged.

79. An officer on substantive appointment may be deputed to fill a temporary or permanent appointment without losing lien on his substantive or substantive *pro-tempore* appointment or even his officiating appointment so long as it is not resumed by an officer having a superior lien.

80. When under the preceding article an appointment is temporarily filled by an officer already in permanent employ his salary should be fixed :

(a) if it is of a like character to an existing permanent appointment at an amount equal to the salary which the officer would draw, if he were acting in the corresponding permanent appointment or if the appointment is a temporary addition to a graded scale, the salary, which he would draw if acting in the lowest grade of such scale ;

(b) if it is not of a like character to an existing appointment he may be allowed to draw the pay or salary which he is drawing at the time of deputation or which he would have drawn from time to time if he had not been so deputed, provided that an officer who, while on deputation, is nominated to an appointment outside the regular line shall not be admitted to the pay or salary of that appointment until he joins it. If, however, the deputation involves a decided increase of work or responsibility in comparison with the duties of his regular appointment or requires a change of station, the officer may, in addition, be allowed to draw a deputation allowance which may not exceed one-fifth of the salary or Rupees 10 a day whichever is less.

EXCEPTION. —(1) This article shall not affect the salary or deputation allowance sanctioned before these regulations came into effect.

EXCEPTION. —(2) This article shall not also apply to Mint officers deputed for temporary duty in Workshop and Electricity Department. Their emoluments will be governed by the rules of those departments.

NOTE. —The fixing of the salary under this Article and any subsequent changes in the designation, emoluments, grade, etc., of a Government servant on deputation shall not be made without the previous consent of the department to which the incumbent permanently belongs.

81. A deputation allowance under the preceding article does not include re-imbursement of cost of travelling and an officer who draws a deputation allowance is not hereby debarred from drawing any travelling allowance which would be admissible to him, if the duty on which he is deputed were treated as a new appointment.

CHAPTER IV.

ACTING ALLOWANCES

General Rules.

82. *Acting Allowance* is the allowance given, in addition to substantive pay (if any) to an officer who

is appointed to officiate in an appointment of which either there is no holder or of which the holder is an absentee.

83. It is permissible to appoint an officer substantively *pro-tempore* instead of appointing him to officiate.

84. An officer placed in charge of the current duties of an office is not entitled to any allowances attached to the office. (But see Article 117 with which this Article should not be taken to conflict).

Substantive pro-tempore Appointment.

85. An officer may be appointed substantively *pro-tempore* on full pay, if the absentee draws no part of the pay of his appointment. The status of an officer appointed substantively *pro-tempore* will for all intents and purposes be that of a permanent incumbent except that the lien of the absentee will not be prejudiced thereby. The pay of the appointment of the officer thus appointed substantively *pro-tempore* may in like manner be given to a substitute similarly appointed.

NOTE.—(1) An absentee who receives absentee allowances draws within the meaning of this article “part of the pay of his appointment.”

NOTE.—(2) A substantive *pro-tempore* appointment cannot be made in the case of a vacancy caused by suspension or by deputation to an appointment for less than six months or in case of extraordinary leave.

NOTE.—(3) An officer holding a progressive appointment if appointed *sub-pro-tem.* to another post will not, on reverting to his progressive appointment, be entitled to any increment merely by reason of his having enjoyed a higher pay in the *sub-pro-tem.* appointment.

Privilege Leave Vacancies.

86. As a general rule, the duties of an officer absent on privilege leave, taken separately and not combined with other leave, shall be discharged by another officer in the same station or district. Only in exceptional cases where there is absolutely no officer available on the spot can the transfer of an officer from another station or district be allowed.

Rules for Calculation.

87. An officer officiating in any appointment of which either there is no holder or of which the holder is an absentee is entitled in addition to his substantive pay to an acting allowance which shall be half of the difference between the pay of his substantive and acting appointments.

“But a Non-Gazetted subordinate acting in the lowest gazetted appointment in a cadre will be further entitled

to an additional allowance of Rs. 100 subject always to the condition that the salary drawn does not exceed the minimum pay of the acting appointment."

ILLUSTRATION.—A Non-Gazetted Officer on Rs. 150 appointed to act as a Tahsildar (the starting pay of which post is Rs. 200) will be entitled to get Rs. $150 + \text{Rs. } 200$ which is equal to Rs. 175. He will

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further be entitled to get as much of Rs. 100 as will not make his salary exceed Rs. 200. He will therefore draw pay Rs. 150, acting allowance Rs. 50, total Rs. 200. The same officer officiating as an Assistant Talukdar (whose starting salary is Rs. 300) will get Rs. $150 + \text{Rs. } 300$

2

=225.

He will be further entitled to get as much of Rs. 100 as will make his salary not exceed Rs. 300, *viz.*, Rs. 75.

NOTE.—(1) "By the lowest gazetted appointment in this and in Article 87 A. is meant an appointment the starting salary of which is not in excess of Rs. 300 except in case of the Medical and P. W. Departments where the posts of Civil Surgeon and Assistant Engineer will be treated as the lowest gazetted appointments."

ILLUSTRATION.—The appointments of a Tahsildar (starting pay Rs. 200) and an Assistant Talukdar (starting pay Rs. 300) are both lowest gazetted appointments in the same cadre as neither of these starts at a higher salary than Rs. 300.

87 A.—A person without a substantive appointment acting in a gazetted appointment will get half of the pay of the appointment in which he officiates. But if the post in which he acts is the lowest gazetted appointment in the cadre, he will get Rs. 100 in addition to half pay provided always that his salary does not exceed the minimum pay of his acting appointment.

NOTE.—(2) If the holders of any such appointments in the Sarf-1-Khas assigned Taluqas as which are not covered by Articles 412 and 414 are appointed to act in a Dewani post or *vice versa*, although they will not be considered as the employees of the Ilaka in which they are temporarily officiating, their salaries will be charged in full to the Ilaka in which they are officiating and will be equivalent to the sum of the halves of the pay of their substantive and temporary appointments.

87. B.—A person without a substantive appointment acting in a non-gazetted post will draw half of what he would have been entitled to if he had held the post permanently always subject to the condition that he will not draw less than the minimum pay of the post in which he acts.

88. Unless specially permitted to officiate in a higher grade an officer officiating in a class divided into grades will officiate in the lowest grade.

89. In cases where the pay either of the substantive or officiating appointment or of both is progressive the

acting allowance will be calculated according to the rule laid down in that behalf in Chapter V.

Exceptions.

90. An Assistant Engineer in charge of a division will get an allowance of Rs. 50 and a subordinate in charge of a sub-division Rs. 30.

NOTE.—Sub-Engineers are not entitled to a charge allowance of Rs. 30 when in charge of a sub-division.

90-A.—Assistant Surgeon in charge of a Civil Surgeon's place will get a charge allowance of Rs. 50.

91. Sub-Assistant Surgeons temporarily placed in charge of Civil Surgeon's place or placed in charge of Sub-Assistant Surgeon's place who is the head of his office, will get a charge allowance of Rs. 50 or 30 respectively.

92. In vacancies caused by absence on extraordinary leave or on deputation for less than six months the Government may authorise payment of an acting allowance not exceeding the difference between the pay of the substantive and acting appointments. When the officiating incumbent holds no substantive appointment, acting allowance in such cases may, with the sanction of the Government be raised up to the pay of the acting appointment.

93. An officer officiating as a Government pleader, or in an inferior appointment, or in an appointment the service in which is not whole time can get an acting allowance to any amount not exceeding the pay of the appointment. (See Article 156 and 157).

94. If a paid probationer be appointed to officiate in an appointment he may draw an acting allowance under the foregoing rules, provided that he foregoes his probationary allowance; but in case the acting allowance admissible is less than his probationary allowance the deficiency will be made up from the probationary allowance, so that in no case will the probationer draw less than his probationary allowance.

Change from one acting appointment to another.

95. If any officer holding a substantive appointment and officiating in another appointment is transferred to officiate in a third appointment, his acting allowance will be calculated on the basis of the pay of his substantive

appointment and the pay of his new officiating appointment without reference to his first officiating appointment.

NOTE.—Substantive *pro-tempore* appointments are not affected by this Rule. (See Article 85).

CHAPTER V.

INCREMENTAL SALARIES.

Accrual of Increment.

96. An increment in a Progressive or Time Scale Pay accrues immediately the period necessary for earning the increment is completed. But to ensure all increments to come into effect only from the first day of a year, if the period is less than six months, it will be ignored, but, if it is six months or more, it will be counted full year for the purpose of increment. An officer in incremental pay cannot claim an annual increment as a matter of course. The grant of an annual increment is subject to the condition of his conduct and work being satisfactory and would require the sanction of the head of his office, or his superior officer if he himself be the head of office, before it can be drawn. But if the sanctioning authority has reasons to withhold an increment his decision will require confirmation by the authority having power to appoint or dismiss the officer concerned. The confirming authority will also decide whether the postponement is or is not to have the effect of similarly postponing future increments. If the period is less than six months it will be ignored but if it is 6 months or more it will be counted as full year for the purpose of increment.

NOTE.—(1) In the case of an officer in whose salary there has been no change under the recommendations of the Salaries Commission the increments in the progressive appointment held by him before the salaries Commission recommendations were enforced will accrue from the date following the day on which progressive period is actually completed, provided he prefers it.

NOTE.—(2) “If before appointment to a progressive post, an officer has been on that post in two different years at intervals, the aggregate period of one year and half will be counted as two complete years for the grade increment if it is biennial only if the two period together make up not less than one year and a half or more. Thus a deficiency of not more than six months will in any case be ignored for the purposes of increment.”

97. A proposal to grant an increment of incremental pay in advance of the due date should always be scrutinised with special jealousy. It is contrary to the principles of incremental pay to grant an increment before it is due and such a grant should not be recom-

mended or allowed excepting under circumstances which would justify a personal allowance to an officer whose pay is fixed, that is to say seldom, if ever.

98. An officer reduced to a lower grade or appointment on account of misconduct or inefficiency, cannot without the sanction of the authority by whom he is reinstated or promoted, count for increments previous service in the grade or appointment from which he was reduced.

98. *A.*—For the purpose of the rating for financial purposes the value of an incremental appointment the following formula should be used. Add to the minimum so much of the difference between the maximum and the minimum as is shown against the number of years in which the maximum is attainable.

No. of years in which maximum is attainable	Fraction of the difference between the maximum and minimum to be added to minimum
..	90/90
1	84/90
2	78/90
3	72/90
4	66/90
5	60/90
6	59/90
7	58/90
8	57/90
9	56/90
10	55/90
11	54/90
12	53/90
13	52/90
14	51/90
15	50/90
16	49/90
17	48/90
18	47/90
19	46/90
20	45/90
21	44/90
22	43/90
23	42/90
24	41/90
25	40/90
26	39/90
27	38/90
28	37/90
29	36/90
30	35/90

Acting allowances.

99. When an officer, whose substantive appointment is incremental acts in an office of which the pay is fixed he will get half the pay of the stage of the substantive appointment to which he may rise from time to time and half the pay of the officiating appointment.

100. When an officer, whose substantive appointment carries a fixed pay acts in an office of which the pay is progressive, he will get half the pay of his substantive appointment and half the pay of that stage of the progressive appointment to which he may rise from time to time.

101. When an officer, whose substantive pay is progressive acts in an office the pay of which is also progressive he will get half the pay of the stage of his substantive appointment and half the pay of the stage of the officiating appointment to which he may rise from time to time.

102. The pay of an officer without a substantive appointment if acting in a progressive appointment will be regulated by article 87-A & B.

103. Article 99-102 will also apply to Time Scale appointments subject to the special conditions under which the Time Scale is to apply. In case the acting appointment is on Time Scale and substantive appointment either on Progressive or on Time Scale and the minimum pay of the former is lower than the maximum pay of the latter, the acting incumbent will be allowed to draw salary in the former scale at the stage next higher to his permanent pay.

"This rule will also apply in cases where the maximum pay of the substantive appointment and the minimum pay of the acting appointment are equal, if the acting incumbent cannot derive any benefit from officiating in the higher appointment, provided that one year has expired since the acting incumbent has earned a salary equal to the maximum pay of the substantive appointment."

Illustration.

Thus a Tahsildar on Rs. 800 acting as assistant Talukdar will draw	350
„ 325	350
„ 350	400
„ 375	400
„ 400	450

NOTE.—The acting incumbent will be entitled to full increment only if his appointment is S. P. T. or he is made to act in an extraordi-

nary leave vacancy. In other cases the acting incumbent will be entitled to draw only half increment under Article 87.

103-A.—In Time Scale appointments service as a Military Commissioned officer counts for increment.

Initial Pay.

104. An officer who is appointed substantively to an appointment on progressive pay begins with the minimum pay of the appointment ;

(a) if prior to his appointment he holds no substantive appointment under Government ; or

(b) if he is transferred thereto from an appointment in which he is drawing pay not in excess of the minimum pay of the new appointment, and has not already officiated in the latter.

104-A.—Notwithstanding anything to the contrary in the preceding Article the following Judicial Officers are allowed subject to the conditions laid down to start at higher than the minimum salary.

(a) *Munsiffs* appointed from the Hyderabad Civil Service Class, Barristers-at-Law and graduates in law of Indian Universities can be allowed to start from a salary of Rs. 300.

(b) *Munsiff* recruited from Legal Practitioners other than those mentioned in (a) may be allowed to count for increment period spent in actual practice subject to a maximum of 6 years. District Judges and Divisional Judges from Legal Profession can be allowed to count for increment as many years as High Court may decide in each case subject to such period not exceeding the total number of years that may have elapsed since the officer qualified for legal practice.

NOTE.—The High Court may at its discretion sanction the counting of period of actual legal practice for increments upto the limit of 5 years. The sanction of Government in the Finance Department is necessary to count periods in excess of this limit.

105. If an officer is transferred to a new appointment from an appointment in which he was drawing pay not in excess of the minimum of the new appointment, but has officiated already therein, his pay is fixed as follows :—

(a) If the salary which he drew when last officiating, is equal to one of the stage of the pay of the appointment his pay shall be fixed at that stage, and he shall count in that stage the time during which he has been drawing the said salary;

(b) If the salary which he drew when last officiating is intermediate between two stages, his pay shall be fixed at that amount for half the period during which an increment is earned, and on the first day of the month thereafter succeeding he shall be eligible for the next higher stage of the progressive pay.

EXAMPLE.—An officer is on 1st Azur substantively appointed to an appointment of which the pay is Rs. 200-10-250 and in which he is already officiating—

1. If his salary at the time of his substantive appointment and from 1st Meher last has been Rs. 220 he will continue to draw Rs. 220 and on 1st Meher next will rise to Rs. 230.

2. If his salary at the time of his substantive appointment is Rs. 225, he will draw Rs. 225 till 1st Khurdad and then rise to Rs. 230.

NOTE.—The period for which an officer held a temporary menial appointment, whether progressive or not, may be treated as officiating service, for the purpose of this article, if the officer is transferred without break from such service to some permanent progressive menial appointment. This concession merely relates to the date from which an increment may take place in future. It may not be construed into authorising payment of retrospective claims on increments due in temporary service.

106. If an officer is transferred to a new appointment from an appointment in which he was drawing pay in excess of the minimum, then, whether he has officiated in the appointment already or not, his pay is fixed as follows :—

(a) If his pay immediately prior to the transfer is equal to any stage of the new appointment, he shall draw the pay of that stage ; and after the expiry of the period during which an increment is earned he shall draw the pay of the next higher stage.

(b) If his pay immediately prior to the transfer is intermediate between any two stages of the new appointment he shall draw the pay of the next lower stage plus a personal allowance equal to the difference between the pay of that stage and his former pay ; and after the expiry of the period in which an increment is earned he shall draw the pay of the next higher stage (losing the personal allowance).

EXAMPLE.—1. An officer, whose pay is Rs. 230, is substantively appointed to the grade of Rs. 220-10-250. He will for one year continue to draw Rs. 230 and then rise to Rs. 240.

EXAMPLE.—2. An officer, whose pay is Rs. 235 is substantively appointed to the grade of Rs. 200-10-250. He will draw for one year Rs. 230 as pay and Rs. 5 as personal allowance and then rise to Rs. 240

NOTE.—(1) Unless it is specially permitted by the Government in the Finance Department, transfers between two appointments as a rule should not increase the aggregate cost borne by the Government at the time of transfer.

ILLUSTRATION (1).—“ A ” holds a fixed salaried post of Rs. 60. “ B ” holds a progressive salaried post of Rs. 30-60, and draws Rs. 36. Ordinarily A and B can be mutually transferred only if A consents or is ordered as a measure of punishment to draw only Rs. 36 in his new post.

ILLUSTRATION.—(2) “ A ” holds a post salaried Rs. 80-125, and is getting Rs. 80. “ B ” holds a post salaried 70-90, and draws Rs. 72. Ordinarily A and B can be mutually transferred only if A consents or is ordered as a measure of punishment to draw only Rs. 72 in his new post.

NOTE.—(2) If as a result of Article 106 (B) the transferred officer has to wait longer for his increment than he would have been entitled to, if he had remained in the post he was transferred from, he will have the option of continuing on the pay of his former post till the date the next increment is earned, when he will be shifted to the pay of the post he is transferred to. The option will be allowed to be exercised only if the transfer was not made as a measure of punishment. For example X, after drawing Rs. 42 in the grade of 30 to 60 for one year and 10 months, has been transferred to the grade of 35 to 70. Then he will have the option of continuing in the grade of 30 to 60 of his former post for the remaining two months and after earning the next increment in this grade, of getting himself shifted to the pay of the post he is transferred to or of at once joining the new post to which he is transferred. In the former case his pay will be Rs. 45 and in the latter case Rs. 42 until he completes 2 years on this pay in the grade of Rs. 35 to 70.

NOTE.—(3) When an officer is transferred from one grade to another or is appointed to officiate another grade his pay in the new grade will be fixed at the stage which is just above his actual pay in the old grade.

106-A.—Employees of Sarf-i-Khas Mubarak transferred to Diwani will count for purpose of Articles 104-106 their Sarf-i-Khas Salaries as Diwani salary.

106-B.—In case of Time Scale appointments the initial salary will depend on the length of the continuous service to which the Time Scale applies. If break occurs service previous to break does not count. Where under the special rules applying to a Time Scale appointment an officer is authorised to join the Time Scale appointment at a particular stage or where under Article 103 an acting incumbent is to be given a higher start than the minimum pay of the appointment on which he acts he will for earning future increments be given credit for the number of years necessary to reach his starting stage.

107. The authority which orders the transfer of an officer as a penalty from a higher to a lower appointment may allow him to draw any salary not exceeding the maximum of the lower appointment, as it may think proper.

108. The incumbent of an appointment the pay of which is charged shall be treated as if he were transferred to a new appointment on the new pay, provided that, if he prefers to retain his old pay, the Government in the Finance Department may allow him to do so postponing the change of the pay of the appointment till he vacates office.

Time spent off duty.

109. Time spent on leave with allowances counts towards increments in the same manner as if during it the officer had actually held or officiated (as the case may be) in the appointment on which he has a lien.

110. Time passed under suspension does not count towards increment if the suspension is a penalty for misconduct; but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count.

111. The Government may, at their discretion decide, in the case of an officer who is selected to undergo a course of training whether the time spent in training shall count as service qualifying for increment of pay.

NOTE.—Members of the Hyderabad Civil Service Class will count for increment the period commencing from the date of passing the final Civil Service Examination.

112. Leave without allowances and overstayal of leave do not count towards increment; but the Government in the Finance Department may exempt any officer from the operation of the rule on proof being submitted to them that the leave was taken on account of illness or other cause beyond the officer's control.

CHAPTER VI.

COMBINATION OF APPOINTMENTS AND SALARIES.

Holding or acting in a number of appointments at one time.

113. An officer may be appointed to hold concurrent charge of more than one appointment on the same establishment subject to the condition that he will draw the pay of one appointment alone which he may be allowed to hold or in which he may be allowed to officiate by the authority competent to appoint him.

114. In special cases the Government in the Finance Department may appoint an officer to hold permanently

two or more appointments at the same time, if their aggregate pay does not exceed Rs. 500 a month. If the aggregate pay exceeds Rs. 500 the sanction of His Exalted Highness will be necessary. The salary of an officer appointed to officiate in two or more appointments, which under due sanction have been combined as a single charge, is calculated upon the pay fixed for the combined appointment.

NOTE.—(1) The above articles do not apply to the allowance given to Government officer for holding a professorship in any Government Institution conjointly with another office.

NOTE.—(2) The Ecclesiastical Department may, if necessary, appoint a Government officer to discharge the work, pertaining to Pesh-Imam, Moazins and others, such low paid appointments of the Ecclesiastical Department on payment of allowances fixed, provided the Head of the office concerned consents to the arrangements. But effort should be made as far as possible to appoint on these posts, professional men having independent livelihood or pensioners so that Government work may not suffer.

115. An officer holding under the provisions of Articles 113 and 114 two or more appointments, to all or any of which a local allowance is attached will ordinarily draw as local allowance a sum not exceeding the highest local allowance attached to any of the appointments; but the Government in the Finance Department may, for special reasons allow him to draw a local allowance not exceeding the sum of the allowances attached to the different appointments held by him.

Special Cases.

116. (a) A Medical officer in charge of a District Jail will be entitled to an allowance of Rs. 25 per month.

NOTE.—If the supervision of a District Jail devolves on a Civil Surgeon, no allowance of any kind need be given, but in case the supervision is entrusted to an officer less in rank than that of a Civil Surgeon he will get an allowance of Rs. 15.

(b) Village schoolmasters in charge of village post offices are entitled to draw in addition to their salaries the allowances fixed for holding charge of such post offices.

Charge Allowances.

117. A Gazetted officer appointed to be in charge of the current duties of an office in addition to his own duties, may, if the charge entails a substantial increase of responsibility and some additional work, be granted a "charge allowance" by the Government in the Depart-

ment concerned not exceeding one-tenth of the pay of the appointment.

NOTE.—(1) In case of progressive salaries the calculation will be made on the minimum pay of the appointment.

NOTE.—(2) No allowance is admissible under this article unless the incumbent has actually given over charge of the office under the orders of competent authority, and is absent on leave or deputation or is under suspension. For instance, no allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour. An officer placed in charge of current duties of an office is not entitled to any local allowances attached to the office.

NOTE.—(3) No charge allowance is admissible under this Article for an officer discharging the duties of more than one appointment in the same office or on the same establishment, for instance, an Assistant Secretary discharging the duties of another Assistant Secretary in the same Secretariat or a Magistrate discharging the duties of another Magistrate in the same station.

118. Notwithstanding anything to the contrary in Articles 113 and 117 the Government in the Department concerned will be competent to sanction allowances for plural lecturerships in the Nizam College, Osmania University and Medical School or extra work allowances to hospital nurses subject to the general condition that the cost of these arrangements should on no account exceed what the ordinary rules permit.

119. An officer temporarily discharging the duties of a sub-registrar in addition to his own duties will be entitled to an allowance of Rs. 10 per mensem.

120. No additional allowance will be usually given when an officer of the Civil Medical Department is placed in charge of the duties of a Military Medical Officer in addition to his own or *vice versa* ; but in special cases an allowance not exceeding what is permissible under Article 117 may be granted with the sanction of the Government in the Finance Department.

121. A compounder temporarily discharging the duties of a medical officer in addition to his own is entitled to an allowance of Rs. 10 per mensem.

122. If a teacher in addition to his own duties has to look after the work of another teacher absent on leave or deputation or under suspension drawing an equal or even lower salary he will be entitled to draw in addition to his own salary a charge allowance equal to 20 per cent. of the pay of the absentee's post.

Double duty allowance.

123. (a) An allowance on the following scale is granted to all sorters, paid and un-paid probationers,

mail-guards and van peons employed in the Railway Mail Service, whenever they are required to do double duty, that is, to work out of their turn : --

	To sorters drawing more than Rs. 40 a month			To sorters drawing Rs. 40 a month & less & paid & unpaid probationers		
	Rs.	A.	P.	Rs.	A.	P.
For absence from Head-quarters up to 24 hours ..	1	0	0	0	12	0
For absence from Head-quarters over 24 hours and under 48 hours ..	1	8	0	0	12	0
For absence from Head-quarters for 48 hours and over .	2	0	0	1	0	0
	To Mail Guards			To Van peons		
	Rs.	A.	P.	Rs.	A.	P.
For absence from Head- quarters under 48 hours ..	0	8	0	0	6	0
For absence from Head- quarters for 48 hours and over.	0	12	0	0	8	0

(b) In the case of un-paid probationers who are not actually officiating as sorters the double duty allowance will be admissible whenever they are required to work for an absentee. A paid probationer will be entitled to the double duty allowance on conditions similar to those under which such allowances are given to sorters.

CHAPTER VII.

JOINING TIME

General Rules.

124. "Joining time" is the time allowed to an officer to proceed from one station to another when his appointment is changed or when, being unemployed he is appointed to an office. An officer is held to be on duty during joining time if he is entitled to salary.

125. Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another.

NOTE.—Fridays are included in the calculation of the joining time of one day admissible under this article. An officer who gives

over charge on Thursday forenoon must, therefore, take charge on Thursday afternoon and an officer who gives over charge on Thursday afternoon must take charge on Saturday forenoon.

126. In cases involving a change of station, joining time is calculated as follows, subject to a maximum of 22 days ; Fridays not actually spent in travelling are not included in the calculation though they are included in the maximum limit of 22 days :—

Seven days for preparation ; and in addition thereto

For the portion of the journey which the officer travels by railway.	}	A day for each 250 miles.		
By mail cart or other public stage conveyance.		„	80	„
In any other way		„	14	„

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

127. A journey by road of 5 miles or under between a railway station and the point, which is prescribed under Article 437 does not count for joining time.

128. An officer whose salary does not exceed Rs. 100 a month, should not ordinarily be required to travel on road by mail cart or other public conveyance.

129. An officer under transfer orders cannot claim 7 days for preparation as a matter of right. If the exigencies of service require it, he may be called upon to proceed at once.

130. By whatever route the officer travels, his joining time shall, unless the head of department specially permits otherwise, be calculated by the route as prescribed in Article 433.

131. If an officer is authorised under Article 57 to make over charge of an office elsewhere than at its headquarters any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

Extension.

132. Sadar-ul-Moham in the Department concerned may in any case extend the joining time admissible by rule provided the general spirit of the rule is observed.

133. Within the maximum of 22 days, and subject to the following conditions heads of departments may extend the joining time admissible by rule, to the officers subordinate to them :—

(a) If an officer has been unable to avail himself of the usual mode of travelling, or if, notwithstanding due diligence on his part, the journey has occupied more time than is allowed by the rules to the extent of the time actually taken.

(b) If such extension is considered necessary for the public convenience or for the saving of public expense, as for example, to prevent unnecessary and merely formal transfer, to the extent necessary.

(c) If the rule has in particular cases operated harshly as for example, if an officer has through no fault on his part missed a train or fallen sick on the journey, to the extent necessary, on such conditions as to allowances or otherwise, as the sanctioning authority may think fit.

When leave intervenes.

134. When an officer, while on privilege leave, is transferred to a station other than that from which he took leave, he will be entitled to joining time in addition to his privilege leave. The joining time of an officer so transferred will be counted from his old station or from the place where he receives the order of transfer, whichever calculation would entitle him to the less joining time.

135. If an officer, during the transit from one appointment to another, obtains leave under Article 218 he may be allowed only the joining time calculated for the journey from his old station to the farthest place to which he has proceeded on his route to his new station.

Appointment Changed.

136. The joining time of an officer whose appointment is changed while he is in transit from one appointment to another, begins on the day following that on which he receives his orders, but he will not be allowed any further time for preparation.

Allowances.

137. An officer draws, during joining time the pay or salary he drew in his old appointment or that which he will draw on joining his new appointment whichever

is less: provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during joining time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living or unhealthiness of climate, in any district or locality and the transfer is to another appointment within the same district or locality he may, notwithstanding anything to the contrary contained in Article 66 draw the local allowance during joining time; provided that if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

Exceeding joining time.

138. An officer who does not join his new appointment within his joining time is entitled to no salary after the end of his joining time, and after a week ceases to have a lien on any appointment. But if his fault is considered due to circumstances beyond his control, he may be allowed the concessions contained in Article 163 under the conditions laid down therein.



CHAPTER VIII.

OFFICERS SUSPENDED, DISMISSED OR IMPRISONED.

Suspensions and Dismissals.

139. Saving as provided in Article 140 an officer under suspension is entitled to no salary while he is absent from duty, and the salary of an officer who is dismissed ceases absolutely from the date of his dismissal; no allowances may be granted for any period occupied in the prosecution of appeals against the orders of dismissal. A vacancy caused by a dismissal should not be filled up permanently before the period ordinarily fixed for the filing of an appeal expires, or in case an appeal has been preferred, till it is finally decided.

NOTE.—The period of suspension should not ordinarily exceed six months. An official suspended will be supposed to be automatically reinstated after six months and unless the Government by a special order extends the periods of suspension.

140. Subject to the *proviso* that, without the permission of the Government in the Finance Department

no extra expense may be imposed on the State, subsistence allowance, at a rate not exceeding one quarter of his salary may be granted by the authority suspending him to an officer removed from office pending enquiry into his alleged misconduct.

NOTE.--This subsistence allowance is authorised as a matter of grace only, and cannot be claimed as of right. If the authority suspending an officer in temporary employ, considers that some allowance should be granted, he may sanction allowance not exceeding that authorised in this article. In deciding whether such allowance should be granted, the period of the temporary employment should be taken into consideration.

141. If the suspension of an officer as a penalty for misconduct is upon reconsideration or appeal, held to have been unjustifiable, or not wholly justifiable, or if an officer dismissed from office or suspended pending enquiry into his alleged misconduct is after enquiry or upon re-consideration or appeal, reinstated, then the revising or appellate authority may grant to the officer for the period of his absence from duty.

(a) if the officer is honourably acquitted an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed and also any conveyance, local, or other allowances of which he may have been in receipt prior to his suspension or dismissal;

(b) otherwise, an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient.

Committals to Prison.

142. A servant of Government committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest, and not allowed to draw any pay, until the termination of the proceeding against him, when an adjustment of his allowances should be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability rose from circumstances beyond his control.

Leave during suspension.

143. No leave of any kind is admissible as long as an officer remains under suspension.

CHAPTER IX.

LEAVE RULES.

SECTION I.—GENERAL RULES.

Discretion of Government.

144. Leave of absence cannot be claimed as of right. Nothing in these rules must be understood to limit the free discretion of the competent authority to refuse in whole or part or revoke leave of absence of any description at any time, according to the exigencies of the public service.

Leaving station in anticipation of sanction.

145. No officer can leave his head-quarters or the limits of his jurisdiction in anticipation of sanction of leave without the permissions of his superior officer unless a Government medical officer or any other medical man in case where there is no Government medical officer certifies that the officer in question is under the necessity of leaving immediately on account of serious illness.

Prohibition of Foreign Employment.

146. An officer who is on leave may not take service or accept any employment which involves the receipt of a fee or honorarium without obtaining the previous sanction of the Government. This restriction does not, however, apply to the acceptance of fees for literary work or for service as an examiner.

NOTE.—No officer can be given leave for practising as a pleader except when it is leave immediately preceding retirement.

Recall from leave.

147. An officer recalled to duty before the expiry of any kind is entitled, if the return to duty is optional to no concession. If the return to duty is compulsory he is entitled—

(a) to take the balance of his leave, together with any leave which was admissible at the time of recall or for which he subsequently becomes eligible, as soon as he can be spared from duty ;

(b) to be treated on duty from the date on which he starts for the station to which he is ordered ; but he is entitled to draw only leave allowances until he rejoins his appointment ;

(c) to the concessions in Articles 182 and 516.

Qualifying Service.

148. As a general rule, service in all permanent appointments counts for leave.

Temporary or officiating service, if it counts for pension, counts also for leave.

NOTE.—The rules providing for the grant of leave to an officer who has a temporary or officiating appointment only are contained in Articles 171, 204, 213 and 217.

149. An officer appointed to any substantive post on probation for a certain period before being confirmed is entitled to the same leave as if he held a substantive appointment.

150. Service as an unpaid probationer or apprentice does not qualify for leave.

151. An officer working in an office to which these rules apply is not entitled to leave under them in respect of service rendered in an office to which they do not apply. His title to leave for such service will be regulated solely by the rules relating thereto.

152. An officer who is discharged on reduction of establishment from, or resigns, the public service, and is re-employed after an interval cannot, without the sanction of the Government in the Finance Department, count his former service towards leave.

153. An officer who is dismissed or removed from the public service and who is re-instated on appeal, will count his former service towards leave unless the authority who, on revision or appeal reverses the order of dismissal or removal, declares at the time of reversing the order, that the former qualifying service shall not count.

154. A period spent under suspension can count for leave only when the re-instating authority expressly declares at the time of re-instatement that such period shall count.

155. A person in the Government service in receipt of daily wages or paid under the piece-work system is not entitled to any allowance whatever during his absence.

156. Officers in inferior service will be entitled to leave in accordance with these rules provided no extra expense is caused thereby to Government.

157. Government pleaders and officers who are not whole time servants will be entitled to leave subject to the restrictions imposed in Article 156.

158. Mansabdars, Holders of Special and Riayati allowances and paid probationers, whose title to their allowances is conditional on performance of service in some office are eligible for leave under the ordinary rules. It is not permissible to make acting arrangements during their absence on leave.

159. If an officer is transferred from the Sarf-i-Khas to the Diwani, or *vice versa*, he will count for leave the whole of the service rendered in both, and his leave allowances will be a charge on the administration where he may be working for the time being.

159 A.—Service rendered in the Military Department will not count for leave in the Civil Department and similiary service in any Civil Department will not count for leave in the Military Department. But an officer transferred from the Military Department to any Civil Department or *vice versa* will have the option, within four years of his transfer to the new Department, to avail of the leave earned in the Department from which he was transferred. His leave will be subject to the rules of the Department under which it was earned and his leave allowance will be payable at the rate to which he was entitled at the time of his transfer.

Lien on Appointments during Leave.

160. An officer on privilege leave has a lien on his substantive appointment ; he has also a lien on his officiating or temporary appointment so long as it is not resumed by an officer having a superior lien on it.

161. An officer on long leave retains a lien on his substantive appointment and also on the appointment which he holds substantively *pro-tempore* but has no lien on the acting or temporary appointment. If an officer holding a temporary or officiating employment only is allowed long leave under Articles 213 and 217 his lien will not be supposed to have been disturbed.

162. An officer on leave may not surrender his lien on his substantive appointment, and except as provided in Article 85 the Government may not fill up substantively, even for a time, the appointment on which an officer has a lien, without transferring him to another substantive appointment which, save in cases of misbehaviour or inefficiency, must be one of not less pay than his standing in the regular line would justify.

Commencement and end of Leave.

163—(a) Ordinarily, leave shall begin on the day on which transfer of charge is effected; or if charge is transferred after-noon, on the following day. Similarly, such leave shall ordinarily end on the day preceding that on which charge is resumed, or if charge is resumed after-noon, on that day. But if a Friday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave or the joining time between two appointments ends, an officer may leave his station, at the close of the day before, or return to it at the end of such holidays, provided his departure or return does not involve :—

(i) the immediate transfer of an officer from or to another station, or the loss of his appointment by an officer appointed temporarily to the service;

(ii) the taking over of money.

(b) If holidays are as above prefixed to leave the leave and consequent re-arrangements of allowances, if any, take effect from the 1st day after the holidays on which the office is opened for business; and if holidays are affixed to leave, the leave is treated as having terminated on, and the re-arrangement of allowances, if any, takes effect from the day on which the officer would have resumed charge had holidays not followed the leave.

(c) In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable the Government in the Department concerned shall decide which officer shall be held to have been in charge and to which the salary of the office for the Friday or holiday should be paid.

(d) Leave for less than a month will be counted by days, and leave for one or more months will be counted by Fasli Calendar months. The following shows how a period in Fasli Calendar months should be calculated :—

A period of six Calendar months :—

Beginning on	Ends on
31st Amerdad.	30th Babinan.
1st Sharewar.	30th Babinan.
30th Isfandar.	29th Sharewar.
1st Farwardi.	31st Sharewar.

Return to Duty.

164. An officer may not, without the permission of the authority which granted him leave, return to duty more than seven days before the end of sanctioned leave.

165. An officer who has taken leave on account of ill-health whether the leave be technically leave on Medical Certificate or not, may be required by the authority which granted the leave to produce before he is permitted to return to duty Medical Certificate of fitness signed by such Medical Officer as the authority may direct.

166. An officer is not entitled, at the end of long leave, to resume as a matter of course, without further orders, the particular appointment which he vacated before his leave. If no specific orders are already passed, he should, if he is a gazetted officer, report his return to the head of his Department, or if a non-gazetted officer to the Head of his office and await orders.

167. If the appointment of an officer is changed during long leave, he must join his new appointment within his leave but if he has not had sufficient notice of the change, the authority which sanctioned his leave may allow him joining time. During such joining time his allowances will be the same as he was entitled to receive immediately before the expiry of the leave.

Overstay of Leave.

168. An officer who is absent, without leave or remains absent after the end of leave of any kind is entitled to no allowance for the period of such absence and ceases to have a lien on any appointment after a week. But if reasonable grounds exist, the authority competent to sanction leave is empowered, within 6 months from the date of commencement of unauthorised leave retrospectively to grant leave or extend it, for a period not exceeding one month, or, if no other kind of leave is due, to commute absence without leave into *Extraordinary leave*. It would be at the discretion of the Government alone to retrospectively grant leave or sanction commutation after 6 months from the date of commencement of unauthorised absence or for a period in excess of one month.

Commutation of Leave.

169. Any leave, granted under these Regulations, may, by the authority originally sanctioning the leave,

be retrospectively changed for any kind or period of leave for which the officer was qualified when the original leave was granted.

EXCEPTION.—Extraordinary leave cannot be converted retrospectively into leave on Medical Certificate. Also see Article 168 for commutation of absence without leave into leave without allowances and Article 207 for commutation into Casual leave.

Combination of Leave.

170. Combination of one kind of leave with another is not admissible except in the following cases :—

(a) Privilege leave to the amount due may be prefixed as such to Leave on Private Affairs, or Leave on Medical Certificate.

(b) An officer absent on leave on private affairs can take in continuation thereof leave on Medical Certificate; but the whole of the leave on private affairs becomes commuted into leave on Medical Certificate.

(c) Leave on Medical Certificate may be granted in continuation of Extraordinary leave.

(d) Extraordinary leave may be taken in continuation of any other kind of leave.

(e) Leave under the exception to Article 196 can be prefixed to any other kind of leave.

(f) Leave under Article 181 can be affixed to any other kind of leave but cannot be prefixed to ordinary privilege leave.

SECTION II.—SHORT LEAVE.

PRIVILEGE LEAVE.

Temporary and Non-continuous Service.

171. An officer who has a temporary or officiating appointment without holding any substantive appointment may be allowed privilege leave, without losing his lien on such appointment, if no substitute is required, or if his duties can be provided for without additional expense.

172. Privilege leave is not allowed to an officer employed in an establishment the duties of which are not continuous, but are restricted to certain fixed period in each year.

Transfer.

173. An officer under orders of transfer from one appointment to another, will not be granted privilege leave before he takes charge of his new appointment.

Leave earned.

174. The amount of privilege leave earned by an officer is one-eleventh part of the time during which he has been on duty without interruption, provided that no privilege leave can be earned by an officer by duty performed while 3 months such leave is due to him, and that whenever duty is interrupted, all claims to privilege leave earned theretofore is forfeited.

175. Absence on privilege or other authorised leave with allowances, though not counting as duty, is not an interruption of duty within the meaning of the preceding Article.

176. (a) For purposes of Article 174 Extraordinary leave and suspension from office as a penalty for misconduct is an interruption of duty. But suspension from office pending enquiry into an officer's conduct interrupts duty or not as may be decided in each case by the authority having power to pass final orders in the case.

(b) Time passed under suspension does not qualify for privilege leave unless, in any case, such authority expressly orders that it shall so qualify.

177. The calculation of privilege leave must be made as follows :—

One calendar month for every 11 complete calendar months of the Fasli year, and one day for every 11 days of the balance.

178. When an officer is first appointed to the public service, duty qualifying for privilege leave does not begin until he takes charge of his office.

Leave due.

179. The privilege leave due to an officer is the privilege leave which he has earned since the last interruption of duty less the period during which he has been absent on privilege leave.

Limit.

180. The amount of privilege leave admissible at one time is limited to 3 calendar months.

EXCEPTION.—An officer may for the purpose of a pilgrimage to Mecca, Medina, Karbala, Baghdad, Nejf, Meshed or Jerusalem, be granted privilege leave, which may extend to such period not exceeding six months as may be allowed without detrimentally affecting Government work and for which he may be recommended for special

reasons by his superior officer, provided he would be entitled to such leave if he had not forfeited leave earned in excess of 3 months under Article 174.

NOTE.—The leave mentioned in this article together with pay in advance will be granted after the sanction of the President only.

Extra Privilege Leave.

181. An officer who has been bitten by a mad dog or any other rabid animal may be granted one month's extra privilege leave for the purpose of undergoing treatment in the Pasteur Institute at Coonoor. Such leave will not affect in anyway the claim the officer may have to ordinary privilege leave at the time of taking such extra privilege leave, or which may accrue thereafter.

NOTE.—(1) Officers of the Civil Veterinary Department coming into contact with the rabid or suspected animal while actually discharging their official duties will for the purpose of travelling allowance be treated as on duty and their extra privilege leave will not be subject to the maximum limit of one month.

NOTE.—(2) If the officer completes his treatment at Coonoor and obtains a certificate of discharge from the Medical Officer in charge before the leave mentioned in this Article expires the balance of the leave shall be cancelled from the date the joining time after the discharge from Coonoor ends. The joining time will be calculated according to Article 126 excluding the days allowed for preparation.

Condition of grant.

182. (a) To an officer, who has been on duty without an interruption for eleven calendar months and who has not, for six calendar months, been absent on privilege leave, the whole or any part of the privilege leave due to him may be granted.

(b) The above condition shall not be enforced in the case of :—

(1) An officer applying for privilege leave in consequence of illness.

(2) An officer who, before the expiry of the period of his last privilege leave, may have been compulsorily recalled to duty under proper authority in the interests of public service. (See Article 147).

(3) An officer who takes combined leave under Article 170.

Allowances during Privilege Leave.

183. Except as provided hereinafter in case of officers serving in departments in which regular vacations are allowed, an officer on privilege leave is entitled to a leave

allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien, and he is entitled to this allowance even though another officer is appointed to act for him.

184. An officer on deputation to a temporary or permanent appointment for not more than 6 months is not entitled, during privilege leave, to the special rate of the pay of, or any special allowance attached to such appointment.

185. A local allowance may be drawn by an officer on privilege leave only if there is no *locum tenens* to whom it is payable.

186. An officer on privilege leave may draw the house rent, horse allowance, or tentage attached to his appointment if he places his house, horses or tents, as the case may be, at the disposal of the officer, if any, who officiates for him. The officiating officer cannot, in such case draw the house rent, horse allowance or tentage attached to the appointment. But if the officer for a reason, which the authority making the appointment considers sufficient, refuses the use of the house, horses or tents, placed at his disposal, the allowance is to be drawn by the officiating officer and not by the absentee.

187. No motor allowance is admissible to an officer absent on privilege leave, if there is a *locum tenens* entitled to get it.

Privilege Leave in case of Regular Vacations.

188. Privilege leave is not admissible to officers serving in departments in which regular vacations are allowed, but in cases of urgent necessity, privilege leave may be granted under the ordinary rules to any such officer subject to the conditions :—

(a) That the officer shall during his absence receive only half the allowances ordinarily admissible during privilege leave.

(b) That the leave cannot in any case be combined with the vacation.

EXCEPTION (1).—When any Academical examination at which an employee of the Educational Department wants to appear, takes place before the commencement or after the end of a vacation, he can be granted privilege leave in combination of the vacation for a period sufficient to enable him to attend the examination and to perform the journey to and from the place of the examination.

EXCEPTION. (2).—The European professors of the Nizam College and the Osmania University College, proceeding to Europe during a regular vacation may combine privilege leave with the vacation.

189. The preceding Article does not apply to the case of an officer who is by general or special orders issued by competent authority, prevented in any year from availing himself of the vacation or vacations by reason of his having to remain at his post on duty. In such a case, privilege leave may be granted on full allowances under the ordinary rules, provided always that the leave shall not be combined with the vacation, except when the officer is ill and produces a medical certificate to that effect.

NOTE 1.—Judges of the High Court are permitted to combine vacation with privilege leave only once every three years.

NOTE 2.—If an officer entitled to vacations takes privilege leave on half allowances under Article 188 and is subsequently required to forego his next vacation his previous privilege leave on half allowances can be commuted into privilege leave on full allowances.

190. Privilege leave on full allowances under Article 189 to the extent due can be combined with privilege leave on half allowances.

191. An officer, who, is by general or special orders issued by competent authority, prevented from availing himself of a part only of a periodical vacation may, during privilege leave subsequently taken, draw his full leave allowances for the period bearing the same proportion to a month, as the time spent on duty during the vacation bears to the whole vacation.

191-A—If the total annual vacation of an officer under departmental rules is less than a month, he will be entitled to privilege leave on full salary for the period by which his total annual vacation falls short of a month.

192. If an officer entitled to a vacation takes, before the commencement of the vacation, leave of any kind which continues even after the vacation, and is thus deprived of availing himself of the vacation, he will not be entitled to any privilege leave on full allowances in lieu of such vacation.

193. An officer transferred from a department to which the ordinary privilege leave rules apply to one in which Articles 188 to 192 apply, loses all claim to take the privilege leave at his credit, provided that :—

(a) Any privilege leave granted to him during the first 3 years after his transfer under Articles 188 to 192 may, to the extent of privilege leave at his credit as aforesaid, be leave on full allowances not exceeding the salary

which would have been admissible if he had taken the leave immediately before being transferred.

(b) If he returns to a department in which privilege leave is regulated by the ordinary rules, he shall be reckoned on such return to have at his credit the amount of leave which was at his credit at the time of the first transfer, less any amount enjoyed under *proviso* (a).

NOTE.—An officer, taking privilege leave under this Article can combine such leave with a vacation.

194. The reckoning under the preceding Article shall not in any case extend backwards over an interruption of duty.

195. Officers to whom Article 188 applies will be entitled to combine vacation with long leave (either at the beginning or end thereof).

Examinations.

196. (a) An officer while absent from his office or from his station to attend an obligatory departmental examination or an examination necessary for promotion of rank and grade in the department in which he serves, be considered to be on duty.

(b) Leave may not be given under this Article to an officer to prepare for examination or for recreation after examination.

(c) For the purpose of attending such an examination, an officer will be allowed, besides the days occupied in examination, such time for the journey to and from the place of examination, as is admissible under Article 126, excluding the days allowed for preparation for journey.

NOTE.—The concession mentioned in clause (c) will not apply to those who want to appear for the Sareshtadari Examination. They will have to take any leave which they are entitled.

Hospital leave.

197. Police officers (below the rank of sub-Inspectors), Jail warders, Postmen, Post-carriers, and Forest chowkidars, in receipt of salary not exceeding Rs. 20 per mensem may while under treatment in a Government Hospital or while receiving medical aid as an out-door patient at their stations or at the head-quarters of a District where he serves, be allowed at the discretion of the

sanctioning authority, leave of absence from duty for six months altogether in any period of three years. Such leave may be taken in one period or by instalments. For the first 3 months of such leave the officer shall receive full pay and for the remaining 3 months half pay without the restriction that no extra cost shall be imposed on the State, provided always that this concession shall be confined strictly to cases in which illness shall be certified not to have been caused by irregular or intemperate habits.

198. Leave under Article 197 may also be granted to any employee of the Mint and Stamp Department, who may be incapacitated for duty by reason of injury sustained through no carelessness on his part in the *bona fide* execution of his work, provided he produces a certificate from the Medical officer of the Mint or from any other Medical officer approved by the Mint Master to the effect that such leave is necessary.

Casual Leave.

199. Casual leave for a period not exceeding 15 days may be granted to an officer by the Head of his office or his immediate superior if he be the head of office during the course of a Calendar year. The leave can only be taken in instalments and not whole of it at one time.

NOTE.—Casual leave is permissible immediately at the beginning or at the end of a tour if it does not impose any extra expense on the State.

200. The claim for casual leave accruing in any year is forfeited after the completion of that year.

201. Cancelled.

202. Casual leave must not be given so as to cause evasion of the rules regarding :—

- | | |
|--|----------------|
| (a) Date of reckoning allowances | } See Articles |
| (b) Charge of Office | |
| (c) Commencement and end of any
other kind of leave | } See Articles |
| | |
| (d) Return to duty. | |

(e) Return to head-quarters as per Article 499.

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

EXCEPTION.—Casual leave may be ~~affixed~~ affixed to seasonal vacations.

203. Technically an officer on casual leave shall not be treated as absent from duty, and his salary therefore will not be intermitted.

204. Casual leave is admissible also to temporary or officiating incumbents without a substantive appointment of their own.

205. The preceding Articles are not to be treated as precluding the treatment as casual leave of absence from duty following on leave granted under the rules so long as such absence is due to reasons involving no intentional evasion of the restrictions imposed in Article 202 ; as for instance, when it is necessitated by missing a train, or by detention in plague camps on the way to join, or by orders not to attend office in consequence of the presence of infectious disease in the family or household of the person concerned.

206. Cancelled.

207. Commutation of any other kind of leave into casual leave is not permissible.

SECTION III.—LONG LEAVE.

208. Long leave comprises leave on Private Affairs, leave on Medical Certificate and Extraordinary leave.

Leave on Private Affairs.

209. Leave on private affairs for a period not exceeding 12 months at a time may be granted by the competent authority to any officer after completion of 4 years' continuous active service up to a limit of 3 years in all during the whole service.

NOTE.—For the purpose of this Article active service includes all kinds of leave with allowances excepting leave on private affairs.

Continuous active service will, therefore, mean service since the last return from leave on private affairs or Extraordinary Leave which ever is later.

EXCEPTION.—In addition to all kinds of leave admissible under the rules, Moulvi Habib-ul-Rahman Saheb Sharwani, Sadr-us-Sudur is specially permitted to avail of $1\frac{1}{2}$ months leave on Private affairs twice a year *i.e.*, 3 months in all in one year for 5 years from the date of his appointment. Notwithstanding anything to the contrary in Article 219 he will be entitled to draw house rent and motor allowance during this leave on private affairs.

210. Leave on private affairs up to 12 months may, with the sanction of the Government be granted irrespective of the length of his service to an officer, who may desire to proceed outside His Exalted Highness,

Dominions to receive, at his own cost, training in any Science, or Art useful in his department. This leave will be admissible in addition to the maximum of 3 years fixed in Article 209.

NOTE. (1)—On the recommendation of the Educational Department and with the sanction of Government in the Finance Department, an officer of the tutorial staff of Educational Department, may be granted the leave under this Article for completing a course of training in any science or art useful to his department within H. E. H. the Nizam's Dominions.

NOTE. (2)—An officer proposing to avail of leave under this Article must furnish Government two reliable sureties and execute an agreement binding himself to serve the Government for at least four years after return from leave or refund the allowances drawn during his leave and authorise Government in case of default to recover at their discretion from himself or his sureties the amount refundable, under the Government Demands Recovery Act of 1908 F.

211. Leave on private affairs may be granted to officers of the Public Works, Education, Medical, Agricultural, Veterinary, and Commerce and Industries Departments, irrespective of the length of the service, up to 3 years with the sanction of the Government in the Department concerned for the purpose of enabling them to proceed to Europe in order to complete their studies. This leave will be in addition to the maximum of 3 years fixed in Article 209.

NOTE. (1)—The concession allowed under articles 210 and 211 above for training outside the Dominions will also be applicable to those teachers who are selected to undergo one year's course of Higher Primary Training within H.E.H. the Nizam's Dominions.

NOTE. (2)—An officer proposing to avail of leave under this Article, must furnish Government two reliable sureties and execute an agreement binding himself to serve the Government for at least ten years after return from leave or refund the allowances drawn during his leave and to authorise Government in case of default to recover at their discretion from himself or his sureties the amount refundable under the Government Demands Recovery Act of 1908 F.

Leave on Medical Certificate.

212. Leave on Medical Certificate can be granted by the competent authority up to a limit of 3 years in all during the whole service, but not for more than 2 years at a time.

213. An officer who holds a temporary or officiating appointment without holding any substantive appointment may be allowed leave under the preceding Article, for not more than 3 months if no substitute is required or if his duties can be provided for without additional expense.

Leave Allowances.

214. An officer on leave on private affairs shall, during such leave, receive, subject to the maximum of O.S. Rs. 1,000 per mensem, a leave allowance equal to half the pay of the post on which he has a lien.

NOTE.—The limit of O.S. Rs. 1,000 is with reference to the maximum cost of leave allowances and will not be treated as a bar to payment of allowances in B.G. Rs. if the absentee draws his salary in the same coin; but the cost of leave allowances at the Government rate of exchange should not exceed O.S. Rs. 1,000.

215. An officer on leave on Medical Certificate shall receive during the first 12 months of each period of such leave, a leave allowance equal to half the pay of the post on which he has a lien and for any period in excess of 12 months an allowance equal to a quarter of the pay of such post. These leave allowances will be subject to the maximum of O.S. Rs. 1,000 and 500 respectively.

NOTE.—See note to Article 214.

Extraordinary Leave.

216. Extraordinary leave whether taken at one time or in instalments is admissible for 3 years in all during the whole service. No leave allowances are payable during absence on Extraordinary leave.

217. An officer who holds a temporary or officiating appointment without holding any substantive appointment may be allowed leave under the preceding Article for not more than 3 months.

Restrictions.

218. An officer under orders of transfer from one appointment to another cannot get long leave of any kind before he joins his new appointment except under a Medical Certificate on account of illness of himself or of a member of his family.

219. An officer on long leave is not entitled to any allowances he may have been drawing, in addition to his salary, prior to proceeding on such leave.

NOTE.—For treating personal allowance, see Article 29 (a).

SECTION IV—LEAVE PROCEDURE.*Applications.*

220. (a) An application for leave should be submitted through the head of the office to the authority who, under the rules in force is competent to sanction the leave applied for.

(b) The applicant should quote the Article of the Leave Rules under which he considers himself entitled to the leave, and state the amount of the leave required, and the date from which the leave is intended to be availed of.

(c) The applicant should also state whether the leave is to be spent within or outside the Dominions.

(d) Every applicant should give his address or refer to some person through whom any orders of Government can be communicated to him during his absence on leave.

221. (a) The leave application of a gazetted officer should not be sanctioned unless the admissibility of the leave applied for is certified by the Accountant-General.

NOTE.—The Accountant-General will be bound to certify titles to leave within four days from the receipt of the request of the officer applying for leave or of his superior authority. In calling for a certificate of admissibility from the Accountant-General it is not necessary that he should be informed of the proposed acting arrangements.

(b) The leave applications of non-gazetted officers do not require the Accountant-General's certificate.

222. A Leave application should be in Form No. 1.

223. Every application for leave shall be submitted at such time that, in the ordinary course of business, sanction can be obtained thereto before the date on which the applicant intends to avail of it.

Proceeding on leave in anticipation of sanction.

224. The Head of an office can, in case of urgent necessity, permit any officer subordinate to him to proceed on any kind of leave in anticipation of sanction of such leave, but such permission will not affect the ultimate decision that may be arrived at as regards the right of the officer to the leave applied for. The Head of the office, however, shall report every such case immediately to the authority competent to sanction the leave explaining the reasons for the action taken.

NOTE.—In case of a Head of an office proceeding on leave, similar powers can be exercised by his superior officer.

225. The Head of an office granting under the preceding Article permission to an officer to proceed on leave in anticipation of sanction can if sanction of leave is not obtained in time also sanction disbursement of the leave allowances in consonance with the rules.

226. In the case of Extra privilege leave for treatment at the Pastuer Institute at Coonoor, applied for by

an officer who has been bitten by a mad dog or other rabid animal such leave shall be sanctioned at once by the Head of his office in anticipation of sanction by the competent authority, but intimation thereof shall be given immediately to the said authority. If the officer bitten is himself the Head of the office and has not time to apply for extra privilege leave to his superior officer, he may hand over charge of his office to the next senior officer in the office and may intimate his departure to the Head of his Department or the highest officer in the station and also to his superior officer.

Privilege leave immediately before retirement.

227. An officer applying for privilege leave must, except when the leave is combined with other leave, record a declaration that he has no intention of retiring within three months after his return to duty.

Though not absolutely debarred by this declaration from applying for permission to retire within 3 months, he should if he does so, explain his reasons for changing this mind.

NOTE.—The principle on which this rule should be enforced is that no deliberate or intentional evasion of the rule should be permitted, but so long as this condition is satisfied it is left to the discretion of the authority granting the leave to grant or refuse it, as may seem proper in each case.

Leave on Medical Certificate.

228. An application for leave, or extension or commutation of leave on account of illness, if for one month only, must be accompanied by a certificate from the applicants' Medical attendant, stating the nature of the illness and its probable duration.

229. If there is no Medical practitioner in a place, the certificate required by the preceding Article may be dispensed with if the chief officer in the station is satisfied as to its necessity, and signifies the fact in writing.

230. If the leave is required for more than one month the certificate under Article 228 should be countersigned by a Government Medical Officer not below the rank of a Civil Surgeon. The countersigning officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant or the chief officer mentioned in Article 229 that he is too ill to bear the journey, in which case such officer may, after careful investigation of the case, either

countersign the certificate or refuse to do so, as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the Head of the applicant's office.

EXCEPTION.—(1) Employees whose minimum pay does not exceed Rs. 50 per mensem can at the discretion of the Heads of the Departments be exempted by a general rule or special order from getting certificates of their medical attendants countersigned by a Civil Surgeon.

EXCEPTION.—(2) In case of Police the concession contained in Exception (1) is extended to Amins and all clerks getting less than the initial salary of an Amin.

231. If the applicant at the time of applying for leave happens to be outside the Dominions his certificate shall require countersignature of a medical officer not below the rank of a Civil Surgeon in British India.

232. If the authority competent to sanction leave is not satisfied with the medical certificate that may be provided under Articles 228 to 231 he may through and with the consent of the Head of the department apply for an examination of the applicant by a Medical Board. The Director, Medical Department may, at his discretion, refuse to hold a Medical Board if for any reason he considers it inconvenient or undesirable, reporting the refusal to the Government in the Medical Department for orders.

NOTE.—The Medical Certificate signed or countersigned by a Civil Surgeon will, unless over-ruled by the Medical Board, be treated as a conclusive proof of illness. Where the Civil Surgeon refuses under Article 230 to countersign on account of the inability of the applicant to present himself, it will be discretionary with the sanctioning authority by recording his reasons to accept or refuse to accept the illness to be proved.

Communication of Sanction.

233. On the sanction of any leave intimation thereof shall be given in due course to the applicant.

Entries in Service Book.

234. Leave of any kind except casual leave granted to an officer for whom a Service Book or Service Register is required to be kept shall be entered regularly in the Service Book or Service Register as the case may be.

Cancellation of Sanctions.

235. If an officer does not avail himself of leave for one month from the date on which the leave is sanctioned to take effect, the sanction will be considered cancelled.

Payment of Leave allowances.

236. Leave allowances are payable only within the Dominions. The Government do not undertake to arrange to make payment to officers proceeding on leave outside the Dominions.

Gazetted Officers.

237.—(a) If a gazetted officer signs his bill himself he must either appear in person at the place of payment, or furnish a life certificate by a signed responsible officer of Government or some other well-known and trustworthy person. If he draws his allowances through an authorised agent, the agent, whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate. The production of life certificate may be dispensed with if the Treasury Officer disbursing the salary is otherwise convinced that the officer on leave is alive.

(b) If the place of payment is other than the place where the officer was posted prior to proceeding on leave, he should, before proceeding on leave, obtain from the office auditing his salary bills a warrant in Form No. 2 on the Treasury wherefrom he wants leave allowances to be disbursed to him.

Non-Gazetted Officers.

238. The leave allowances of a non-gazetted officer can be drawn only at the treasury where his salary is paid and under the signature of the Head of his office, who is responsible for any overcharges.

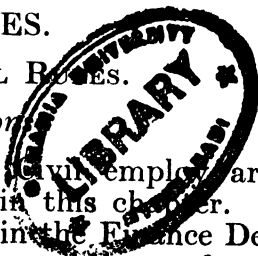
CHAPTER X.

PENSION RULES.

SECTION I.—GENERAL RULES.

General Conditions.

239. Ordinarily all officers in civil employ are entitled to pension under the rules in this chapter. It is, however, open to the Government in the Finance Department to rule that the service of any class of officers does not qualify for pension.



Future good conduct is an implied condition of every grant of pension.

240. The Government in the Finance Department reserve to themselves the right of withholding or withdrawing a pension or any part of it, for a specified time or for ever, if the pensioner be convicted of serious crime or be guilty of grave misconduct.

NOTE.—In case of officers, whose pension requires the sanction of His Exalted Highness, the decision of the Government in the Finance Department will require confirmation by His Exalted Highness.

Inadmissible Cases.

241. In the following cases no claim to pension is admitted :—

(a) When a person is employed temporarily on monthly wages without a specified limit of time or, duty ; but a month's notice of discharge should be, given to such a person, and his wages must be paid for any period by which such notice falls short of a month.

(b) When a person's whole time is not retained for the public service.

(c) When a public servant holds some other pensionable office, he earns no pension, in respect of an office of the kind mentioned in clause (b) or in respect of duties paid for by a local allowance.

Misconduct or Inefficiency.

242. Pension may not be granted to an officer whom it is desired to remove for misconduct or inefficiency.

EXCEPTION.—In deserving cases, however, the authority competent to sanction pension may grant a compassionate allowance not exceeding the pension that would have been admissible if the officer had retired on a Medical Certificate.

Claims of Survivors.

243. It being the duty of every officer to provide for his fami'y, the Government recognize no claim by the relatives of any deceased officer for ordinary pension or gratuity to them on account of the services of the deceased officer. For the benefit of the relatives of officers dying prematurely the Government have started the Insurance Fund at a considerable expense to the State.

The Government, therefore, think themselves quite justified now in declining to consider applications of relatives of deceased officers who were subscribers to the Insurance Fund. Any Compassionate Allowances or Gratuities, as may have been conferred in the past or may be conferred in the future must be regarded as mere acts of grace, forming no precedent.

Limitations.

244. An officer cannot earn two pensions in the same office at the same time, or by the same continuous service.

245 Two officers may not simultaneously count service in respect of the same office, excepting the cases covered by Article 259 (b).

Military Service.

246. If a person has served partly in the Military Department, and partly in the Civil Department, he will be eligible for pension in respect of the total period of his service in accordance with the rules of the department in which he served at the time of his retirement. In case the pension is granted from the Civil Department, the period of service in the Military Department, during which the pay of the person did not exceed Rs. 25 per mensem will, for the purposes of pension, count as inferior service.

SECTION II—CONDITION OF QUALIFYING SERVICE.

Beginning of Service.

247. Except for compensation pension an officer's service does not, in the case of superior service, qualify till he has completed twenty years of age.

248. In the case of inferior service, service counts after the age of 16 years ; but for compensation pension it counts from the date of appointment.

Condition of Qualifying Service.

249. Subject to the provisions contained in the succeeding articles the service of an officer does not qualify for pension unless it conforms to the following two conditions :—

First.—The service must be under Government and must be paid by Government from general

revenues and not from the proceeds of any fund, institution, estate or administration.

Second—The employment must be substantive.

EXCEPTION.—Employees of the Dairatulmarif Press are eligible for pension under these regulations, though their service is paid from Government Grant-in-aid.

Non-qualifying Service.

250. Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify.

251. Service remunerated by fees or commission only does not count for pension.

NOTE.—An officer who in addition to his salary from the general revenues, receives an allowance from fees, cannot count the allowance towards pension.

252. An incumbent who is not a whole time servant, or is paid by daily wages or under piece work system, is not eligible for pension.

253. Service as an apprentice does not qualify.

Qualifying Service.

254. The service of a probationer who holds a substantive office and draws substantive pay qualifies. So does that of an officer who is on probation for a substantive office if he is employed in a vacancy reserved for him, pending probation, and in which no other officer simultaneously count service.

NOTE.—“Sekunhari” period of Sekunhars of Settlement Department will be counted for pension.

255. Service as a probationer also counts in the following cases :—

(a) Civilians who had passed their examination by the 7th Isfandar 1305 Fasli, and were permanently employed or were in receipt of allowances and were attached to different offices up to 18th Mehri 1306 Fasli.

(b) New Civil Service class probationers deputed on training in British India.

(c) Students educated in England.

(d) Medical officers.

In the above cases probationary service will count from the date of issue of probationary allowance.

256. If an officer in the permanent service of Government is deputed on temporary duty the period of deputation shall count for pension. But see Article 314.

Service qualifying under special conditions.

257. Service rendered to a Jagirdar and continued to the Government on the lapse or annexation of the Jagir, may count for pension, if the Government in the Finance Department so permit.

258. Cancelled.

259. Service, in a temporary or officiating appointment, rendered by an officer holding no substantive and permanent appointment, shall count for pension in the following cases :—

NOTE.—Service in the Settlement Department being *quasi*-permanent will not be considered temporary for the purpose of this article except when the appointment is ruled to cease to exist after expiry of a stated period or after completion of a particular work.

(a) If such temporary appointment is converted into a permanent one, or if the officer holding the temporary appointment is substantively appointed to a permanent post without any break of service.

(b) If the officer holding an officiating appointment is confirmed at the end of the period during which he was acting or is appointed substantively to a permanent post on the termination of his officiating appointment without break of service.

260. If the appointment held by an officer is abolished, the period during which the officer remains unemployed or temporarily employed in some other appointment will count for pension as follows :—

(a) If his emoluments are equivalent to or more than that he was drawing in the appointment abolished, the whole period during which he drew such emoluments will be counted.

(b) If he received only a part of the pay of the appointment abolished the period to be counted will bear the same proportion to the whole period under such unemployment or temporary employment as the part of pay drawn bears to the full pay of the appointments abolished.

261. The whole of the service rendered partly in the Sarf-i-Khas and partly under Government will count for

pension which will be debitable to the administrations according to the rule of proportions.

NOTE.—A Compassionate allowance, if any, granted to the survivors of deceased officers, who have served under both administrations will also be debitable according to the rule of Proportions.

261 A.—If an officer in the service of Government deputed to the Sarf-i-Khas draws salary from the Sarf-i-Khas as well as the Government, he will get pension on the aggregate salary drawn from both the administrations, the pensions being debited to them according to the rule of proportions.

NOTE.—A Compassionate allowance, if any, granted to the survivors of deceased officers, who have drawn salary simultaneously from both administrations, will also be debited according to the Rule of Proportions.

RULES FOR RECKONING SERVICE.

Service Partly Inferior and Partly Superior.

262. An officer whose service has been for some time inferior and for some time superior may either count.

(a) the whole as inferior towards pension or gratuity on the inferior scale ; or,

(b) half the inferior service in addition to the superior service towards pension on the superior scale provided he has sufficient superior service to entitle him by itself to pension (not gratuity) ; or,

(c) the superior portion towards pension or gratuity on the superior scale, and the inferior portion towards pension or gratuity on the inferior scale.

NOTE.—The total gratuity or gratuity plus pension granted under this clause shall not exceed what would have been admissible if the whole service had been superior.

263. The calculation of amount of gratuity or pension due under the preceding Article will be based respectively on the salary or average salary drawn immediately before retirement except in cases coming under clause (c), in which the last drawn salary or average salary of each kind of service will determine the gratuity or pension due for that particular kind of service.

264. Except when the Government in Department concerned specifically extends to him the concessions contained in Articles 262 and 263 an officer who has been reduced from the superior to the inferior will count his whole service for pension in the inferior scale.

265. If an officer holds two or more appointments, each of which is inferior by reason of its salary not exceeding Rs. 25 he cannot count his service as superior on the ground that his aggregate salary exceeds Rs. 25.

Superior Service.

266. In the case of superior service the period spent on leave with allowances will count for pension in the same proportion as allowances drawn during leave bear to the pay of the post on which the absentee had a lien. Time spent on leave without allowances cannot count for pension.

Inferior Service.

267. In case of inferior service the whole of the period spent on leave with or without allowances counts for pension provided it does not exceed in the aggregate that which might be given with allowances to an officer in the superior service throughout his whole service.

Suspension.

268. If an officer who has been suspended, pending enquiry into any charge against him, is subsequently reinstated and paid the full salary for the period during which he was under suspension, such period shall count for pension; otherwise not, unless the authority who reinstates the officer in question expressly declares at the time of so reinstating him that notwithstanding forfeiture of a part of his service during the period of suspension or part thereof (to be specified) shall count for pension.

Resignation and Dismissal.

269. Resignation of the public service, or removal from it, for misconduct or inefficiency, not due to age or failure to pass a prescribed examination entails forfeiture of past service.

270. Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the officer's past service counts.

Interruptions.

271. An interruption in the service of an officer entails forfeiture of his past service except in the following cases :—

- (a) Authorised leave of absence.
- (b) Unauthorised absence, retrospectively converted into leave of any kind under Article 168.
- (c) Suspension immediately followed by reinstatement, which need not be to the same office.

(d) Abolition of office or loss of appointment owing to reduction of establishment.

(e) Time occupied in transit from one appointment to another, provided the officer is transferred under the orders of competent authority.

Condonations of Interruptions and Deficiencies.

272. In cases where it is competent to sanction pension on its own authority, the Government in the Finance Department is empowered to condone interruptions in service not exceeding two years and any deficiencies in the period of service not exceeding six months. Interruptions and deficiencies in case of officers whose pension requires the sanction of His Exalted Highness can be condoned by His Exalted Highness alone.

NOTE.—Government in the department concerned is empowered to condone interruptions in service less than six months and any deficiencies in the period of service less than one month provided that the average pay should not exceed Rs. 100 per mensem.

SECTION IV.—CONDITION OF GRANT OF PENSION.

Classification of Pensions.

273. Pension will be divided into four classes :—

1. Compensation pensions.
2. Invalid pensions.
3. Superannuation pensions.
4. Retiring pensions.

Compensation Pensions.

274. A compensation pension will be given to an officer whose appointment has been abolished or the salary of whose appointment been reduced and no other suitable employment can be found for him.

275. Cancelled.

276. No pension may be awarded for the loss of a local allowance.

277. Officers who, in addition to their own duties, are employed in any other capacity, are not entitled to compensation pension on being relieved of such extra work.

278. When the salary of an appointment is reduced, it would sometimes be more desirable to grant to the officer holding that appointment a personal allowance in order to bring up his salary to its full amount, and thus retain him in the service, than to give him a compensation pension.

279. When, at the time of carrying out any retrenchment, it has to be determined which officer shall be brought under reduction, it should be carefully borne in mind that as little burden as possible is imposed on the State on account of compensation pension.

280. When an appointment is to be brought under reduction, notice thereof should be given to the officer holding it three months before the date on which the reduction is to be carried into effect, and on failure of such notice the officer will be entitled to receive his full salary for three months ; or for the period by which the notice given to him falls short of three months ; but the period in respect of which he receives salary in lieu of notice cannot be counted for pension.

NOTE.—No such notice will be required to discharge an officer appointed temporarily for a limited time or specified duty.

281. The rule contained in the preceding Article shall not, however, apply in the case of an officer whose appointment may be abolished after he has completed 30 years service, or attained the age of 55 years.

282. An officer discharged with a compensation pension may not, without surrendering his pension, refuse to accept any appointment which the Government thinks fit, within six months from the date of his discharge, to offer to him. The salary of such new appointment must not, however, be less than enough to raise his total receipts, under the operation of Article 320 to the amount which he received as salary immediately before his discharge nor should the new appointment be such as the officer cannot reasonably and equitably be expected to accept.

283. If an officer, who is entitled to compensation pension, accepts instead another appointment in the public service and subsequently becomes again entitled to receive a pension of any class, the amount of such pension shall not be less than he could have claimed if he had not accepted the appointment.

Invalid Pension.

284. An invalid pension is awarded, on his retirement from the public service, to an officer who, by bodily or mental infirmity, is permanently incapacitated for the public service, or for the particular branch of it to which he belongs.

285. If an officer applying for an invalid pension is 55 years old, or upwards, no certificate by a Medical officer is necessary ; it suffices for the Head of the office, or his superior officer if he is himself the head of the office, to certify to the incapacity of the applicant. Otherwise incapacity for service must be established by a Medical Certificate required by the succeeding Articles.

286. In case of a Non-gazetted officer a certificate from the Civil Surgeon of the district or locality in which he is serving will be required. Such certificate must state the cause of his infirmity and incapacity and must be in the following form :—

“ Certified that I have carefully examined A. B. son of C. D. a.....in the His age is by his own statement.....years and by appearance about years, I consider A. B. to be completely and permanently incapacitated for further service of any kind (or in the Department to which he belongs) in consequence of (here state disease or cause). His incapacity does not appear to me to have been caused by irregular or intemperate habits.”

NOTE.—If the incapacity is obviously the result of intemperance substitute for the last sentence :—“ In my opinion, his incapacity is the result of irregular or intemperate habits.”

If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made :—“ I am of opinion that A. B. is fit for further service of a less laborious character than that which he has been doing (or may, after resting for.....months, be fit for further service of a less laborious character than that which he has been doing).”

287. In the case of Gazetted officer a certificate in the form in the preceding Articles should be obtained from a Medical Board appointed by the Government.

NOTE.—If an officer staying outside the Dominions applies for invalid pension the authority which sanctions the pension may, as in British India, accept a certificate given by a Civil Surgeon or Commissioned Medical Officer of British India provided it is in the form prescribed in Article 286 H. C. S. R. and it is not possible to convene a Medical Board owing to a Gazetted officer staying outside the Dominions or cause him to appear before a Medical Board on account of his health.

288. The authority competent to sanction the pension may either accept the certificate under Article 286 or direct the applicant to appear before the Medical Board appointed under the preceding Article.

289. An officer discharged on other grounds will have no claim to an invalid pension simply because he can produce a certificate of incapacity for service.

290. If the incapacity is directly due to irregular or intemperate habits no pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them, it will be for the authority by which the pension can be granted to decide what reduction should be made on this account.

291. When a certificate declares that an officer is fit for service of a less laborious character the officer shall be given the option of accepting another appointment of that character, which may be on a lower pay, or to retire at once on an invalid pension.

292. When a certificate declares that an officer will be fit for his own office or an office of a less laborious character, after a certain period of rest, such officer may be granted leave, with or without allowances, for the period in question, provided he is entitled to such leave; otherwise he shall be retired at once on such pension as may be due to him.

293. An officer who has submitted a Medical Certificate of incapacity for further service must not (except for special reasons to be reported to the Government in the Department concerned) be retained in active service pending a decision on his application for pension; nor can he obtain leave of absence without the further special sanction of the Government in the Department concerned. Service after the end of the month in which the Medical Certificate is given does not count for pension.

294. An inferior servant, who, in the opinion of the Head of his office, is fit for light work may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his Medical Certificate.

295. The retirement of an officer who is absent on leave other than privilege leave, when such certificate is submitted may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

Superannuation Pension.

296. A superannuation pension is granted to an officer entitled or compelled by rule to retire at a particular age.

297. An officer in superior service who has attained the age of 55 years may, at his option, retire on a superannuation pension.

298. No gazetted officer who has attained the age of 55 years, shall be retained in Government service without the sanction of Government in the Department concerned.

NOTE.—Extensions granted under this rule should not ordinarily exceed one year at a time.

298-A. Non-gazetted officers in superior service who have attained the age of 55 may be required to retire but should ordinarily be retained in service so long as they remain efficient until they come under the provisions of Article 299. The power given by this Article may be exercised by the authority competent to fill the appointment concerned. Extension should not as a rule exceed one year at a time.

299. No officer in the superior service, who has attained the age of 60 years, shall be retained in Government service without the sanction of His Exalted Highness through the Department concerned.

300. An inferior servant has the option to retire after he attains the age of 60 years.

301. Attainment of the age of 60 years in the case of inferior servants will not be taken as a bar to their further employment.

NOTE.—Articles 300 and 301 apply only to those inferior servants who are attached to offices and have no active duties to perform. Inferior servants in Police, Forest, Customs, Excise, Force, performance of whose duties requires strenuous physical exertion will ordinarily be retired unless the Government in the Department concerned authorises extension up to the age not exceeding 60 years.

Retiring Pension.

302. A retiring pension is granted to an officer who can retire or can be made to retire after completing service for a specified period.

303. Officers in the superior service have the option to retire after completing 30 years qualifying superior service.

304. Inferior servants can retire after completion of 40 years qualifying service.

305. An officer cannot be given a retiring pension against his will unless the Government in the Department concerned so approves.

306. An officer holding two or more separate appointments may not, save with express sanction of the Government in the Finance Department, resign one or more of such appointments on a pension, and retain the others. In the event of such sanction being accorded, the granting of a pension will be deferred till the officer retires altogether from the service.

SECTION V—AMOUNT OF PENSIONS.

General Rules.

307. The amount of pension or gratuity that may be granted is determined by length of service as set forth in Articles 262 to 272 in the calculation of any pension or gratuity admissible to an officer the complete years and months of service are taken into account, but not the fraction of the month. A year will be taken as consisting of full 12 Fasli months.

Currency.

308. A pension is ordinarily fixed in the current coin of His Exalted Highness' Dominions, even though it may have to be paid to persons residing outside His Exalted Highness' Dominions. In special cases it may be fixed in British Government currency subject to the condition that the maximum of Osmania Sicca Rs. 1,000 per mensem fixed by Article 313 (b) is not overridden under any circumstances.

Disregarding fractions of an anna.

309. A pension should be calculated to the nearest anna, that is where the exact amount works out to six pies or more it should be taken to the next higher anna; amounts below six pies being disregarded.

NOTE.—A pension transferred to British India is converted from O.S. to B.G. Rupees also under the principle laid down in the Article mentioned above.

Award of full Pensions.

310. The full pension admissible under the rules is not to be given as a matter of course, unless the service rendered has been really approved.

311. If the service has not been thoroughly satisfactory the authority sanctioning the pension should make such reduction in the amount as it thinks proper.

Limitations.

312. An officer entitled to a pension cannot obtain gratuity instead of a pension.

Amount of Superior Pension.

313. The amount of pensions and gratuities for Superior service is regulated as follows :—

(a) For a qualifying service of less than 10 years one month's salary for each completed year of service will be granted as gratuity, the calculation of a gratuity being based on the last salary drawn at the time of retirement.

(b) After a qualifying service of ten years or more, the amount of the pension will be calculated according to the following rule; the average salary should be multiplied by the period of qualifying service, and the product divided by 60; the result will be the amount of pension allowable. The maximum pension ordinarily allowable will be O. S. Rs. 1,000 a month. In applying the above rule qualifying service of 25 years or above, whatever its length may be, will be treated as 30 years service.

Illustration.—If the average salary is Rs. 1,000 and the period of qualifying service is (1) 35, (2) 26 and (3) 20 years, the amount of pension admissible will be respectively :—

$$\begin{array}{rcl}
 & 30 \times 1,000 & \\
 (1) & \frac{\quad}{60} & \text{Rs. 500.} \\
 & 30 \times 1,000 & \\
 (2) & \frac{\quad}{60} & \text{Rs. 500.} \\
 & 30 \times 1,000 & \\
 (3) & \frac{\quad}{60} & \text{Rs. 333-5-0.}
 \end{array}$$

NOTE.—In counting the period of service qualifying for pension, fractions of a year less than a complete month will be omitted.

EXCEPTION.—In addition to service actually qualifying for pension Judicial officers, recruited from legal profession are entitled to count for pension the period spent by them in actual legal practice not exceeding 12 years for those recruited as High Court Judges. 8 years for those recruited as Divisional Judges, and 5 years for those recruited as District Judges and Munsiffs. This concession will not be admissible in case actual qualifying service is 5 years or less.

NOTE.—If such an officer before the completion of five years service retires on pension, he will be paid for each such year one month's pay as gratuity and will not be entitled to any other class of pension.

314. The salary for the purpose of the preceding Article will not include Deputation allowance given to a permanent incumbent for temporarily holding another appointment.

NOTE.—When deputation allowance is not specified it will be assumed to mean the difference between the pay of the substantive appointment on which the incumbent has a lien and the pay of the temporary appointment created by sanction of Government.

Amount of inferior Pension.

315. For inferior qualifying service pension will be admissible as shown below :—

(a) No pension or gratuity will be granted for service or less than 5 years.

(b) After a service of not less than 5 years but less than 10 years five times the amount of the last drawn salary will be granted as gratuity.

(c) After a service of not less than 10 years but less than 30 years half the amount of the last drawn salary for each year of service will be given as gratuity.

(d) After a service of 30 years or more, a pension equivalent to half the average salary will be granted.

Wound Pensions.

316. Notwithstanding anything to the contrary contained in Articles 313 to 315 an officer obliged to retire on Invalid pension on account of wounds or injuries sustained in the discharge of duty, may, at the option of the authority competent to sanction his pension receive a pension not exceeding what he would be entitled to receive as Superannuation or retiring pension whichever is less, if the pension due under the ordinary rules is considered insufficient.

NOTE.—For the purpose of determining the maximum pension admissible under this Article the period required to be further spent to entitle to Superannuation or Retiring pension will be treated as service qualifying for pension.

SECTION VI.—RE-EMPLOYMENT OF PENSIONERS

General Rules.

317. No officer can retire with the view of being re-employed in the service of His Exalted Highness' Government and drawing pension in addition to salary.

318. An officer who, having been discharged with a pension, is subsequently re-employed, may not count his new service for a separate pension. A pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service.

Compensation Pensions.

319. If an officer, who has received a compensation gratuity, is re-employed in service qualifying for pension, he shall have the option, of refunding the gratuity and counting his previous service, or he may forfeit the previous service and retain the gratuity. If he elects to refund the gratuity, it shall be recovered by monthly instalments of not less than one-third of his monthly salary, and until the whole amount of the gratuity is refunded no claim to count previous service will be established.

320. (a) An officer, who has obtained a compensation pension, if re-employed may retain his pension, in addition to his pay ; provided that if he is re-employed in non-qualifying service paid from the general revenues, the pension shall remain wholly or partly in abeyance, if the sum of the pension, and the pay on re-employment exceeds the pay of the appointment on abolition of which the pension was given ; that is to say, an officer can draw pension only in order to make up his present aggregate emoluments to what he drew at the time of his retirement. In the case, however, of a pensioner re-employed in either a permanent or temporary appointment for *bona fide* temporary duty, lasting for not more than a year, the Government in the Department concerned or in cases where the pension does not exceed Rs. 10 a month, the officer who controls the establishment on which the pensioner is to be employed, may allow pension to be drawn in whole or in part, even though the sum total of pay and pension exceeds the pay which the officer drew on retirement.

(b) If his re-employment is in qualifying service, he may either retain his pension (subject to the *proviso* above stated) in which case, his former service will not count for further pension, or cease to draw any part of his pension and count his previous service. Pensions intermediately drawn need not be refunded.

321. In case of transfer from non-qualifying service under the preceding Article clause (a) to qualifying service under the same Article clause (b) an officer will count his previous qualifying service, if, on re-employment, his pension remains wholly in abeyance under the *proviso* to the clause (a).

322. If an officer does not within 3 months from the date of his re-employment, exercise the option conceded

by Article 319 of ceasing to draw pension and counting his former service, he may not thereafter do so.

323. An officer who, under clause (b) of Article 320 draws pension in addition to salary, shall, during leave or absence from his new office, draw so much of his pension as will bring his whole allowance during leave up to the amount which would have been admissible to him, if he had taken leave of the same kind under the same circumstances while holding his previous appointment, provided that his allowances on leave shall never be less than his pension.

EXCEPTION.—The foregoing Articles do not relate to appointments mentioned in Article 10 clause (c). In such cases full pension will be admissible in addition to pay of these appointments.

Invalid Pension.

324. When an officer who has obtained an invalid pension or gratuity or is re-employed, the same rules will apply to him as are laid down in the case of an officer who has been granted a Compensation pension.

Superannuation and Retiring Pension.

325. An officer who has obtained a superannuation or retiring pension cannot be re-employed, except with the special sanction of the Government, and if re-employed, he will be entitled to the full salary of his appointment in addition to his pension, but he will not be allowed to count such extra service for a fresh pension.

NOTE.—British India pensioners who may be employed under Government after they retire from service of Government of India on Superannuation or retiring pension are not entitled to any pension from Government irrespective of whether prior to retirement from service of the Government of India they were serving in Hyderabad as lent officers or not. This prohibition shall not apply to such Government of India pensioners as were allowed to enter the service of Government before 10th Khurdad 1329 Fasli except those whose appointment order specifically excluded them from the concession.

EXCEPTION.—Re-employment in offices mentioned in Article 10 clause (d) does not require any sanction.

SECTION VII.—PENSION PROCEDURE.

Preliminary Verification.

326. (a) To obviate delay in verification of service and to ensure that an officer does not retire under the misapprehension that he has earned a pension, which is subsequently found by the Head of his office or if he himself be the Head of the office to his immediate superior

officer to be inadmissible, an officer is entitled to apply for verification of his service not earlier than six months before the officer is due to retire.

(b) To prevent subsequent disappointment preliminary verification of service by the Accountant-General is compulsory in case of an officer desirous of proceeding on retiring pension before he is 55 years of age.

Non-gazetted appointments.

327. When an officer applies for pension or is compelled to retire, the Head of his office shall proceed to verify his service according to the procedure laid down in the succeeding Articles.

328. In case any service cannot be verified by the service book or service register, the verifying authority shall try to verify it by means of the records in his own office or other sources of information available.

329. If it be found impossible to verify the service otherwise, the officer receiving the application must take the statement on oath of the applicant on plain paper and must also collect such collateral evidence as may be procurable; for instance certificates such as those given by an officer to a subordinate on his leaving an office, and testimony of contemporary servants. Such statement on oath corroborated by such collateral evidence shall be regarded as sufficient proof of the service in question.

Formal Application.

330. Immediately an officer retires, or as soon after it as the verification of service is completed the Head of his office or his superior officer in case he himself be the Head of office shall draw up a pension application (Form No. 3) and arrange with it all the documents in original relied upon for verification of the service claimed in such manner that they can be conveniently consulted and then forward it together with the service book to the Accountant-General's office.

NOTE.—(1) If the Head of the office is competent to fill up the vacancy caused by the retirement of the officer, the papers in question shall be forwarded by him direct to the Accountant-General's office otherwise, through the Secretary of the department concerned.

NOTE.—(2) In the case of employees mentioned in Article 416, an extract from the service register described in Article 417, as relating to the person applying for pension, shall be forwarded with the application for pension, instead of a service book.

NOTE.—(3) In the case of Diwani employees transferred to the Sarf-i-Khas Department and retired, while in Sarf-i-Khas Service, applications for pension or gratuity should be forwarded to the Accountant-General's office through the Secretary to the Sarf-i-Khas Department, whether the officers drew salary only from the Sarf-i-Khas Department or both from the Department and the Diwani Treasury.

NOTE.—(4) Three copies of a pension application should be drawn up, out of which one will be retained in that office which has drawn it up and the remaining two will be sent to the Accountant-General's office.

NOTE.—(5) For cases mentioned in Note (3) under this Article, Finance Member will be considered to be the Member in charge.

331. A pension application must invariably be accompanied with a discharge certificate in the following form :—

.....retired from the service..
on the.....noon of
and that he has been paid salary
 and allowances due up to date and that no recovery of
 service payments is due from him.

332. In case of a Gazetted officer the discharge certificate must be signed by the officer pre-auditing his salary bills immediately before retirement and in case of non-gazetted officer by the Head of the office, in which he was employed.

333. The officer who submits the application must certify on the application whether the character, conduct and past service of the applicant are such as to entitle him to the favourable consideration of the Government.

He must also invariably record his opinion whether the service claimed has been established, and should be admitted or not ; more specially in those cases in which it becomes necessary to resort to the procedure prescribed in Article 329 when the exact nature of the investigation made, and the conclusion at which the authority has arrived must be especially reported.

334. If the application is for an invalid pension, and the applicant is less than 55 years old, the requisite Medical certificate must be attached to the application. But if omission has been made in this respect, the authority having the power to sanction the pension may accept a certificate bearing a later date.

335. In the case of an officer in superior service, who retires before he is 55 years of age, it must be stated in the column for " any other remarks " on the third page of the application for pension whether the retirement is

compulsory or optional; when compulsory, the order sanctioning retirement must be quoted and cause of inefficiency specified.

336. When a pension application is received in the Accountant-General's office, the Accountant-General's office will scrutinise the entries in the statement and prepare a report upon the claim for pension and the rules applicable to the case. The report with a copy of pension application will be sent to the Secretariat concerned or to that officer who is empowered to sanction pension on his own authority and at the same time the officer referred to in Article 330 will be informed of the amount of pension with which the employee is found entitled. The Accountant-General's office will also denote the competent authority which is as a rule empowered in the case in question to sanction pension, in this report.

NOTE.—As regards the effect of the Accountant-General's office interpretation of the rules, *vide* Article No. 5.

Gazetted appointment.

337. For a Gazetted officer, the procedure shall be the same as that provided for a non-gazetted officer except that the Head of the office shall obtain particulars from the History of Services or if necessary from the Accountant-General about the period which the retiring officer has spent in charge of Gazetted appointments and include them without further verification in the statement he draws up under Article 330.

Powers of Sanction.

338. The Member in charge of the Department concerned, will be competent, on his own authority to sanction gratuities to any amount and pensions not exceeding Rs. 250 a month, provided they are admissible according to the rules.

339. The Government in the Department concerned is empowered to sanction pension to any amount if they are admissible according to the rules.

340. Pensions the grant of which involves the overriding of the limits or conditions contained in these regulations require His Exalted Highness' sanction through the Finance Department.

NOTE.—(1) This article will not be taken to affect or curtail the powers granted under schedule A. and B. of the new Constitution.

NOTE.—(2) If a portion of the pension proposed to be granted under this Article is chargeable to Sarf-i-Khas in accordance with the provisions of Article 261, His Exalted Highness' sanction shall be applied for only after the consent of the Sarf-i-Khas Administration to the payment of extra charge is obtained.

341. A pension is granted always subject to the reservation that should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the regulations, he will be called upon to refund such excess.

Anticipatory Pension.

342. In view of the opportunity which Article 326 affords for preliminary verification of the service rendered the Heads of offices must not delay submission of pension applications for more than one month after an officer has retired. In special circumstances, in which it is not possible to complete the verification soon, and provided that the delay in verification is not caused by the negligence of the retiring officer himself in not having his service book properly posted, the Heads of offices are empowered to apply through the usual channel for the grant of anticipatory pensions. They must send with such applications the discharge certificate mentioned in Article 331 together with such details about service as are obtainable.

343. The authority competent to sanction may, if after the receipt of Accountant-General's Report the conditions of the case warrant for a period not exceeding six months, sanction an anticipatory pension not exceeding what in the summary investigation appears to be admissible.

NOTE.—An anticipatory pension for more than six months will be granted under the sanction of Government in Department concerned.

344. If on subsequent inquiry it is found that there has been any mistake in fixing the amount, the error shall be rectified, any excess sum that may have been paid to the officer being recovered from his pension and any short payment being made good to him.

345. If the officer dies before the recovery of the whole or part of any sum that may be due from him under the preceding Article no demand shall be made for such amount from his heirs.

346. Anticipatory gratuity cannot be sanctioned under any circumstances.

Places of payment.

347. Pension and gratuities shall be payable at all Government treasuries whether in a district or tahsil and also at the treasuries of Sarf-i-Khas assigned talukas.

348. If the Imperial Bank of India (Hyderabad Deccan) has no objection to undertake agency and the Finance Member specially sanctions it, pensions can be drawn through the Hyderabad branch of the Imperial Bank of India (Hyderabad Deccan) also.

348. A.—In view of the arrangements made with the Government of India, pensioners of His Exalted Highness' Government will be enabled to draw their pensions from the Treasuries of Government of India, subject to the condition that the authority competent to sanction pension will have full discretion either to refuse or accept applications for the payment of pensions outside the Dominions. In case an application is sanctioned, the pensioner will be authorised to draw his pension from the Treasury of Government of India elected by him in B. G. Rupees at the rate of exchange adopted in Government Accounts at the time of accord of sanction for pension.

Date of Payment.

349. A pension is payable monthly on and after the first day of the following Fasli month. But the Treasury officers can with the approval of the Accountant-General fix certain days of the months on which alone pensions can be paid at any treasury. Pensions not drawn on such dates will be payable on the specified days in the next month.

350. If in any treasury particular days are fixed for payment of pensions, the fact shall be notified in the Government gazette. A notice to that effect shall also be hung up in a prominent place in front of the treasury.

Communication of Sanction.

351. Cancelled.

352. After the pension being sanctioned the Secretariat concerned or the competent officer who is empowered by the competent authority to make use of his powers, will inform the A.-G's. office of the sanction of a pension and also through usual stages will intimate the employee concerned the sanction of his pension or gratuity and direct him to apply to the treasury he has selected for payment.

353. In case of gratuity the Accountant-General shall on receipt of sanction at once authorise the treasury mentioned by the pensioner to make payment. The disbursing officer shall take reasonable precautions to identify the claimant and shall not ordinarily make payment, unless the departmental order informing of the sanction mentioned in Article 252 is produced.

Permanent Payment Orders.

354. In the case of pensions, the Accountant-General will have a permanent payment order in Form No. 4 prepared in his office and forwarded to the Treasury from which the pension is to be paid. The treasury officer shall keep the original carefully in such manner that the pensioner shall not have access thereto and give the duplicate of the permanent payment order to the pensioner but before doing so, he shall direct the pensioner to appear before him, have him identified as directed in Article 353, and cause him to affix his signature or thumb impression on the original part of the permanent payment order.

NOTE.—In case of a female pensioner not accustomed to appear in public the Treasury Officer may not compel the pensioner to appear before him, but he is bound to adopt all feasible means to ensure that the signature or impression is really of the female to whom the pension is due. Where a Lady Commissioner is appointed for the purpose, the Treasury Officer will arrange to depute her to supervise the affixing of signature or thumb impression. The pensioners shall be bound to pay any fee to which, under rule or practice the Lady Commissioner may be entitled.

EXCEPTION.—An officer drawing a salary of Rs. 500 and above can obtain through his Agent the duplicate of the permanent payment order and he will send to the treasury concerned his specimen signature duly certified by him on a separate sheet of paper which will be pasted to the permanent payment order.

355. Each payment is to be entered on the reverse both of the original and duplicate of the permanent payment order both entries being attested at the time of payment by the signature of the disbursing officer.

356. A permanent payment order will not be transferable or mortgagable.

357. No permanent payment order need be issued in respect of pensions allowed to be drawn from the Imperial Bank of India (Hyderabad Deccan).

Commencement and End of Pensions.

358. A pension generally takes effect from the date on which an officer is relieved of his duties and is payable for the day on which the pensioner dies.

359. A gratuity is paid in a single sum and not by instalments.

Mode of receiving payments.

360. Every pensioner shall, as a general rule, appear in person, and shall give a receipt for the pension in a form to be specified by the Accountant-General. The receipt shall be signed by the pensioner, if he is able to write; but if he cannot write, he shall affix his seal or thumb impression thereto.

361. A female pensioner not accustomed to appear in public or any other pensioner who is unable to attend in person may receive through an agent her or his pension upon the production of a life certificate signed by a Magistrate, or a Gazetted officer or a Registrar or a Sub-Registrar or a Pensioner of His Exalted Highness' Government whose salary before retirement was not less than Rs. 500 per mensem or a Jagirdar, or a Mansabdar or other holder of any hereditary grant or allowance from His Exalted Highness' Government of not less than Rs. 250 per mensem; or any other person to the satisfaction of the disbursing officer.

362. The following pensioners, however, will be exempted from the production of the life certificate required under the preceding article:—

(a) Those whose salary before retirement was not less than Rs. 500 per mensem.

(b) Those who hold titles not below those of Jung, Khan Bahadur, or Raja Bahadur.

(c) Those specially exempted by Government in the Finance Department.

Pensioners residing outside the Dominions.

363. A pensioner not resident within the Dominions may draw his pension through a duly authorised agent, who must either produce a certificate signed by a Magistrate or a Gazetted officer or any other well-known authority to the satisfaction of the disbursing officer on each occasion that the pensioner was alive on the date

to which his pension is claimed, or execute a bond to refund over-payments, and produce such a certificate as aforesaid at least once a year.

But in the latter case the pension must not be paid on account of more than a year after the date of the life certificate last received.

NOTE.—Pensioners residing outside the Dominions cannot claim the concession allowed by Article 362.

363. A—Pensioners resident in England may be permitted by Government in the Finance Department to draw their pensions from their bank in England at a rate of exchange to be fixed by the Finance Department.

Precautions against false impersonation.

364. In all cases referred to in Articles 360 to 363 the disbursing officer shall take precautions to prevent impositions and shall at least once a year, require proof independent of that furnished by the life certificate of the continued existence of the pensioner. For this purpose he shall ordinarily require the personal attendance and due identification of all the pensioners.

NOTE.—(1) For identification of female pensioners not accustomed to appear in public, see Note Article 354.

NOTE.—(2) Pensioners mentioned in Article 362 shall be privately identified by the disbursing officer and need not be required to appear at a public office.

NOTE.—(3) For pensioners residing outside the Dominions it may not be practicable to enforce the rule. In such cases the disbursing officer shall satisfy himself as to the existence of the pensioner by any other means in his power and where he fails to ascertain officially or privately he may direct production of another life certificate from the authority he may name.

365 The disbursing officer is personally responsible for any payment wrongly made. In case of doubt, he must consult the Accountant-General.

Transfers of Payment.

366. If a pension is to be transferred from the Central Treasury to any District : or Tahsil Treasury or *vice versa* or from a treasury in one district to a treasury in another district, sanction shall be obtained from the Accountant-General, who will destroy the old permanent payment order and issue a new one, bearing a new number and date. But if a pension is to be transferred from one treasury in a district to another treasury in the same district, this can be sanctioned by the First Talukdar of the

district. In this case it will not be necessary to issue a new permanent payment order the pension being payable on the old permanent payment order.

Renewal of Permanent Payment Orders.

367. When the reverse of a Permanent Payment Order is entirely filled up or when the duplicate given to the pensioner is worn or torn, both halves may be renewed by the Treasury officer concerned. The new permanent payment order will bear the same number as the old one.

368. If the duplicate of the permanent payment order given to a pensioner is lost or destroyed in any way, the pensioner may apply to his treasury officer who will issue a new permanent payment order as provided in the preceding Article, on payment of a fee of one Rupee. Pensioners whose pension does not exceed Rupees 5 may in deserving cases be exempted by the Treasury officer from the condition of paying the fee.

Lapses.

369. If after the receipt of a permanent payment order, a pensioner does not draw his pension for a period of more than one year or if he dies, the treasury officer shall forward the original of the permanent payment order in his office to the Accountant-General.

370. If the pensioner, whose permanent payment order has been sent back to the Accountant-General's Office in consequence of the pensioner not having drawn his pension for upwards of one year applies for his pension the treasury officer shall ask the Accountant-General for the return of the permanent payment order and for permission to pay the pension.

371. The Accountant-General, after satisfying himself can sanction the payment of the pension, provided 3 years have not elapsed since the return of the permanent payment order to him. If that period have expired the sanction of the Finance Member must be obtained for the payment.

Deceased Pensioners.

372. On the death of a pensioner, payment of any arrears actually due may be made to his heirs, provided that they apply within six months from his death. It cannot be paid thereafter without the sanction of the Finance Member.

But if the arrears do not exceed Rupees 100, and the case presents no peculiar features, the Accountant-General is empowered to pass the arrears on his own authority.

373. After payment of the arrears of pension the permanent payment order, must be returned to the Accountant-General with a report of the date of the death of the pensioner.

374. Subject to the provisions of Article 372 the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs. 500, be paid to the heirs of the deceased after such enquiry into the rights and titles of the claimants as the Treasury officer responsible for the payment may deem sufficient. If however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds Rs. 500, the payment shall be made only to the person duly authorised to receive assets belonging to the estate of the deceased.

CHAPTER XI.

FOREIGN SERVICE.

Classification.

375. Foreign service that can count for pension and in certain instances for leave, as regular and permanent service under the Government is of two kinds :—

First.—The service of an officer transferred to service under an administration which is financially independent of the Government and may not even be under the orders of Government and allowed while in such service to maintain his claim to leave and pension in the same way as if he were still in the service of Government.

Second.—The service of an officer in an Administration, Estate, or Fund which though financially independent is under the administrative control of Government and the employees of which are allowed to earn a claim to pension from Government.

NOTE 1.—The service of Policemen temporarily deputed by the Commissioner, City Police or Director-General, District Police to guard private property at the instance of the owners of such property may not be treated as foreign service coming under the operation of the rules in the Chapter, except that the contribution leviable under Article 383 shall be recovered in addition to actual cost of salary and allowances from the individual requisitioning the service of such policemen.

NOTE 2.—NOTE (1) Applies also to the Police attached to the City Courts and paid from process service fees.

FOREIGN SERVICE OF THE FIRST KIND.

General Conditions.

376. An officer transferred to Foreign service remains subject to the general and disciplinary rules which would have applied to him as a servant of Government had he not been so transferred.

377. An officer during foreign service may not without the sanction of the authority by which he was transferred be given promotion of rank or grade in Government service, or on reversion to that service be appointed to a higher appointment than that which he held at the time of his transfer. And the authority should not give such promotion unless the nature of the officer's duties and the manner in which he has discharged them qualify him for it. An officer whose appointment under Government is one on a progressive or time scale of pay counts time spent in foreign service for increments.

378. An officer in foreign service may not elect to withhold contribution and forfeit the right to count as Government service the time spent in foreign employ. The contribution paid by or for him maintains his claim to pension or, if contribution is paid for leave allowances also, to pension, and leave allowances in accordance with the rules of the service to which he belongs. Neither he, nor any body which has paid contribution on his behalf, has any right of property in such contribution nor can any claim for refund be entertained.

379. An officer who is lent on foreign service may not, except with the sanction of the Government accept a pension or gratuity from his foreign employer in respect of such service.

380. An officer retains while on foreign service a lien upon a substantive office under Government, and when he reverts to Government service, either temporarily or permanently he resumes substantively the position in his service or establishment which he held when he was transferred, or to which he may have attained in accordance with Article 377.

381. If an officer proceeds on leave from his foreign service appointment he shall not ordinarily be considered to revert to Government service unless and until he rejoins his appointment under Government.

Where, however, the foreign service is under the control of Government, it may in the Finance Department

determine the date on which the officer may be treated as reverting to service under Government

382. The salary of an officer appointed to act in a sanctioned appointment in foreign service and the joining time and transit pay of an officer proceeding to, or returning from foreign service, are regulated in accordance with the rules of service under Government. Also the travelling allowance of a lent officer will not exceed what these Regulations provide.

NOTE.—This article merely provides rules of calculation and should not conflict with Article 386 and be taken to imply that an officer can at any time draw a salary higher than what was originally fixed without the knowledge and consent of the authorities under whose orders he was allowed to join foreign service.

383. An officer in foreign service who is appointed to act in an appointment under Government draws as salary the pay of his appointment under Government on which he has a lien and acting allowance on the pay of the appointment in which he acts. His pay in foreign service is not taken into account in fixing his salary in a Government appointment.

384. When an officer is transferred to a foreign service he draws salary from his foreign employer, and contribution is paid to Government; either by or for him from the date on which he relinquishes charge of his appointment under Government. An officer reverting to duty under Government ceases to draw pay from the foreign employer, and contribution is discontinued from the date on which he resumes charge of his appointment under Government.

Sanction to transfer to, and pay in, foreign service.

385. Transfer to foreign service is not permissible unless,

(a) the transfer is in the public interest, that is, the service is such as should, for public reasons, be rendered by a servant of Government,

(b) the officer holds when his transfer is effected an appointment in service qualifying for pension in an establishment paid from general revenues and has put in not less than 5 years' service in a permanent and pensionable appointment under Government.

(c) the period for which an officer is transferred is at least one year and does not exceed 5 years at one time.

EXCEPTION.—Conditions laid down in (b) and (c) above will not apply to permanent employees of the Mint and Stamp Departments transferred to the Workshop and the Electricity Departments. The usual contribution for leave and pension in respect of these employees will however, be recovered in accordance with the rules in force.

386. Transfer to foreign service requires the sanction of the Government if the period of transfer exceeds 3 years or the salary of the officer to be transferred exceeds Rupees 250 per mensem. In other cases it would fall within the competence of the Assistant Minister of the Department in which the officer to be transferred serves.

EXCEPTION.—This rule will not apply in the case of the transfer of the employees of the Mint and Stamp Departments to the Workshop and the Electricity Departments. In such case the Mint Master will be reckoned as the authority competent to sanction these transfers.

387. The authority competent to sanction transfers under the preceding Article should withhold sanction if the pay and emoluments offered in foreign service are unusually high with respect to the responsibilities attaching to the appointment to be filled up or with respect to the qualification of the officer to be transferred.

EXCEPTION.—In the case of transfer of the employees of the Mint and Stamp Departments to the Workshop and the Electricity Departments.

(1) In the case of piece work, no limit will be imposed on the emoluments drawn by such employees.

(2) In the case of fixed pay, no limit will be imposed for a period of six months.

Contribution.

388. An officer transferred to foreign service will maintain his claim to pension and leave in the same way as if he were still in the service of Government, provided he continues to pay contribution, if he is a Gazetted officer at the rate of 25 per cent. and if he is a non-gazetted officer at the rate of 20 per cent. of the salary that would be payable to him from time to time in Government service.

NOTE 1.—Inferior servants will pay contribution for pension only at the rate of one anna for each rupee of the salary drawn in Government service.

NOTE 2.—The contribution is payable when an officer is on privilege leave or under suspension but it will not be leviable during long leave.

389. The Government in the Finance Department may remit the contribution for any period during which an officer on foreign service is temporarily employed under

the Government on duties additional to or distinct from his duties on foreign service.

390. The Government in the Finance Department may exempt any officer from payment of contribution if his transfer has been made solely with a view to protect Government interests.

Procedure for payment of contribution.

391. A copy of an order sanctioning an officer's transfer to foreign service must always be communicated to the Accountant-General by the authority by whom the transfer is sanctioned. The officer should himself without delay communicate a copy to the Accountant-General and report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service and furnish from time to time the particulars regarding his salary in Foreign service, leave taken by him, his postal address, and other information which that officer may require.

392. Every transferred officer shall, during the period he is on foreign service, pay into Government Treasury within 15 days from the end of every 3 months of the Fasli year commencing from the date of his transfer to such foreign service the contribution due from him for the said 3 months and shall send a copy of Chalan in respect of the payment to the Accountant-General at once.

393. An officer transferred to foreign service must pay contribution in full even for the period during which he may be under suspension in the foreign service with or without pay or part of pay.

Penalties for non-payment of Contribution.

394. If any contribution is not paid within the time specified or the amount paid is less than that properly payable, interest for default at the rate of 4 pies a day per 100 Rupees will be levied upon the amount due from the date on which it became due until the date on which it was paid off.

395. When the contribution of any officer is not received the Accountant General will generally draw the attention of the officer concerned to this fact; but any omission on the part of the Accountant-General to give such intimation will not entitle the officer to claim either

that he shall be exempted from interest for the default or that his rights under Government shall be regarded as unimpaired.

396. If any arrears, with interest for default are not paid within 12 months from the due date the Accountant-General will inform the officer concerned that in consequence of the default in payment his claim on Government for pension and leave allowances has lapsed, and will intimate to him the amount due up to the date of the communication. It would be at the option of the Government in Finance Department to restore such officer to the forfeited privileges provided he pays the whole amount due with interest up to the date of payment.

*Contribution for Service under audit of the
Accountant-General.*

397. When an officer is transferred to foreign service the accounts of which are audited by the Accountant-General it will be the duty of the latter officer to see that contribution is duly credited to Government and no responsibility will be attached to the transferred officer in this respect.

The grant of Leave.

398. An officer holding an appointment in foreign service may not take leave or obtain leave allowances from Government unless he actually quits duty and proceeds on leave.

399. An officer on foreign service may not be granted leave otherwise than in accordance with the rules of the Government service to which he belongs. If such leave is granted to an officer the Accountant-General shall on the fact coming to his notice require the leave so granted to be commuted into the leave for which the officer is eligible under rule, and call upon him to refund any allowances in excess of the amount admissible. The officer himself is personally responsible for the observance of the rule contained in this article; by accepting leave to which he is not entitled under the rules he renders himself liable to refund allowances irregularly drawn, and in the event of refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave allowances.

Leave Allowances.

400. An officer in foreign service draws during long leave allowances calculated on the salary to which he is entitled in Government service.

401. During privilege leave he is entitled to a leave allowance equal to his actual pay or salary in foreign service whichever may be admissible under the leave rules.

Apportionment of Leave Allowance Charges.

402. The allowance payable during long leave will be a charge on Government. The allowances during privilege leave will be shared between the Government and the foreign employer as follows :—

(a) the foreign employer shall bear the charge of whole of the difference between foreign service salary and the salary to which the officer is entitled under Government.

(b) the balance will be debitable according to the rule of proportions.

Sanctioning Authorities.

403. Privilege leave which is certified by the Accountant-General to be admissible may, when taken by itself, be granted to an officer in foreign service by his employer,

404. Leave other than privilege leave taken by itself shall require the sanction of the Assistant Minister of the Department in which he has a lien. Application for such leave will be submitted through the employer. The Assistant Minister will not accord sanction to such leave till it is certified by the Accountant-General to be admissible.

EXCEPTION.—Leave other than privilege leave taken by itself under the terms of the foregoing article, by the employees of the Mint and Stamp Departments transferred to the Workshop and the Electricity Department, shall, after necessary verification by the Accountant-General, be sanctioned by the Departments to which these employees have been transferred.

Reversion from Foreign Service.

405. On reversion from foreign service no officer shall be allowed to resume charge of any appointment under Government unless he furnishes a certificate from the Accountant-General stating that the officer has preserved his lien on Government service by payment of contribution due.

406. Foreign service of the second kind is subject to the same rules and restrictions as those laid down for foreign service of the first kind in Articles 376 to 405 except where those rules or restrictions may be at variance from or in conflict with the special provisions regarding foreign service of the second kind as contained in Articles 407 to 414.

FOREIGN SERVICE OF THE SECOND KIND.

Hyderabad Municipal Employees.

407. (a) All persons in the service of the Hyderabad Municipality including the Taxation Department who entered such service before 1307 Fasli are entitled to pension from the General Revenues.

(b) All employees of the Hyderabad Municipality including the Taxation Department who joined service in or after 1307 Fasli are entitled to pension from the general revenues under the ordinary rules provided a contribution equivalent to one-ninth of the salaries that they have drawn from time to time is paid by them or on their behalf. For those employees who joined before the end of Tir 1316 Fasli the payment of contribution would commence from Amardad 1316 Fasli and for those, employed after Tir 1316 Fasli from the date of entering service.

408. The concessions granted by the two preceding Articles do not apply to the persons mentioned in Article 258 whatever the date of their employment may be

409. Officers, who commenced service under the Government, but were subsequently transferred to the Municipality before 1st Azar 1327 Fasli, without retaining lien on a Government appointment may count towards pension the period spent in Government service in addition to what is admissible under Articles 406 to 407

Employees of other Departments.

410. Employees of the following Departments can also earn pension from General Revenue if one-ninth of their salary is paid as contribution by them or on their behalf.

1. Court of Wards.
2. City Improvement Board.
3. Sub-Inspectors of Co-operative Credit Societies.
4. Employees of Telephone Department.

NOTE.—For the first seven years from the commencement of work in a Taluq the Co-operative Credit Societies will be exempt from paying contribution for their Sub-Inspectors.

410-A.—All Sub-Inspectors of the Co-operative Credit Societies who entered service before 1st Dai 1331 Fasli. are entitled to pension from general Revenues.

Service paid from fees.

411. An officer holding an appointment which was at one time paid from fees received and subsequently began to be paid from General Revenues may count for pension his service paid from fees, if he pays one-ninth of the salary he drew during such period.

Sarf-i-Khas Appointments.

412. Civil appointments, the holders of which are allowed to be transferred from the Diwani to the Sarf-i-Khas assigned Talukas or *vice versa* without regard to the salary they may be drawing, shall be supposed to be added to the General Cadre of the Government Departments concerned and will be filled up under the Departmental rules by any member of the General Cadre.

413. The charges incurred on account of the arrangements sanctioned in the preceding Article shall be adjusted as follows :—

(a) The actual cost of salaries to the officers occupying these posts from time to time shall be paid from the Sarf-i-Khas Funds.

(b) Any extra charges on account of leave allowances shall be borne by the office where they are actually incurred.

(c) Sarf-i-Khas shall pay one-ninth of the actual monthly cost of salaries to compensate General Revenues for bearing pensionary charges.

414. When Sarf-i-Khas assigned and Diwani Talukas happen to be comprised incharge of one Revenue Division the cost of which has been sanctioned to be shared by the Government and the Sarf-i-Khas in certain proportions the Sarf-i-Khas administration shall pay into the General Revenues one-ninth of the cost of the salaries debitable to itself to meet pensionary charges.

CHAPTER XII.

RECORD OF SERVICE.

Gazetted Officers.

415. A record of the service of Gazetted officers shall be maintained in audit registers by the Accountant-General who will prepare and issue a history of services at the end of every two years.

NOTE.—(1) A Gazetted officer, who is entitled to a vacation but is prevented from availing himself of it wholly or in part, shall communicate the fact within a reasonable period to the Accountant-General to enable him to take note for verifying future claims for privilege leave.

NOTE.—(2) No claim for changing the date of birth once recorded will be entertained if not put in within a year of the date of first entry.

Non-Gazetted Officers.

416. With the exception noted below every non-gazetted officer holding a substantive appointment on a permanent establishment is required to see that a service book in Form No. 5 is kept up in which every step in his official life is recorded, each entry being contemporaneously attested, by the head of his office. If the officer is himself the head of an office, the contemporaneous attestation shall be made by his immediate superior. The following are the exceptions referred to :—

- (1) Police officers whose pay does not exceed Rs. 20.
- (2) Postmen and post carriers.
- (3) Menial inferior servants.
- (4) Inferior servants of the Customs, Excise and Forest Departments.

417. For persons exempted in the preceding Article from keeping service-books the heads of offices shall maintain service registers in the form prescribed below :—

- (1) Serial number.
- (2) Name with father's name.
- (3) Caste.
- (4) Place of residence.
- (5) Date of birth.
- (6) Height.
- (7) Marks of identification.
- (8) Thumb impression.

- (9) Rank. (Date of entering service, designation and salary).
- (10) Promotion. Date of promotion, designation and salary).
- (11) Reduction or other punishment.
- (12) Absence on leave or without leave.
- (13) Interruption in service.
- (14) Other incidents in service which may involve forfeiture of portions of service or affect the amount of pension.

Responsibility for keeping Service Books.

418. A Service Book must be obtained at his own cost by every officer on his first appointment. It is kept in the custody of the head of the office in which he is serving and transferred with him from office to office. It may be given up to the officer if he resigns or is discharged, without fault, an entry being first made therein to this effect.

419. It is the duty of every officer to see that this service book is properly posted and that all erasures in it are attested by the signature of the head of the office, so that there may be no difficulty in the verification of service when the officer applies for pension.

420. Every officer is bound to see that his service book or service register postings are never more than three months in arrears. If, owing to his neglect, this is not the case, $\frac{1}{4}$ th of his pay will be held in abeyance until the service book or service register is completed as above. Heads of offices in submitting their office pay bills will forward a certificate showing which officers have their service books or service registers completed as above, and which have not. In the case of the latter they will withhold $\frac{1}{4}$ th pay as aforesaid.

Duties of Heads of Offices.

421. The head of an office will see that every leave taken by an officer under him, every period of his suspension from employment, and every other interruption in his service is duly noted in his service book, with full details of their duration and attested by him or other attesting officer. In the case of leave on medical certificate or on private affairs, the amount of leave allowances drawn shall be entered in the service book or service register. Any absence for which an officer has forfeited

his pay, should be entered in his service book or service register attested by the attesting officer. It is the duty of the Heads of offices to see that no officer under them who becomes an absentee is allowed to take up charge of office again before entries as regards absence are duly posted and attested in the service book or service register.

Every officer who is entitled to a vacation, but is prevented from availing himself of it wholly or in part, under orders issued by a competent authority, must have the fact entered in column 11 of his service book, under the signature of the head of his office, or if he himself is the head of the office under that of his superior officer.

422. A register should be kept in every office in which the particulars entered in the service books of all officers employed in that office should be copied a suitable number of pages in such register being set apart for copying the entries of each service book.

423. The particulars entered on page 1 of the service book should be revised and altered when necessary by the head of the office and the altered entries should be signed by him or any other attesting officer the date when the revision and alteration was made being duly shown against such entry.

EXCEPTION.—No claim for changing the date of birth once recorded will be entertained if not put in within a year of the date of first entry.

424. The service book should be kept in Urdu. The headings in the service book should be in Urdu, and in the local Vernacular and English if necessary.

425. If an officer is transferred to foreign service the head of the office or department should send his service book to the Accountant-General who will return it after noting therein under his signature the orders of the Government sanctioning the transfer, and any other particulars which the Accountant-General may consider to be necessary in connection with the transfer. On the officer's re-transfer to Government service, his service book should again be sent to the Accountant-General who will then note therein, under his signature all necessary particulars connected with the officer's foreign service.

426. The year of birth of an officer should be entered in the service book both in figures and in words.

427. The personal allowances, if any, should also be noted in the column for pay.

428. A certificate of character should not, unless the Government specially directs, be entered in the column for remarks. If an officer is reduced in grade the cause of reduction should be clearly stated thus :—

“Reduced for inefficiency.” “Reduced owing to revision of establishment, ”and so forth.

429. The service book of an officer who has served in other offices before serving in his present office should be sent by the head of his present office to the offices concerned and the heads of such offices should attest the period of service rendered in those offices or Departments by signing the appropriate entries in the service book. If the attestation is made by means of correspondence the appropriate entries in the service book should be attested by the head of the office in which the officer serves on the authority of such correspondence which should be attached to the Service Book.

430. It is incumbent on every office or department which may be requested to attest any service to make the attestation and return the papers to the requesting office as soon as possible, and in no case, later than a month after the receipt of the request.

431. Every person exempted from keeping a service book under Article 416 should submit a statement of his services to the head of the office in which he serves. The latter shall, as regards information connected with the service of such person in other departments or offices prior to his joining his present post, verify the same by correspondence as provided in the preceding Article, and such correspondence shall be attached to the service register maintained in the office in which the person serves. When he is transferred to another department an extract of the service register so far as it relates to his services should be forwarded to the department to which he is transferred with the correspondence above mentioned in original.

CHAPTER XIII.

Travelling Allowances Rules.

SECTION I.—GENERAL RULES.

Principles of Calculation.

432. “Travelling allowance” is given to an officer to cover the actual expenses incurred by him in travelling in the interests of the public service. It is a fundamental principle that the allowance is not to be a source of profit

and no allowances are granted to meet the expenses of the families of the officers accompanying them when travelling on duty.

Route for Calculation of Travelling Allowance.

433. For the purpose of calculating travelling allowance, a journey between two stations is held to be performed by the shortest of two or more practicable routes, or by the cheapest of such routes, as may be equally short.

434. The shortest route is that by which the traveller can most speedily reach his destination, by the ordinary modes of travelling. In case of doubt, the head of the department concerned will, in respect of journeys performed by officers under his control, declare which shall be regarded as the shortest of two or more routes.

435. If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey.

436. The head of a department may, for special reasons, permit travelling allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

437. The point in any station from which a journey is held to commence or at which it is held to end, will be considered fixed as follows :—

(a) For the City, the King Kothi.

(b) For the districts, the Talukdar's office, the Tahsil Kachari, the Police Station, or the Post office, as the case may be.

(c) In case none of these exist, the actual starting or terminal point.

NOTE.—In determining the allowance admissible for a road journey other than a journey to and from an officer's head-quarters the distance actually travelled on duty shall be taken into account, without reference to the situation of any public office or other point fixed as above.

When means of locomotion are supplied.

438. (a) An officer who is provided and avails himself of any means of locomotion, at the expense of the Government, may draw half the travelling allowance ordinarily admissible to him for a journey of the same kind.

NOTE.—When an officer, uses Government motor car and provides petrol at his own expense, may draw travelling allowance under the ordinary rules but will have to deduct therefrom one-fourth of such travelling allowance on account of depreciation of the Car, in addition to the salary of the chauffeur and the cleaner for the days spent in journey.

(b) If the officer gets a permanent travelling allowance a deduction of half his permanent monthly allowance for the days on which he travels by means of such locomotion will be made.

EXCEPTION.—As a special case, however, Subedars when using conveyances forming their own Lawazma will be exempted from the operation of this Article.

439. An officer who has a motor car, or a motor cycle for which he receives a maintenance allowance from the Government, will, when travelling on duty by road, on which the motor car or motor cycle can be used, receive no travelling allowance for the journey other than the daily allowance ordinarily admissible to him; and in case of journeys from and to head-quarters only when the distance travelled exceeds 14 miles.

440. If an officer who receives a motor car allowance makes a journey by road, partly by motor car and partly by other conveyance, he may, at his option, draw either

(a) the daily allowance admissible to him subject to the conditions set forth in Article 439 or,

(b) if the journey by other conveyance exceeds 20 miles, allowance admissible under Article 488.

But no extra allowance will, in either case, be drawn on account of the journey by motor car.

Camp equipment and horses.

441. When the Assistant Minister of a department is satisfied that it is in the interests of the public service that an officer of his department, required to travel on public duty, should send his horses, ponies, bullocks, tonga, motor car, motor cycle, bicycle, or camp equipment by railway, he may, by special order permit the officer to recover in addition to his authorised travelling allowance the actual cost of their carriage, subject to the following conditions :—

(a) the railway journey should be more than 50 miles,

(b) the number of horses so sent shall not exceed two,

(c) instead of two horses maintained in (b)

(i) a tonga with two ponies or with two bullocks may be sent; or a motor car or,

(ii) one horse and one motor cycle or bicycle,

(d) the number of tents so sent shall not exceed the number allowed to the officer and the camp equipment shall not exceed that usually permitted to him.

NOTE.—(1) This article may not be taken to prohibit an officer from taking public records at Government expense when journeying by rail.

NOTE.—(2) The powers exercised by the Assistant Minister of a department under this article may be delegated by him to any Head of department under him.

NOTE.—(3) When the Sadar-ul-Moham thinks that it is necessary for an officer of his department to take with him by Railway, horses, ponies, tonga, Motor Car, Motor Cycle, Bicycle, or camp equipment, he may under special orders recording reasons permit the officer to hire such locally at the place of arrival, provided that hire charges in no case exceed the railway freight for carrying these by rail.

442. No officer in receipt of a permanent travelling allowance is entitled to the privilege allowed in the preceding article.

443. The Secretaries to Government, the Heads of department, and the Judges of the High Court can send their cars, or bicycles, horses, tongas, ponies, or bullocks, in conformity with the rules in Article 441 without the sanction of the Sadr-ul-Moham. If necessary, they can also take a horse in addition to conveyance mentioned in Article 441 (c) (i).

SECTION II—CLASSIFICATION OF OFFICERS.

Classification of Officers.

444. For the purpose of these regulations officers are divided into four classes :—

First—The first-class includes all officers in receipt of actual pay of Rs. 500 or above.

Second—The Second-class includes all officers not included in the first-class, who are in receipt of actual pay of 150 or above.

Third—The third-class includes all officers in the superior service not included in the first or second-class.

Fourth—The fourth-class includes all officers in the inferior service.

NOTE.—For the purpose of calculating travelling expenses, daily allowance, etc., the actual pay of the acting incumbent will be his actual salary or the minimum pay of the officiating post whichever is greater.

445. An officer during transfer from an appointment in one class to an appointment in another class belongs to the class to which he would belong if holding the lower of the two appointments.

Temporary Employees.

446. A person employed temporarily is entitled to travelling allowance under the rules applicable to officers of corresponding rank with permanent appointments.

Combination of appointments.

447. An officer holding either temporarily or permanently two separate appointments is entitled only to the travelling allowance attached to the higher of them.

448. An officer placed in charge of the current duties of an office is not entitled to the travelling allowance attached to the office except under the special order of the Sadr-ul-Moham concerned.

SECTION III—MILEAGE ALLOWANCES.

449. The rules in the section are rules of calculation only ; that is, they prescribe the methods of calculating travelling allowance in those cases in which they are regulated by the distance travelled. The succeeding sections must be referred to for a definition of the circumstances under which the title to the allowances accrues.

Travelling by Railway.

450. Officers travelling by railway on duty are entitled to class accommodation according to the following scale :—

(a) Officers of the first class ; first, or where there are only two classes, upper class.

(b) Officers of the second-class ; second, or where there are only two classes, apart from the intermediate, upper class.

(c) Officers of third-class (1) drawing an actual pay of Rs. 100 or above per mensem, intermediate class or if there is no intermediate class, second class (2) all other third or the lower class where there are only two classes.

(d) Officers of the fourth class ; lowest class whether called lower, third or fourth.

451. The allowance admissible to (a) an officer of the first class is $1\frac{1}{2}$ of the fare of the class in which he is entitled to accommodation.

(b) an officer of the 2nd class or an officer of the 3rd class drawing Rs. 100 or above is $1\frac{3}{5}$ of the fare of the class to which he is entitled to accommodation.

(c) an officer of the 3rd class drawing less than Rs. 100 or an officer of the 4th class is the fare of the lowest class.

NOTE.—(1) An officer of the 3rd class is entitled under (b) to draw $1\frac{3}{5}$ fare of the class to which he is entitled to accommodation only when he is accompanied by a private servant and a certificate to this effect is produced. If not accompanied by a private servant, he will be entitled to claim under (c) only.

NOTE.—(2) Mir Munshis to 1st Talukdars, Peshkars of Tahsils, Surveyors of the Settlement Department, Forest Rangers, Post Inspectors, Sarishtadars of Munsif's Courts, Veterinary Assistants, Sanitary Inspectors, Mohtimiman-Kar-Amoze of Agricultural Department and P. W. D. Overseers will come under (b) irrespective of their actual pay.

EXCEPTION.—Sadr-u-Sudur and Secretaries to Government will be entitled to double first class fare instead of $1\frac{1}{2}$ fare.

451. A.—If an officer travels in a lower class than what the rules entitled him to, he will get the fare of the class in which he actually travelled and in addition the extra half or $\frac{3}{5}$ of the fare of the class to which he is entitled to under Article 451, a, and b. If, however, travelling in a lower class is resorted to with a view to securing privacy by reserving compartment he will be entitled to the maximum amount admissible under Article 451 provided this is not intended to be a source of profit. The officer will not be supposed to have contravened the spirit of Article 432 if his dependants travel with him in the accommodation so reserved.

452. When an officer is entitled to, or is allowed, free transit by rail, his travelling allowance must be reduced by the amount of the fare which, but for such free transit, he would have paid.

453. When an officer is entitled to travel in a higher class at a lower fare, his travelling allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

Travelling by road.

454. Travelling by road includes travelling by river or canal.

Ordinary Mileage road.

455. (a) For journeys by road mileage allowance is calculated at the following rates :—

Officers of the 1st class 8 annas per mile			
Do	2nd do	4	do
Do	3rd do	2	do
Do	4th do	1 anna per mile	

provided that, except in case of transfer, an officer of the fourth class is only entitled to actual travelling expenses not exceeding the rate of his class.

(b) If the journey is performed by Motor Cycle with or without side car, the mileage will not exceed four annas per mile.

456. In calculating travelling allowance at mileage rates, fraction of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill.

Special Conveyance.

457. (a) When an officer of a class lower than the first is required by superior authority to travel by special means of conveyance, the cost of which exceeds the admissible daily or mileage allowance, the actual cost of transit, may be drawn in lieu of daily allowance or mileage. The bill for actual cost of transit must be supported by a certificate signed by the superior authority and countersigned by the controlling authority if such exists, certifying that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary.

(b) The Accountant-General will report for the orders of the Government in the Finance Department any case in which the concession appears to have been improperly granted.

SECTION IV—TRAVELLING ALLOWANCES FOR JOURNEYS ON TOUR.

General Rules.

458. An officer, whose duties, whether ordinary or special, necessitate his travelling within or (under proper authority) beyond the circle of his ordinary jurisdiction is entitled to travelling allowance which may be either

- | | |
|------------------------------------|--|
| (a) a permanent monthly allowance, | } These may be exchanged under certain conditions for mileage. |
| (b) a daily allowance, | |
| (c) a conveyance allowance, or | |
| (d) actual conveyance hire. | |

459. Officers mentioned in Appendix (E) are not entitled to any travelling allowance for journeys within their jurisdiction.

NOTE.—When travelling by rail within jurisdiction they will be entitled to travelling allowance under Articles 450 to 453.

460. Police escorts attending on officers on tour will not get any travelling allowance for journeys within jurisdiction but to enable them to take the necessary luggage, with them, they will be jointly paid the charges for half a cart, or one camel, or four coolies.

Limits of ordinary Jurisdiction.

461. The Government in the department concerned may fix the limits of ordinary jurisdiction for, and impose restrictions upon, the duration and frequency of the journeys on any specified duty of any officer or class of officers.

Tents.

462. The scale of tents which an officer is entitled to take with him on tour has been laid down in Appendix F. alterations in which can be made under authority of the Government in the Finance Department.

463. When tents which are the property of Government are used only for office purposes by an officer on tour, they are carried at Government expense. When they are used partly for office and partly for private purposes, the officer using them must pay half the cost of carriage. When they are used wholly for private purposes, the officer using them must pay the whole cost of carriage.

464. Office purposes in the preceding Article include the personal accommodation of the officer and his servants, but not that of his family and friends, if it involves provision of extra accommodation.

Carts.

465. In order to provide for the carriage of tents, camp equipment and public records, officers are allowed carts as laid down in Appendix F., alterations in which can be made at the discretion of the Government in the Finance Department.

NOTE.—Officers not mentioned in the Appendix can, till their scale is fixed, engage such number of carts as may not be unreasonable for officers of their status.

466. In place of the carts allowed, coolies, ponies, pack-bullocks, or motor bus, may be used ; but the cost of carriage, on the whole, shall not, in any case exceed the amount admissible for the number of carts allowed in the case of each officer as laid down in Appendix F.

NOTE.—An Assistant Minister may, by a general rule or special order, authorise an officer under him to engage temporarily and in case of necessity during tour, coolies in addition to the carts allowed to him on a monthly pay of Rs. 7-8-0 or at the rate of three pies per mile, provided the number of such coolies does not exceed three under any circumstances.

467. When carts are not available and khachars have to be used instead, 3 khachars will be considered equivalent to 2 carts.

468. The cost of carriage of tents, camp equipment and public records will be calculated at the following rates :—

(1) Cooly (male not to carry more than 12 seers) 6 pies per mile.

(2) Cooly (female not to carry more than 8 seers) 4 pies per mile.

(3) Cooly (boy not to carry more than 6 seers) 3 pies per mile.

(4) Pony 1 anna.

(5) Mule 1 „

(6) Donkey 6 pies.

(7) 2 bullocks with a man 2 annas.

(8) Camel 2 „

(9) Cart without bullock 6 pies

(10) Cart with bullock and man ..3 annas.

(11) Khachar with bullock and man .. „

NOTE.—In the case of Tonga or Jhatka or any other extraordinary conveyance or in the case of over-stay at any place, the charges will be paid in accordance with what has been mutually agreed upon.

EXCEPTION.—(1) The rates fixed above will not apply to cost of carriage from a railway station to any place and vice versa, in which case the actual cost, as certified to by the officer concerned, will be admissible.

EXCEPTION.—(2) During a famine, and in famine stricken localities only cartage can be allowed at rates not exceeding half as much again as the rates fixed above.

NOTE.—In addition to the above officers travelling in Government duty who have to pay toll tax for transit on the British India roads, will be entitled to be reimbursed for the payment they actually make.

469. Where carts are not obtainable during the whole of a tour or a large part of it, an officer may engage carts by the month, the hire of which shall not exceed Rs. 25 per month per cart. The hire will be paid for the actual number of days for which the carts are used or detained, provided the detention in any one place does not exceed the time allowed for halt to the officer in such place.

NOTE.—In special circumstances the Heads of departments may sanction cart hire up to Rs. 30 per mensem.

470. Gazetted officers on tour can charge the Government the rent of the room they occupy in any Travellers' bungalow.

NOTE.—This concession will extend to such non-Gazetted officers mentioned in Appendix F. as are entitled to carry tents but desist from doing so.

Establishments on Tour.

471. Heads of departments are empowered to fix or regulate the number of the establishment which officers subordinate to them may take with them on tour. Similarly the Government in the department concerned can fix and regulate the number of the establishment which Heads of departments may take with them.

SECTION V—PERMANENT ALLOWANCES.

472. A permanent monthly allowance is granted in lieu of all other travelling allowances for journeys within an officer's circle of duty and is drawn all the year round, whether the officer entitled to it is at the time absent from his head-quarters or not. Officers in receipt of such allowance will, if they travel by rail on any day get the railway fare admissible under Article 451 or in the event of being furnished with a free pass, the excess over a single railway fare allowed by Article 451, provided they do not draw their permanent monthly allowance that day.

473. Permanent monthly allowances are granted to the officers named in Appendix G. at the rates shown therein.

474. A permanent monthly allowance can be drawn by an absentee during absence on leave, or during joining time if there is no *locum tenens* to claim it.

475. An officer in receipt of a permanent monthly allowance may, if he travels beyond the limits of his jurisdiction, under proper authority, draw the allowance admissible under Articles 476 and 488, but in this case

he will not be paid his permanent monthly allowance for the day or days on which he travels outside jurisdiction.

SECTION VI.—DAILY ALLOWANCES.

476. A daily allowance is intended to cover the ordinary daily charges of an officer on tour. It is drawn only during absence from head-quarters on duty, including the period of halts on duty or on an authorised holiday, during such absence.

477. The period of absence from head-quarters begins on the day on which the officer actually leaves head-quarters and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage.

478. No travelling allowance other than a permanent monthly allowance is admissible for any day on which an officer, travelling on Government duty, does not reach a distance exceeding 5 miles from head-quarters or return thereto from a distance exceeding 5 miles. But an officer travelling on duty within 5 miles of the head-quarters is entitled to draw the actual amount spent by him in payment of railway fare, ferry or other tolls.

EXCEPTION.—The condition imposed in this Article about reaching a distance exceeding 5 miles does not apply in the case of Farashes, Khalasis, and Kamaties, employed in the Government Farash-Khana.

479. If any officer whose head-quarters are outside the City of Hyderabad is ordered by competent authority to proceed to the City on Government duty, he will be entitled to a daily allowance for the period of his halt in the City subject to the condition that the halt shall not be for a longer period than is necessary for the discharge of the duty for which the halt is made; and the officer shall not be entitled to any daily allowance after the duty was ended. The grant of the daily allowance will require sanction of the undermentioned authorities according to the number of days occupied :—

- (a) Heads of Departments .. up to 10 days.
- (b) Sadr-ul-Moham 15 ..
- (c) The Government in the }
Department concerned } exceeding 15 days.

480. An officer compelled, on a sudden emergency, to leave his camp and proceed rapidly on duty to a place more than 20 miles distant may under the special order of the Government in the Department concerned draw

the actual expense of maintaining such camp, not exceeding the daily allowance in addition to the allowance admissible under Articles 476 and 488 whether the camp be moved or not.

481. Officers will get daily allowances as follows :—

(a) An officer drawing Rs. 1,500 and above will get Rs. 8.

(b) An officer drawing Rs. 900 or above but less than Rs. 1,500 will get Rs. 6.

(c) Other officers of the first class will get Rs. 5.

(d) An officer of the 2nd class annas four for every Rs. 25 or fraction of Rs. 25 of what is actually drawing subject to a maximum of Rs. 3.

(e) An officer of the 3rd class annas two for every Rs. $12\frac{1}{2}$ or fraction of Rs. $12\frac{1}{2}$ of what he is actually drawing subject to a minimum of annas four.

(f) An officer of the 4th class two annas and a half.

NOTE.—The daily allowance of an officer will be calculated in the currency in which his pay is fixed.

SECTION VII.—HALTS DURING TOUR.

482. An officer may not ordinarily draw a daily allowance for more than 10 days (excluding public holidays) of the halt at one place. But when prolonged halts are necessary in the interests of the public service, the Heads of Departments may extend this limit to 15 days and the Assistant Minister to 21 days. Daily allowance in excess of 21 days will not be admissible except with the special sanction of the Government.

EXCEPTION.—Superintending establishment of Ganja fields will continue to draw their daily allowance for a period of 4 months only so long as they remain on duty.

483. A District Superintendent or Assistant Superintendent of Police will not be entitled to travelling allowance for a halt at any one place in excess of 5 days for inspecting a police station or the subordinate outposts attached to it.

484. A Superintendent of Post offices will not be entitled to travelling allowance for a halt at any one place in excess of 7 days for inspecting a post office, and 3 days for inspecting a branch or sub-office. An Inspector of post offices will not be entitled to travelling allowance for a halt at one place in excess of 3 days for inspecting a post office in his charge.

485. The undermentioned classes of officers of the Customs Department cannot draw travelling allowance

for halts at one place for a longer period than that specified against each class :—

	Days.
(a) Amin for inspection of a Naka	.. 2
(b) Amin for inspection of a Chowki	.. 3

If there is any case to decide, an extra day may be allowed.

(c) Railway Amin for inspection of a station 2

(d) Inspector for inspection of a Customs post 3

486. An officer who remains at any one place longer than the period for which he can halt at that place without affecting his right to draw a daily allowance for such halt, may, after he ceases to have a claim to the daily allowance draw travelling allowance under the ordinary rules for any journey made on any one day from and to the halting place, if he reaches a point more than 5 miles distant from it.

487. A halt is not interrupted for the purpose of Article 482 by any absence on duty from the place of halting at a distance not exceeding 5 miles for a period including less than 3 nights.

SECTION VIII.—MILEAGE IN LIEU OF DAILY ALLOWANCE.

488. An officer may for the day he travels by Railway draw allowances admissible under Arts 450 to 453 in lieu of his daily allowance.

EXCEPTION.—Superintendents and Inspectors of Railway Mail Service will not be entitled to exchange the daily allowance with Railway fare.

(a) If an officer travels in a day more than 20 miles by road, he may draw mileage admissible under Art. 455, but officers of 1st and 2nd class will not be entitled to get for the first 20 miles anything more than their daily allowance.

(b) If an officer travels in a day partly by road and partly by rail he may (i) in respect of railway journey draw allowances admissible under Arts. 450 to 453.

(ii) in respect of road journey draw mileage admissible under Art. 455 limited to the amount of his daily allowance except where road journey exceeds 20 miles when he will draw his allowance in accordance with (a).

(c) In cases where journey is made by a motor car service open to the public on hire, the travelling allowance admissible shall be equal to the fare actually paid plus

daily allowance, but in no case shall it exceed what would be admissible under sub-sections (a) and (b) of this Art.

NOTE.—An officer of the 4th class or an officer of the 3rd class drawing less than Rs. 100 may for a journey by Railway draw his daily allowance in addition to the Railway fare under Article 451.

EXCEPTION.—Holders of free Railway passes will not be entitled to exchange their daily allowance with Railway mileage.

SECTION IX.—CONVEYANCE ALLOWANCE.

489. When an officer has a large amount of travelling at or within a short distance from Head-quarters for which travelling allowance is inadmissible under sections IV to VII a conveyance or horse allowance is granted to him, which is drawn throughout the year.

490. The Officers to whom and the maximum upto which Horse or Conveyance allowance can be sanctioned by the Assistant Minister concerned, are noted in Appendix I.

491. A permanent conveyance allowance is not forfeited during absence from head-quarters and may be drawn in addition to any other travelling allowance admissible under rule.

It is admissible during joining time or during leave only when no extra expense is caused to the State and a certificate of actual maintenance of the conveyance or horse during the period is furnished.

492. When a non-gazetted or menial officer of any rank is despatched as a messenger on business to a place in the neighbourhood of the office to which the business appertains, or is, outside the ordinary course of duty, suddenly summoned to or despatched from some place in the neighbourhood on urgent business, the actual expenses incurred may be charged to Government, provided the Head of the office certifies that the charge was unavoidable.

SECTION X.—OFFICERS UNDER TRAINING.

493. The Government in the Finance Department may at their discretion decide in the case of an officer, or a student, not already in Government service, who is selected to undergo a course of training at any school, college, or other institution or in any office, or Department, whether any, and if so, what travelling allowance should be allowed for journeys to and from the training institution, or office, or Department, either on joining or

leaving such institution office or department at the beginning or termination of the period of training or on the occasion of holidays or vacations.

494. (a) Hyderabad Civil Service Probationers sent to British India for Training will, when on tour during such course of training, get travelling allowance on the following scale :—

1. One and three-fifths 2nd class railway fare.

2. Mileage to the extent of daily allowance for a journey upto 20 miles and in excess of 20 miles B.G. 4 annas per mile.

3. Daily allowance at the rate of B.G. Rs. 3 per day.

(b) Hyderabad Civil Service Probationers sent for training anywhere within His Exalted Highness' Dominions will receive when travelling on duty the same Travelling Allowance as is admissible to a Tahsildar.

495. Amins of the Customs Department who may be Sent to the City for training in the work of their department will get only the railway fare for the journey to the city and back, and that too once only.

496. Police officers required to attend the Police Training School will be given the actual expenses of locomotion from their stations to the Training School once only. They will be entitled to the travelling allowance of the journey back to their stations if they pass the final examination. They will not be entitled to any other travelling allowance for the period of their training in the school.

NOTE.—Constables and Head Constables will get actual expenses for the back journey even if they fail to pass the final examination.

SECTION XI.—OFFICERS GOING FOR MEDICAL EXAMINATION IN CONNECTION WITH THE HYDERABAD STATE LIFE INSURANCE FUND.

497. If an officer is obliged to travel from his headquarters to any other station for the purpose of undergoing medical examination prescribed in the rules of the State Life Insurance Fund, he will be entitled to travelling allowance for the journey to and from such station but not for halts at that station.

498. The Travelling allowance shall be admissible once only for each policy to be issued except when the subscriber is called upon under the orders of the Medical or other competent officer of the Fund to re-appear for examination when he will be entitled to travelling allowance for as many journeys as he makes, provided

that they are not necessitated by the negligence or fault of the subscriber himself.

SECTION XII.—SPECIAL RATES FOR JOURNEYS OUT OF THE HYDERABAD STATE.

499. When an officer is permitted for his own convenience to conduct his duties at a hill station, or any other place outside his usual head-quarters, he will not be entitled to travelling allowance for the journey to or from or stay at such station or other place, but the establishment sanctioned to accompany him by a general or special order of Government will be entitled to draw travelling allowance according to the next following Articles. Officers enjoying the concession of working at Hill stations are bound to return to head-quarters by the 12th June at the latest.

500. The travelling allowance of officers travelling on duty outside His Exalted Highness' Dominions will be governed by the ordinary rules of travelling allowance except that their mileage and daily allowance will be calculated at British Government Rupees instead of Osmania Sicca.

Such officers will not be subject to the restriction imposed by Article 482.

501. An Officer visiting on duty any Presidency town, *i.e.*, Bombay, Calcutta, Delhi, or Madras or any hill station will notwithstanding anything to the contrary in the preceding articles, get daily allowance in B.G. currency at twice the ordinary rate.

SECTION XIII.—OTHER JOURNEYS.

Joining to first appointment.

502. Travelling allowance is not granted to any person for journey to join a first appointment in the public service unless by special order in each individual case by the Government the rate admissible being that for the appointment which the officer proceeds to join.

NOTE.—In those individual cases where the travelling allowance has been specially allowed to the officers proceeding to join temporary or officiating first appointment, similar travelling allowance may be sanctioned on the termination of such temporary or officiating appointment for the return journey to the places whence they had started at their first appointment.

503. As an exception to the preceding article if an officer of a local fund is transferred for a time to the Government service for any special reason at the instance and in the interest of government the travelling allowance for the journey necessitated by such transfer shall be paid by Government.

Journeys on Transfer.

504. An officer is entitled to travelling allowance for a journey on transfer from one station to another, if he is transferred by competent authority for the public convenience and not at his own request, or in consequence of misconduct.

NOTE.—In case of Permanent or *sub pro-tem.* promotion which is not from one grade to another, but from one appointment to another on higher pay, T. A. will be regulated in accordance with the ordinary rules of T. A. for journeys on tour. But in the case of officiating promotions this restriction will not be in force.

504-A. Unless it is otherwise required in a general rule or a special order, an officer is entitled for a journey on transfer to the following concessions.

(i) For Journeys by Rail.

(a) The allowance admissible to an officer for a journey by rail is double the fare of the class in which he is entitled for accommodation.

(b) In case he takes his family he may in addition to (a) draw the amount of actual cost subject to a maximum equivalent to double the fare of the class in which he is entitled to travel.

(c) He may draw the actual cost of transporting by goods train personal effects upto the following maxima. Maximum weight.

If travelling alone.	If accompanied by family
1st Class .. 15 maunds	25 maunds
2nd „ .. 10 „	12½ „
3rd „ .. 5 „	8 „

NOTE.—An officer can carry his personal effects by passenger instead of by goods train, and charge actual cost to Government not exceeding what would have been payable if he had carried the maximum permissible weight by goods train.

(d) If an officer sends by rail, horses or other conveyances he may draw the cost of transporting these conveyances and horses at owner's risk on the following scale provided that :—

(1) The distance travelled exceeds 80 miles.

(2) It is in the interest of Government that the officer keeps the conveyance he is carrying.

Class of officer	Scale allowed
(1) First Class Officer ..	2 horses and a carriage or one motor car or motor cycle.
(2) 2nd „	One horse or a carriage or motor cycle.
(3) 3rd „	One horse or motor cycle or a bicycle.

NOTE.—(1) In the case of a motor car, the actual cost of transporting a chauffeur or cleaner and in the case of horses for each horse the cost of transporting one syce may be drawn. The cost of sending a chauffeur or cleaner with a motor car or a syce with each horse will be payable by Government if it is actually incurred, and the rules of the Railway on which journey is undertaken do not allow his travelling free of charge.

NOTE.—(2) When the Railway rules allow a syce to travel free in the horse-truck, no fare for the syce can be claimed.

(ii) *For a Journey by road.*

(a) For a journey by road an officer may draw twice the road mileage admissible under Art. 455.

(b) In addition to (a) he may draw for every two members of his family whom he takes with him, the road mileage admissible under Art. 455. The total claim shall not exceed twice the road mileage admissible under Art. 455.

(c) For the transportation of personal effects, hire for carts actually engaged can be allowed at Government expense subject to the limits laid down in the following scale

	When travelling alone	When travelling with family
1st Class officer	..2 carts	..3 carts
2nd ,,	..1 cart	..2 carts
3rd ,,	..1 Kachar	..1 cart

(iii) *Explanations.*

(a) "Motor-cycle" includes a side car. (b) A member of an officer's family who follows him within one month from the date of the transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the officer's old station, the officer will 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. (c) An officer, who claims higher travelling allowance than what is usually admissible under rules 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. (d) An officer claiming the cost of transporting personal effects, a conveyance or a horse, etc., must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give complete details of the conveyances or horses, etc., transported.

505. Inferior servants should not be transferred save in exceptional cases.

506. When an officer is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Accountant-General's office with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Accountant-General shall assume that the officer has been transferred for the public convenience.

507. Cancelled.

508. An officer of the first class under transfer orders when journeying by road may, with permission of the Head of the Department, use Government tents and charge to the Government the expense involved in cartage.

509. Those officers of the Criminal Investigation Department who were transferred to the Department from the service of the Government of India may in case of transfer charge the cost of the transit of their families according to the conditions contained in India Civil Service Regulations Article 1098.

Appointment changed in Transit.

510. An officer whose appointment is changed while he is in transit from one appointment to another, is entitled to travelling allowance from his old station to the place (on the route to the station to which he was proceeding) at which, he receives his further orders, and hence to his new station.

When leave intervenes.

511. An officer is not entitled to travelling allowance under this section, if after giving over charge of his office he takes any leave before joining his new office.

512. An officer transferred during privilege leave is entitled to travelling allowance from his old station or from the place where he receives the order of transfer, whichever is less. This concession does not apply to transfer during any other leave.

513. An officer who, while in transit, obtains leave on Private Affairs or on a Medical Certificate, on account of the sudden illness of himself or his family, is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

Journeys to attend Examination.

514. An officer entitled to travelling allowance twice only, for journeys to and fro but not for halts for appearing at an obligatory department examination,

or an examination necessary for obtaining promotion of rank or grade, in the department in which he is employed.

515. If an officer appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the head of a department may disallow the travelling allowance to which he would otherwise have been entitled.

NOTE.—The concession mentioned in Articles 514 and 515 will not apply to Government employees who travel to appear for the Serashtadari Examination of the Judicial Department nor will they get any travelling allowance or batta for the journey.

Journeys on recall from leave.

516. An officer recalled to duty under Article 147 before the expiry of leave, is entitled, if the return to duty is compulsory, and if the leave is curtailed by one month or more, to travelling allowance for the journey from the place at which the order of recall reaches him. If the amount of leave curtailed is less than one month, the foregoing privilege may be given, or withheld at the discretion of the authority recalling the officer.

Journeys to give Evidence.

517. An officer summoned to give evidence of facts which have come to his knowledge, or of matters with which he has to deal in his public capacity either

(a) in Criminal case, or

(b) in a Civil case to which Government is a party, or

(c) in a Department inquiry held by a properly constituted authority, may draw travelling and subsistence allowance under the rules for journeys on tour provided he deducts from his travelling allowance bills any travelling allowance, etc., which he may be allowed by the court, on condition that he produces a certificate from the court to the following effect :—

Certified that.....employed in the office of.....appeared before me as witness in a Civil case to which Government is a party

Criminal case

for.....day from.....to.....in his public capacity and that the amount noted below,

was paid by the court
remitted to the head of his Office along with the summons
viz., on account of :—

	Rs.	A.	P.
(1) Travelling Allowance			
(2) Subsistence Allowance under the rules of the Court			
Total			

Dated the

Presiding Officer.

NOTE.—Under an arrangement agreed to between the Government of India and His Exalted Highness the Nizam's Government, this Article applies to officers summoned to give evidence in British Court in Madras, Bombay, Central Provinces and the Residency administered area.

518. An officer on leave summoned to give evidence of the kind contemplated in the preceding article is entitled to travelling allowance under that article from and to the place from which he is summoned as if he were on duty.

519. Cancelled.

520. An officer summoned to give evidence under circumstances other than those mentioned in Article 517 is not entitled by reason of his being an officer of Government to any allowance other than those admissible by the rules of the court. But if the court pays him any sum by way of subsistence allowance or compensation apart from any allowance for travelling expenses, he must repay that amount to Government before drawing full salary for the day or days of absence.

Journeys to attend Legislative Council.

521. The unofficial members of the Legislative Council who come from the Districts to attend its meetings are entitled to the road mileage and railway travelling allowance at the rates sanctioned for first class officers, and to a daily allowance of Rs. 10 for the period of their stay at Hyderabad for the said purpose.

Journeys to attend the Board of Industries.

522. The non-official members of the Board of Industries, residing outside the Hyderabad City, are entitled, when attending the Board at Hyderabad to road mileage and railway travelling allowance at the rates sanctioned for 1st class officers and a daily allowance of Rs. 15 for the period of their stay in Hyderabad for the purpose of such attendance.

Journeys to inspect the Central Jail Press.

523. Cancelled.

SECTION XIV.—SPECIAL RULES FOR HIGH OFFICERS.

524. The President controls his own travelling expenses and those of his household.

525. The Sadr-ul-Moham will be entitled to receive travelling allowance at the following rates :—

(A) Within H.E.H.'s Dominions.

(1) Daily allowance at the rate of Rs. 20 per day

(2) Mileage at the rate of Re. 1 per mile.

(B) Outside the H.E.H.'s Dominions.

Daily Allowance and Mileage at the above rates in B.G. Currency.

(C) No hire of Motor car used in journey will be paid but if there is saving to Government of freight for private Motor car, not being taken by rail, the Motor car hire to that extent can be paid.

EXCEPTION.—Barbardari expenses of carrying Government records, tents, etc., is not included in the above daily allowance. They will be paid separately under the rules.

(D) In cases in which it is permissible to exchange daily allowance with mileage, the members of council can exchange it at the rate of Re. 1 per mile.

526. A Member of the Council is entitled to travel in a saloon or a 1st class carriage and may charge the cost to Government subject to the maximum not exceeding the cost of 8 first class fares.

NOTE.—A member of the Executive Council may travel, outside the limits of H. E. H.'s Railway, in a 1st class reserved compartment which would require a payment of 4 1st class fares and use the balance of 4 first class fares in meeting other expenses during halts. For all journeys of a member of the Executive Council on the H. E. H.'s Govt. Railway lines a saloon must be used and in no case the extra 4 first class fares can be claimed for such portion of the journey as is performed on the said Railway lines.

527. Secretaries to Government Directors-General of Revenue, Industries and Commerce and District Police Chief Justice, Puisne Judges of High Court and Col. Norman Walker, Director of Medical Department, while travelling within H. E. H.'s Dominions by railway on tour, are entitled to the use of a saloon and

(a) while travelling in a saloon they will be entitled to draw the following travelling expenses :—

(1) four 1st class tickets which are required for the reservation of accommodation, in lieu of which the N. G. S. R. Co. has undertaken to furnish the saloon.

(2) besides this in the course of the journey cost of $\frac{3}{5}$ th 1st class fare and daily allowance for the days of halt.

(b) in case of journey outside H. E. H.'s Dominions and on the Raichur section of the G. I. P. Railway instead of a saloon, they will be entitled to have a 1st class compartment, for the reservation of which 4 1st class tickets would suffice.

SECTION XV.—RULES OF PROCEDURE.

Countersignature.

528. A bill for travelling allowance (other than a permanent allowance) of an officer other than the Head of a department on tour should not be paid unless countersigned by the controlling officer or officer authorised to sanction such bill. The Government in the department concerned may declare who shall be the controlling officer for all or any of the officers of any particular department.

Controlling and Account Officers' duties.

529. It is the duty of the controlling officer to scrutinize the necessity, frequency, and duration of journeys or halts for which travelling allowance (whether permanent or other) is claimed. The controlling officer may disallow the whole or portion of the travelling allowance claimable for any journey or halt if he considers that the journey was unnecessary or that it was not completed with due expedition or that the halt was of excessive duration. He should also carefully scrutinize the distances entered in travelling allowance bills (especially in the case of journeys on tour) though they are also liable to examination by the audit officer, and should check any tendency to abuse the option of exchanging a daily rate for mileage.

530. A controlling officer may prescribe what work is to be done by any touring officer, who is under his control, during the course of his tour, and what reports or diaries he is to submit.

531. The Government in the department concerned may lay down any subsidiary rules, that it thinks fit, for the guidance of a controlling officer of any department.

532. A controlling officer may not delegate the duty of countersignature to a subordinate.

533. Countersignature does not dispense with the necessity for formal audit with reference to rates, distances and general conditions. An audit officer will accept countersignature by the proper authority as final evidence that the facts of the journey on which the claim is founded are correct and that the claim is admissible with reference to Article 529 and to any departmental rules. It is the duty of the controlling and not of the audit officer to enforce departmental rules.

534. The audit officer is expected to check the distances entered in the travelling allowance bills by any means that may be available, but where it is not possible to so check them, the distances passed by the controlling officer may be taken as correct and his check may be considered sufficient.

APPENDIX—A.

(REFERRED TO IN ARTICLE 53).

RULES

FOR

THE HYDERABAD STATE LIFE INSURANCE,
AND PROVIDENT FUND.

— — —

*Managing Committee.**President*—Finance Member (*Ex-officio*).*Members :*

1. THE FINANCIAL SECRETARY (*Ex-officio*.)
2. THE ACCOUNTANT-GENERAL (*Ex-officio*.)
3. NAWAB AKBAR YAR JUNG BAHADUR.
4. NAWAB AGA YAR JUNG BAHADUR.
5. NAWAB SAMAD YAR JUNG BAHADUR.
6. NAWAB ALI NAWAZ JUNG BAHADUR, F.C.H.
7. LIEUT.-COL. J. NORMAN WALKER, I. M. S.
8. NAWAB HASHIM YAR JUNG BAHADUR, M.A.,
L.L.B.
9. MR. GHULAM ALI MOHAMMADI, B.A.

Secretary.—ASST. ACCTT.-GENERAL,
Life Insurance Branch. (*Ex-officio*.)

In supersession of the Family Pension Fund Rules published in Jarida No. 25, dated 21st Ardibehisht 1316 F. the following rules, which have been sanctioned by His Exalted Highness' Government, are published for general information :—

GENERAL.

1. These Rules shall come into force on 1st Isfandar 1332 F. ۱۹۱۳

2. On and from that date no new subscribers will be admitted to the existing Family Pension and no fresh applications will be entertained for insurance under Tables H1 and H2 published on the 28th April 1908 in connection with the Family Pension Fund rules herein-before referred to.

3. Officers, who are compulsory subscribers to the Family Pension Fund under tables B1 to G4, on the date on which these rules come into force shall have the option to continue to subscribe to that Fund on the original conditions, or to transfer their entire contribution to the State Insurance Fund and to secure the amount of *bonus* that they will be entitled to in accordance with Table A hereto annexed, and based on their age and state of health on the date of transfer; provided that officers making their choice of either of the ways aforesaid shall communicate their decision by the 31st Ardibehisht 1322 F.

4. All contracts under tables H1 and H2 which may have been entered into before the 1st Isfandar 1322 F. shall continue to be of full force before and effect and His Exalted Highness' Government shall be liable in respect of all lawful claims arising therefrom.

Except that notwithstanding anything to the contrary in these rules, the subscribers will be eligible that section 22 of these rules confers.

5. In these Rules :—

The term “Fund” means Hyderabad State Life Insurance Fund, or Provident Fund, or both, in accordance with the context.

The term “Proposer” means the person whose life is proposed to be insured.

The term “Insured” means the person who has insured his life under these rules.

The term “Policy” means the document containing the contract for the payment under these rules of an endowment *bonus* in consideration of the premium paid by the insured.

The term “Pay” means substantive pay.

The term “Medical Officer of the Fund” means a District Civil Surgeon who is notified by the Director, Medical Department as qualified to conduct the Examination for Insurance.

The term “Consulting Medical Officer of the Fund” means the special officer at Hyderabad who will in addition to the examination for proposers at Hyderabad review the report submitted by the “Medical Officers of the Fund” and endorse his opinion thereon.

6. From and after the 1st Isfandar 1322 F. there will be two forms of insurance open to officers of the Hyderabad State.

(a) Hyderabad State Life Insurance.

(b) Provident Fund.

Both the funds shall be under the management of a Managing Committee consisting of the Finance Member as President, the Financial Secretary, the Accountant-General and seven other officers in active service nominated by His Exalted Highness' Government as members. The Secretary to such Committee shall be the officer in the Accountant-General's office in charge of the Insurance Branch and shall carry on all business under the general control of the said Committee.

7. All resolutions of the Managing Committee shall be communicated to the Financial department who shall have the right of calling for information or explanation regarding any resolution so communicated as they may find necessary, and of submitting a report thereon to His Exalted Highness' Government with a view to the cancellation or modification of any resolution which, in their opinion, may be contrary to the interests of the said Government, or of the subscribers, or of any section of them. Subject to the result of the said report and of the appeal referred to in Rule 10, the Committee's proceedings shall not be open to interference or revision by any authority.

8. The Managing Committee shall publish a yearly statement of accounts on or before the 31st Theer of each year and an Actuarial Report of the Assets and Liabilities of the Fund every five years.

9. The Managing Committee shall have the power to frame any bye-laws which are not inconsistent with these rules and which it may consider necessary for the conduct of its business, but such bye-laws shall not become operative until they have been sanctioned by His Exalted Highness' Government in the Financial Department.

10. Any subscriber who feels himself aggrieved by any resolution, order or opinion in connection with either of the forms of insurance hereinbefore referred to shall have a right of appeal to His Exalted Highness' Government in the Financial Department, and their decision shall be final.

11. The Managing Committee shall every six months decide as to what portion of the cash balances of the Funds should be invested. The amount to be invested will be deposited with His Exalted Highness' Government who will be liable from the date of the deposit to pay interest at the rate of 6 per cent. per annum and will also be bound to re-fund such portions of the invested capital as may be necessary in the interests of the fund.

His Exalted Highness' Government reserves the right to change the rate of interest subject to the condition that on no account the rate given be less than $3\frac{1}{2}$ per cent. per annum. Further, the Government in the Finance Department shall have the right to alter amount which the Managing Committee decides as expedient to be invested or withdrawn from investment.

12. The accounts of the Funds shall be audited before the 31st Khurdad in each year by two officers of the Financial Department who shall be selected by the Committee, and a report shall be submitted to Government by the Committee before the end of Amardad following, as to the progress of the Funds during the previous official year, with such statements as may be prescribed by Government from time to time.

13. All payments under these rules shall be made in the currency of the state either through a Government Treasury or through such other Agency as the Accountant-General may from time to time provide.

14. In the case of beneficiaries under the age of 18 years, payments shall be made to their lawful guardians, in any case where there is no such guardian or where there is uncertainty as to who is the proper guardian. The Managing Committee shall take all necessary precautions to secure the interests of the minor beneficiary.

15. In case of any dispute or doubt as to the meaning of the rules herewith laid down or of any expression, therein, the power of interpretation shall in the least resort be vested in His Exalted Highness' Government in the Financial Department and their decision shall be final.

16. His Exalted Highness' Government reserve to themselves the right to add to, or modify, these rules after giving due notice thereof; but such additions or modifications shall have no retrospective effect.

17. No suit or action shall lie against the Managing Committee or any member thereof, or against any

member of His Exalted Highness' Government in respect of any act done or declaration made *bona-fide* by him under these rules.

A.

Hyderabad State Life Insurance.

18. (a) Subject to the provision of the other Clauses under this section, insurance in the Hyderabad State Life Insurance Fund shall be compulsory on all state officials in Civil Departments in the superior service, and in the Military Department in receipt of salaries of over Rs. 25 per mensem, appointed permanently to pensionable non-hereditary posts, subsequent to the 31st Ardibehisht 1316 Fasli, and optional in the case of officers appointed permanently on or before that date.

(b) In the case of those entering Government service before 21 years of age membership shall be compulsory from the date of completing 20 years.

(c) An officer whose age exceeds 45 years shall not be accepted as a subscriber to the fund, and no officer whose age exceeds 45 years and who is already a subscriber to the fund, shall be allowed to increase the amount of his contribution with a view to obtaining an enhancement of the sum assured.

(d) In the case of female employees of Government contributions shall be purely optional.

(e) In the case of Police and Military employees drawing salaries of under Rs. 25 per mensem membership shall be optional.

(f) Membership shall be compulsory on all *sub-pro-tempore* employees in superior service, whose permanency is conditional on passing a departmental examination.

Membership shall be compulsory on all employees holding *sub-pro-tempore* appointments in succession to the appointment of an officer to a post in which his permanency is conditional on passing a departmental examination.

(g) Employees in inferior service are allowed to subscribe for the life insurance fund at their discretion.

EXPLANATION.—(1) Any permanent employee of the Local Fund Department, of the Court of Wards or of any Municipality whose service is pensionable from General Revenues and whose Pay Bills are subject to audit by the Accountant-General may, if he so elects, become a subscriber to the Fund and contribute for benefit thereunder in accordance with these Rules.

EXPLANATION.—(2) For the purpose of this Rule an official shall be considered to have been permanently appointed on the date on

which the order making him permanent is actually issued, unless such order specifies any other date on which such permanent appointment shall take effect, in which case the official shall be considered to have been made permanent on the latter date.

EXPLANATION.—(8) In case of employees transferred to the Diwani from Sarf-i-Khas or from Taluks of Sarf-i-Khas under the supervision of Diwani, membership shall be compulsory from the date of such transfer on all employees whose appointments in permanency to superior service date from 1st Khurdad 1811 F., or thereafter, subject to provision laid down in sub-clauses (b) and (c).

In the case of employees of Diwani on whom membership is compulsory under clause (a) transferred to the Sarf-i-Khas or Taluks of Sarf-i-Khas under Diwani, membership shall be optional from date of transfer subject to the conditions laid down in Rule 22.

19. A fixed contribution in accordance with the scale given below shall be recovered every month from the pay of the insured as premium and credited to Government, in consideration of which an endowment *bonus* (according to the Table appended to these Rules as Table A) shall be payable from the Hyderabad State Revenues on the insured completing 55 years of age or at his death if earlier.

Provided that the insured may contribute subject to the limits laid down in Rule 21 more than the amount so recoverable.

SCALE OF CONTRIBUTION.

Salaries over Rs. 25 p.m. up to and inclusive of Rs. 50 p. m.	Re. 1
Do 50	do 100 do Rs. 2
Do 100	do 200 do do 4
Do 200	do 300 do do 6
Do 300	do 400 do do 8
and for every Rs. 100 or part thereof of salary	do 2

In the case of appointment in permanency being made on or prior to the 15th of a month contribution shall be recovered for the whole month. If the appointment is made after the 15th of a month contribution shall be recovered from the month succeeding.

In the case of compulsory subscribers the collecting officers will be held solely responsible for prompt and proper recoveries of contributions. Optional subscribers will be personally responsible for regular payment of their contributions.

20. Subject to the provision of Rule 18, where, owing to the promotion of the insured, any additional contribution is leviable under Rule 19, a further insurance shall be effected for such endowment *bonus* as will cover the extra premium so leviable subject to the age limit

provided by Rule 18 and the Medical Examination provided in Rule 30.

21. The maximum amount of premium which an insured, may contribute under these rules and for which one or more policies may be issued on the life of an insured, shall not exceed Rs. 50 per month whatever may be his pay.

22. When an insured official ceases to be in the service of the Government before completing the age of 55 years he may elect within three months of his ceasing to be in service :—

(a) to continue to pay the premium due on his policy till it matures,

or

(b) to surrender the policy on receiving a surrender value of 60 per cent. of the premium paid by him without interest.

23. If the insured person fails to communicate his election of either of the alternatives provided in Rule 22 within the said three months, he shall be deemed to have agreed to accept the surrender value of his policy.

24. If the pay on which an officer has insured his life be reduced for any reason, he must continue to pay the full premium on his policy calculated on the pay he was drawing before the reduction.

25. If an employee wishes to insure his life under these rules he shall file in an application in Form No. 1. in his own handwriting and after signing it, shall submit it to his superior officer or in case the head-quarters of the said superior is different to the applicant's he shall send it to him there. The said superior officer shall attest the signature of the applicant on the application received after satisfying himself of its genuineness by comparing it with that in Pay Bills or other documents and forward the same without delay to the nearest available Medical Officer of the Fund (*i.e.*, District Civil Surgeon as defined in Rule 5 for the Districts and Consulting Medical Officer for Hyderabad) directing applicant at the same time to at once appear before that officer for Medical Examination and report.

26. Cancelled.

27. It shall be the duty of the Medical Officer of the Fund to whom the form is sent, to examine the proposer and record the results of his examination on the medical

forms (supplied to him direct from the Insurance office) and forward the proposal form with the Medical Forms (after obtaining the signature of the proposer to the declaration therein prescribed) in a sealed cover direct to the Secretary of the Managing Committee for disposal.

Provided always that a Medical Officer who is related to the proposer by blood or by marriage or who has an interest in the policy shall not examine such proposer.

28. If the life proposed is pronounced a First class life (*i.e.*, recommended for acceptance) the Secretary shall be competent to accept the proposal. In the event of the life to be insured being pronounced other than a "First class" life the proposal and the Medical officer's report shall be submitted by the Secretary to the Accountant-General who may reject the life or accept it on reduced terms.

Those subscribers who object to Medical Examination owing to religious scruples should be compelled to join the Provident Fund.

If any subscriber is dissatisfied with the decision of the consulting Medical Adviser to the Fund that his is not a first class life he shall be entitled to claim to be examined by the Medical Board at their next meeting subject to a payment of O.S. Rs. 24 in advance.

29. When a proposal has been accepted in accordance with the provision of Rule 28, the Accountant-General shall issue orders to the Officer-in-charge of the District or Taluk Treasury to make the necessary deductions as provided for in Rule 19 from the next and future monthly pay bills of the subscriber and to intimate to the Secretary of the Committee the date of such first deduction. The Secretary shall then issue a policy in Form No. 3 in favour of the Proposer bearing the date of such first deduction and shall forward the same to him through his immediate official superior who shall obtain a receipt from the proposer and transmit the same to the Fund Office.

30. When an insured has to further insure his life as required in Rule 20, he shall submit a proposal in Form No. 2 signed as prescribed in Rule 25 with an ordinary medical certificate of good health. Such certificate may be granted by any of the Medical Officers referred to in Rules 25 or 27 and shall be accepted by the Secretary. If the proposer is unable to obtain such a certificate or if more than five years have elapsed since

his last detailed medical examination held for the purpose of insurance under these rules, the procedure prescribed in Rules 25 and 26 shall be followed.

31. Any subscriber to the Fund shall have the right to nominate any person to whom the amount of *bonus* or surrender value which may become due to him under these rules may be paid. A subscriber making such nomination shall submit to the State Insurance Office a proposal in Form No. 4 stating the name, sex and descriptions of the several nominees if more than one and in such last case the precise proportion of his contribution that he wishes to be allotted to each.

(a) Provided that any nomination to the exclusion of wife or children shall be null and void.

(b) That a nominee must be related to the subscriber by blood or marriage or be a dependant recognised by the Committee.

NOTE.— If subsequent to a nomination under this rule a subscriber is married and leaves behind him his wife or children such nomination shall be null and void.

32. (a) In all ordinary cases the Accountant-General and in doubtful cases the Committee shall have the power to order the payment of surrender value under section 22 or of the *bonus* to the insured as soon as possible on his completing the age of 55 years and on surrendering his policy.

(b) If the insured dies before receiving the surrender value or attaining the age of 55 years it will be divided between his widow or widows and children in accordance with any request that he may have submitted in the prescribed form referred to in Rule 31.

Failing a such request it will be divided between his widow or widows and children equally to the exclusion of adult sons and married daughters whose husbands are alive, any sum due to a minor being paid to the minor's legal guardian to be used for the minor's benefit or failing a legal guardian to any person who in the opinion of the officer whose duty it is to make payment is entitled to receive it on the minor's behalf.

(c) Failing a widow and children entitled to participate under (b) it will be distributed among other persons in accordance with any request submitted by the subscriber in prescribed form and

(d) If no such request has been submitted it will be paid to the legal representative of the Estate as determined by a Civil Court having competence to pass orders in this respect.

Payment under this section shall be subject to a deduction of any amount that may be due to Government by the insured on account of the Fund.

NOTE.—(1) A husband may be permitted to make a special application expressing his wish to admit to the benefits of the Fund his wife whom he may have divorced or who has been judicially separated from him. In the absence of such an application the widow will be automatically excluded from these benefits.

NOTE.—(2) For the purposes of Rule 31 and 32 the word children includes sons, daughters, grandsons and grand-daughters.

33. A nomination under Rule 31 shall not be recorded until the nominee's identification has been secured, if the nominee be a male or a non-purdah female by the impressment of his or her thumb mark on a paper in Form No. 5 or if the nominee be a purdah female by the sworn testimony of a near male relation recorded by an officer not lower in rank than a Tahsildar.

34. (a) If the person nominated dies before the insured the insured will have the option of making another nomination.

The heirs of the original nominee will have no claim by reason only of the first nomination.

(b) An insured person making nomination may cancel it or make a different nomination at any time without in any way affecting the sum assured.

(c) Except as provided above the Fund will not recognise or permit any assignment, mortgage, deposit or any alienation whatsoever of the subscriber's rights to third parties. Where a nominee alienates during the life time of the subscriber his or her rights in the policy, such alienation shall be null and void, and the nomination shall be deemed to have been cancelled. If on such cancellation the insured does not nominate another person then the sum assured shall be paid as provided for in Section 31 Clause 2 to the exclusion of the nominee who so alienated.

34. A. Policies of Hyderabad State Life Insurance can be pledged as Security for loans that may be advanced by the Government for Educational purposes, and if the Policy holder has nominated any person under Rule 32) of the State Insurance, to receive the amount of Policy,

then such pledge will be valid, provided the nominee consents to it.

35. In the case of Policy holders who retire on pension before their policies mature, premium due by them may, with their consent, be deducted from such pensions.

36. When the insured is absent from duty on leave with allowances, the premium shall be realized when such leave allowances are drawn. If he should obtain leave without allowances or be suspended from the service, the premium, if not otherwise recovered, shall be a debt on his Policy, carrying compound interest at 4 per cent. per annum and shall be recovered as arrears from his future pay, if any, in instalments not exceeding 5 per cent. of such pay.

37. When an insured, who has ceased to be in the service of Government, is permitted to continue to pay premium till his Policy matures, or when an officer of Government is transferred to Foreign Service, he may be allowed by the President or the Secretary to pay such premium *monthly, quarterly, half yearly or yearly* into any Treasury of the Government. Fifteen days grace shall be allowed when the premium is payable monthly, and one month's grace when it is paid otherwise. If the insured fails to pay the premium within the said days of grace he may be permitted to resume payment within six months from the date of default on production of a certificate of good health and on paying up all the arrears together with compound interest at 4 per cent., failing which no further cash payments shall be received from him but the arrears due and all the further *premia* shall be treated as a debt against his Policy and deducted from his *bonus* compound with interest at 5 per cent. per annum.

38. When a policy issued under these rules is lost, a duplicate thereof may be issued to him by the Committee on his paying a fee of one rupee.

39. False information furnished by an insured or production by him of any false evidence in connection with the insurance of his life shall render his policy null and void and the *premia* paid by him shall be forfeited to the Fund.

B

PROVIDENT FUND.

40. The Provident fund shall in future be confined to those officers whose proposals have been rejected under the State Life Insurance Fund rules, officers who are not eligible for the State Life Insurance on the ground of their age exceeding 45 years, and the present voluntary subscribers under this Table.

Subscription to the Provident Fund shall be optional. No medical examination shall be required.

The Accountant-General shall have the power to make refund at any time on application to voluntary subscribers under Table B of the accumulations of their contributions under this Table provided that such subscribers shall not be admitted again to the Provident Fund.

Subscribers who are compulsorily placed under the Provident Fund as provided in Rule 28 shall not be entitled to such refund till date of retirement from service by reason of age, dismissal, resignation, etc.

41. The accumulated contributions of the present compulsory subscribers to the Provident Fund will be transferred to the State Life Insurance Fund to increase the *bonus* assured.

42. Voluntary subscribers to the Provident Fund on joining the State Life Insurance Fund may transfer their contributions in the same way.

43. Table B annexed to these rules contains all the details of the benefits to be derived by subscribing to this Fund.

H. S. L. I.
FORM No. 1.

HYDERABAD STATE LIFE INSURANCE.

PROPOSAL FOR INSURANCE.

Statements to be made by person proposing to insure his life for the first time.

Instructions to Proposer	Statements to be made by the Proposer.
	I,
Your full name and father's name, your residence should be written on the lines marked. (a) (a-1) and (a-2).	(a) (a-1) (a-2)
The place in which you were born should be stated on the line marked (b). The District or Province of birth should also be added.	declare that I was born at (b)
The day of your birth and the month and year in which you were born, should be stated on the line marked (c).	on the (c) day of in the year so that I am years..months of age on this date.
At (C-I) you should state whether widower, married or unmarried.	(c) I am
The date and the nature of your first appointment in Government service with its pay and the permanent appointment you now hold with its substantive pay, should be stated on the lines marked (d) and (d-1).	I was for the first time, <u>permanently</u> appointed <u>temporarily</u> appointed In Government service on..... as..... (d).....on a pay of Rs and my present permanent appointment from.....is (d-1)..... on Rs. and my service under Govern- ment extends over period of years.
The length of your service (if you are an old employee) under Government.	

Dated the day of 19 . Signature of Proposer.

Certificate by officer before whom the proposal is signed.

I certify that the Proposer's signature was affixed in my presence
Station..... Signature
Dated..... Designation

NOTE I.—If his proposal is not submitted soon after the proposer becomes eligible for Insurance under the rules, an explanation for the delay should be invariably attached.

NOTE II.—Service Register of the proposer duly completed should invariably accompany proposal.

Proposal not forwarded with the requisites referred to in Notes I and II will not be considered complete, and the pay of the proposer is liable to be stopped till they are furnished.

H. S. L. I.

FORM NO. 2.

HYDERABAD STATE LIFE INSURANCE.**PROPOSAL FOR FURTHER INSURANCE BY THE HOLDER OF****POLICY No.....dated***Statements to be made by the person who is already insured and who proposes to effect a further Insurance on his Life.*

Instruction to Proposer	Statements to be made by Proposer
Your full name and your father's name, your residence should be written on the lines marked (a), (a-1) and (a-2)	I, (a)..... (a-1)..... (a-2).....
State your present appointment and the one you held when last insuring.	now hold the substantive appointment of.....in the office of.....and my substantive appointment at the last Insurance was.....
State your present substantive pay and the date from which you draw it as well as your pay on which your last Insurance was effected.	My present substantive pay is Rs.....and I draw it permanently from..... My substantive pay at the time of last Insurance was Rs.....

Dated.....day of.....19 . Signature of the Proposer

NOTE.—If the further Insurance proposal be not submitted soon after the pay was permanently increased, an explanation as to the cause of delay should invariably be attached.

Station.....

Signed by the Proposer in my presence.

Dated.....

Signature and designation of the officer before whom Proposal is signed.

Declaration to be signed by the Proposer.

I do hereby declare that the foregoing statements and those made by me to the Medical Officer on the occasion of my first insurance are true to the best of my knowledge and belief, and that I have not withheld or concealed any circumstance with regard to which information has been required from me. I agree that the foregoing statement shall be the basis of the proposed contract for this further Insurance on my Life and that if it shall hereafter appear that I have wilfully made any untrue statement, or have fraudulently concealed any circumstance which I ought to have made known, then all the premiums which shall have been paid under the said contract shall be forfeited and the contract rendered absolutely null and void.

Dated.....

Signature of the Proposer.

Signed by the Proposer in my presence.

Signature of officer before whom declaration is signed.

N. B.—The above declaration need not be signed when detailed Medical Examination of the proposer is necessary under the Rule 15 of the Hyderabad State Life Insurance Rules.

H. S. L. I.
FORM No. 3.

(HYDERABAD COAT OF ARMS.)

HYDERABAD STATE LIFE INSURANCE.

POLICY No.

Whereas
holding the appointment of
in the hereinafter called
the insured has contracted with the Government of
Hyderabad for an endowment *bonus* of the sum of
Rupees (.....)
on his own life and has deposited a proposal and de-
claration, dated the day,
of 13 and signed by him,
as the basis of such contract.

Now it is hereby declared that whereas he has paid
to the Secretary to the Insurance Committee in the
manner prescribed in rules framed by the Nizam's Govern-
ment in that behalf the sum of Rs.
being the first premium and has agreed to pay the sum
of Rupees in every subsequent
month, commencing with the month of
in the year 13 and ending with the month of
in the year or until
his death, whichever shall first occur, the Secretary to
the said committee shall be subject and liable to the
payment on behalf of the Nizam's Government, to the
said of the sum of Rupees
on his completing the age of 55 years, and the surrender
of his policy or in the event of his death, before completing
the age of 55 years, to his nominees by will or other
document registered in the office of the Secretary to the
Insurance Committee, and failing such nominees to his
legal heirs after surrender of the Policy and after the
production of satisfactory evidence of the death of the
said

But this contract is made subject to the following
proviso, viz., it shall be void, and the payment made by the
insured under it shall be forfeited if the statement contain-
ed in the aforesaid proposal and the declaration be untrue.

The date of birth of the insured is hereby admitted to
be.

Secretary to the Insurance Committee.

Hyderabad-Deccan,

The day of

N.B.—This Policy is granted subject to the Rules issued by the
Nizam's Government relating to State Life Insurance.

H. S. L. I.
FORM NO. 4.

(To be filled in by subscriber).

THE SECRETARY,

HYDERABAD STATE LIFE INSURANCE,

H. E. H. the Nizam's Government.

**Name or names of
 Nominees**

Sex	
Descriptions	Date of birth
	Relationship
Table under which it is intended to make the nomination	

Date

Signature of Subscriber.

H. S. L. I.
FORM No. 5.

HYDERABAD STATE LIFE INSURANCE.

Subscriber.

No.

Name and Designation.

Date of entry.

Nominee.

Name

Date of entry.

Relationship.

Option.

Left Thumb Mark.

I hereby declare the above is the left thumb mark
 of.....the.....
 of.....

Signature of Officer*
 before whom the thumb
 mark was recorded.

}

* This Officer to be not lower in rank than a Tahsildar and in the case of pardah ladies the signature to be that of a near male relation who shall swear that it is the thumb mark of the lady in question before an officer not lower in rank than a Tahsildar.

To be filled in only in the
 case of pardah ladies.

{ has to-
 day attested on oathth that
 the above thumb mark was
 affixed in his presence as
 above declared by him.

Signature of Officer.

Date.....

TABLE

HYDERABAD STATE

Table of Bonus payable according to age in proportion

Monthly premium in rupees		1	2	3	4	5
Age	21	420·44	840·88	1261·32	1681·76	2102·20
„	22	405·50	811·00	1216·50	1622·00	2027·50
„	23	390·91	781·82	1172·73	1563·64	1954·55
„	24	377·26	754·52	1131·78	1509·04	1886·30
„	25	362·76	725·52	1088·28	1451·04	1813·80
„	26	348·87	697·74	1046·61	1395·48	1744·85
„	27	335·66	671·32	1006·98	1342·61	1678·30
„	28	322·10	644·20	966·30	1288·40	1610·50
„	29	308·78	617·56	926·34	1235·12	1543·90
„	30	295·96	591·92	887·88	1183·84	1479·80
„	31	284·00	568·00	852·00	1136·00	1420·00
„	32	271·54	543·08	814·62	1086·16	1357·70
„	33	259·38	518·76	778·14	1037·52	1296·90
„	34	247·21	494·42	741·63	988·84	1236·05
„	35	235·11	470·22	705·33	940·44	1175·55
„	36	223·15	446·30	669·45	892·60	1115·75
„	37	211·35	422·70	634·05	845·40	1056·75
„	38	199·48	398·96	598·44	797·92	997·40
„	39	187·67	375·34	563·01	750·68	938·35
„	40	175·82	351·64	527·46	703·28	879·10
„	41	164·86	329·72	493·58	659·44	824·30
„	42	153·70	307·40	461·10	614·80	768·50
„	43	142·47	284·94	427·41	569·88	712·35
„	44	129·67	259·34	389·01	518·68	648·35
„	45	119·66	239·32	358·98	478·64	598·30

A.

LIFE INSURANCE.

to the monthly premium payable by the Insured.

6	7	8	9	10	Monthly premium in Rupees
2522·64	2943·08	3363·52	3783·96	4204·40	21
2433·00	2888·50	3244·00	3649·50	4055·00	22
2345·46	2736·37	3127·28	3518·19	3909·10	23
2263·56	2640·82	3018·08	3395·84	3772·60	24
2176·56	2539·32	2902·08	3261·84	3627·60	25
2093·22	2442·09	2790·96	3139·83	3488·70	26
2013·96	2349·62	2685·28	3020·94	3365·60	27
1932·60	2254·70	2576·80	2898·90	3221·00	28
1852·68	2161·46	2470·24	2779·02	3087·80	29
1775·76	2071·72	2367·68	2663·64	2959·60	30
1704·00	1988·00	2272·00	2556·00	2840·00	31
1629·24	1900·78	2172·32	2443·86	2715·40	32
1556·28	1815·66	2075·04	2334·42	2593·80	33
1483·26	1730·47	1977·68	2224·89	2472·10	34
1410·66	1645·77	1880·88	2115·99	2351·10	35
1338·90	1562·05	1785·20	2008·85	2231·50	36
1268·10	1479·45	1697·80	1902·15	2113·50	37
1196·88	1396·36	1595·84	1795·32	1994·80	38
1126·02	1313·69	1501·36	1689·03	1876·70	39
1054·92	1230·74	1406·56	1582·38	1758·20	40
989·16	1154·02	1380·89	1483·74	1648·60	41
922·20	1075·90	1229·60	1383·80	1537·00	42
854·82	997·29	1139·76	1282·28	1424·70	43
778·02	907·69	1037·86	1167·03	1296·70	44
717·96	837·62	957·28	1076·94	1196·60	45

TABLE B.

Lumpsum that may be secured at the end of any number of years or half-years for each Re. 1 per mensem contributed.

Years	Lumpsum	Years	Lumpsum	Years	Lumpsum	Years	Lumpsum
	R. A.		R. A.		R. A.		R. A.
..	..	10	142 2	20	343 6	30	628 0
1½	6 0	10½	150 10	20½	355 6	30½	645 0
1	12 0	11	159 4	21	367 10	31	662 4
1½	18 4	11½	168 2	21½	380 0	31½	679 14
2	24 10	12	177 0	22	392 10	32	697 12
2½	31 0	12½	186 2	22½	405 8	32½	716 0
3	37 8	13	195 6	23	418 10	33	734 8
3½	44 4	13½	204 12	23½	432 0	33½	753 6
4	51 0	14	214 6	24	445 8	34	772 8
4½	57 14	14½	224 2	24½	459 6	34½	792 2
5	64 14	15	234 0	25	473 6	35	811 14
5½	73 0	15½	244 2	25½	487 10	35½	832 2
6	79 4	16	254 6	26	502 2	36	852 12
6½	86 10	16½	264 14	26½	517 0	36½	873 10
7	94 4	17	275 8	27	532 0	37	894 14
7½	101 14	17½	286 6	27½	547 6	37½	916 10
8	109 10	18	297 6	28	562 12	38	938 10
8½	117 8	18½	308 8	28½	578 12	38½	961 0
9	125 10	19	320 0	29	594 14	39	983 14
9½	133 12	19½	331 8	29½	611 4	39½	1.007 2

Examples :—

1. A contributor for lumpsum is in receipt of a salary of Rs. 200 per mensem and subscribes 4 per cent. of his salary or Rs. 8 per mensem for 20 years when he retires. To what sum will he be entitled ?

By the above Table we see that every Re. 1 per mensem will amount in 20 years to Rs. 343-6 and therefore Rs. 8 per mensem will amount in 20 years to Rs. 343—6 × 8 or Rs. 2,747. He will therefore be entitled to Rs. 2,747 when he retires.

2. A contributor for lumpsum is in receipt of a salary of Rs. 200 per mensem when he joins the Fund ; at the end of five years his salary is increased to Rs. 300 and at the end of another five years to Rs. 400 per mensem. He retires at the end of 20 years from the time he became a contributor. To how much is he entitled if he has contributed 6 per cent. of his salary throughout ?

Now 6 per cent. of Rs. 200 per mensem is Rs. 12 per mensem.

“ 6 “ “ “ 300 “ “ “ 18 “ “

“ 6 “ “ “ 400 “ “ “ 24 “ “

He therefore contributed as follows :—

Rs. 12 per mensem for 20 years which by the Table amount to Rs. 343-6 × 12 or Rs. 4,120-8.

Rs. 6 per mensem more for 15 years which by the Table amount to Rs. 234-0 × 6 or Rs. 1,404-0.

Rs. 6 per mensem more for 10 years which by the Table amount to Rs. 142-2 × 6 or Rs. 852-12.

Thus his total contributions have accumulated to Rs. 6,377-4 and he is entitled to that amount.

APPENDIX—B.

(REFERRED TO IN ARTICLE 54).

*Rules for Deduction on Account of Mansab
and other Allowances.*

1. Excepting cases which are exempted under Commands of His Exalted Highness, if a Diwani Mansabdar or Special, or Riayati Allowance holder is employed in Government service in any capacity deduction shall be made from his salary at the following rates :—

If the total emoluments on account of Mansab or allowance are above			
Rs. 100.	..	25 per cent. of the Mansab or allowance.	
Do	Rs. 50 to Rs. 100	20 per cent.	do
Do	upto Rs. 50	.. 15 per cent.	do

NOTE.—Emoluments do not include the allowance drawn on account of Lawazima, the up-keep of which is obligatory.

2. Sarf-i-Khas Mansabdars, Special and Riayati allowance holders will also be subject to similar deductions if employed in Government service. *Vice Versa*, Diwani Mansabdars and Special and Riayati allowance holders are liable to similar deduction by the Sarf-i-Khas administration if employed thereunder. Diwani or Sarf-i-Khas administration cannot claim credit for the deductions made by one administration in respect of the Mansab and Special and Riayati allowances paid by the other.

3. If a Mansab has been granted as a compensation for the resumption of any prescriptive right or property, no deduction shall be made.

NOTE.—Such exemption shall be granted with the sanction of the Government in the Finance Department, after inquiry made by the Accountant-General as regards the Mansab being in lieu of the resumption of any prescriptive right or property.

4. The rules in regard to deduction will not apply in case of Sahibzadas who receive allowances from the Sarf-i-Khas in consideration of their connection with the ruling family of the State.

5. When any part of a Mansab or Special or Riayati allowance standing in the name of a person who is employed in Government service is at the time of the issue of such Mansab or allowance granted by order of Government to a sharer, who is not employed as above, only such portion of the Mansab or allowance will be liable to contribution as goes to the share of the person so employed. But if a Mansabdar or Special or Riayati allowance, holder has, after the issue of such Mansab or allowance, got the whole or part of it transferred to some one else, the contribution will be calculated on the whole of such Mansab or allowance.

6. If a Mansabdar receives a Mansab from different Sarishtas, the deduction will be calculated on the total Mansab drawn from all such Sarishtas.

7. When a Mansabdar or Special or Riayati allowance holder is appointed as a paid probationer, deduction will be made from the probationary allowance in the same manner as if he held a regular appointment.

8. If a Mansabdar or Special or Riayati allowance holder in Government service is suspended, or is on leave with or without allowances, and the amount to be deducted under the above rules is less than what he is entitled to as pay or allowance, the whole of it will be deducted from such pay or allowance; but when it is equal to or more than such pay or allowance the whole pay, or allowance will be withheld, and the balance, if any left unrecovered, will be remitted.

9. Every Mansabdar or Special or Riayati allowance holder who is employed in Government service and whose pay is liable to deduction an account of such employment, shall be bound to report to the Accountant-General the fact of his holding a Mansab or Special or Riayati allowance and if any such person knowingly or wilfully conceals the fact with a view to escape deduction, his Mansab or allowance will be forfeited unless he is specially excused by the Government in the Finance Department.

APPENDIX C.

(REFERRED TO IN ARTICLE 68).

Last Pay Certificate Rules.

1. If an officer transferred holds a non-gazetted rank the office from which he is transferred shall, at once prepare a Last Pay Certificate and forward it along with the Service Book by registered post to the office to which he is transferred.

2. In case of a gazetted officer the office from which he is transferred shall, at once, prepare 2 copies of the Last Pay Certificate and forward them to the Audit office mentioned in Article 67..... The Audit office concerned shall, within two days after the receipt of the copies of the Last Pay Certificate, make an endorsement thereon verifying the contents and forward it by registered post to the Audit office of the district to which the officer has been transferred and also send a copy to the office to which the officer has been posted.

3. The Last Pay Certificate received will be a sufficient authority for the office to which the officer is transferred to draw, and for the Audit Office to pass, payment of his salary.

4. The Last Pay Certificate shall be in the following form :—

Last Pay Certificate of.....

Pay	son of.....
Acting Allowance	of the.....
Personal Allowance	proceeding to join the
Permanent monthly Travel-	appointment of (or to
ling Allowance	officiate as).....
Local Allowance	in.....He made
House Rent	over charge of the office of
Horse or Conveyance allow-	on the noon of
ance	and was entitled to
Less Insurance Fund Deduc-	draw to the date of mak-
tions	ing over charge his salary
	and allowances noted in
	the margin.

He has been paid all his dues upto.....

Withheld Rs. at { No recoveries (or recoveries
 From to { noted on the reverse) are
 of this officer. His Service Book is complete (or his
 service book is not complete and a quarter of his salary is
 withheld from at the rates noted in the margin).
 Particulars of age, leave, etc., as available in this office
 are noted on the reverse.

NOTE.—The last sentence is inapplicable to gazetted officers and will be scored through in such cases. And so will be the corresponding Headings in the reverse.

Reverse.

Casual leave taken during the year (.....) days.

Nature of recovery.....

Amount.....

How to be recovered (in one sum or what instalments.)

*Particulars of Age, leave, etc.

(a) Date of Birth.

(b) Date of completion of 55 years.

(c) If extension has been granted to what date.

(d) If service conditional on passing any examination, whether examination has been passed or not.

(e) Privilege Leave taken.

(f) Leave on Medical Certificate taken.

(g) Leave on Private Affairs taken.

(h) Extraordinary leave taken.

(i) Absence without leave.

* These particulars need only be given, when the Service Book is not complete.

APPENDIX—D.

CANCELLED.

APPENDIX—E.

(REFERRED TO IN ARTICLE 459).

Officers not entitled to any Travelling Allowance while on tour within their Jurisdiction.

Serial No.	DESIGNATION
1	2
	LAND REVENUE.
1	Girdawar of the Revenue Department.
2	Tahsil peon except when he accompanies Tahsildar or other officer on tour.
	CUSTOMS.
3	Inspector of Frontier Customs.
	POST OFFICE.
4	Inspector of the City Post Offices.
5	Inspector of the city Postmen.
6	Railway Mail Service establishment exclusive of Inspector and Superintendent.
	POLICE.
7	Sarkarda, of the City General Police.
8	Amin of the City Detective Police.
9	All Police officers below the rank of Assistant Superintendent.
	SCIENTIFIC AND MISCELLANEOUS DEPARTMENTS.
10	Employees of His Exalted Highness' Chitakhana.
	P. W. D.
11	Sub-overseer.

APPENDIX F.—(REFERRED TO IN ARTICLES 462, 465, & 466.)

Statement showing the number of carts and tents allowed to officers on tour.

No.	DESIGNATION	CARTS AND TENTS ALLOWED																REMARKS								
		Necessary Tents																								
		Shamianas				Single Pole Tents		Hill Tents with bath rooms		Swiss Cottage Tents		Miniature Swiss Cottage Tents with bath rooms		Office Raoties		Office double fly Raoties		Shooting Pals		Field Officer's Tents		Servants Pals		Necessary Tents		
		16×16	14×14	16×16	14×14	12×12	10×10	16×16	14×14	12×12	12×12	12×12	12×12	10×10	14×12	12×12	12×12	10×10	9×8	12×12	10×10	8×8				
1	LAND REVENUE																									
2	1st Talukdar	1																								
3	2nd or 3rd Talukdar	4																								
4	Tahsildar	3																								
5	Superintendent, Survey & Settlement.	6	1						1																	
6	Assistant, Superintendent, Survey & Settlement	2																								
7																										
8																										
9																										
10																										
11																										
12																										
13																										
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25																										
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Whilst travelling with establishment and Survey instruments 4 carts will be allowed.

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APPENDIX—F.—(REFERRED TO IN ARTICLES 462, 465, & 466).—(contd).
Statement showing the number of carts and tents allowed to officers on tour.

No.	DESIGNATION	CARTS AND TENTS ALLOWED																				REMARKS						
		Carts		16 × 16	14 × 14	16 × 16	Single Pole Tents	14 × 14	14 × 14	Hills Tents with bath rooms	12 × 12	10 × 10	16 × 16	10 × 10	Office Raoties	14 × 12	Office double fly Raoties	12 × 12	12 × 12	Shooting Pals	10 × 10		6 × 8	Field Officer's Tents	12 × 12	10 × 10	Servants Pals	8 × 8
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
	REGISTRATION.																											
24	Inspector-General.	8														1												
	POST OFFICE.																											
25	Post Master General.	4									2						2					8						
26	Deputy Post-Master General.	4																										
27	Divisional Superintendent.	2							2																			
27	Inspector																											
-A																												

1 cooly as noted against serial No. 15 for the transportation of personal effects.

APPENDIX—F.—(REFERRED TO IN ARTICLES 462, 465, & 466.)—(contd.)

Statement showing the number of carts and tents allowed to officers on tour.

CARTS AND TENTS ALLOWED																										
No.	DESIGNATION	REMARKS																								
		Necessary Tents																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
35	Insptr. of Exports, Imports & Prices.	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	No scale of tent-age has been fixed for this officer also Cart-officer upto a limit of two carts will be allowed if tents of other departments are obtained and used during the tour ; and if no tents are taken on the tour, cartage will be paid only for one cart.
		16 x 16	14 x 14	14 x 14	14 x 14	16 x 16	14 x 14	12 x 12	10 x 10	16 x 16	14 x 14	12 x 12	12 x 12	Miniature Swiss Cottage Tents with bath rooms	Office Raoties	Office double fly Raoties	12 x 12	12 x 12	12 x 12	10 x 10	9 x 8	12 x 12	10 x 10	8 x 8	10 x 10	
			Shamianas			Single Pole Tents		Hills Tents with bath rooms			Swiss Cottage Tents					Office Raoties	Office double fly Raoties		Shooting Pals	Field Officer's Tents		Servants' Pals				

APPENDIX G.

(REFERRED TO IN ARTICLE 473).

List of permanent monthly Travelling Allowances.

Serial No.	Designation	Amount	Remarks
1	2	3	4
	LAND REVENUE.	Rs.	
*1	Assistant Superintendent, Survey and Settlement.	120	Must keep one horse and two tents about which supdt's. certificate is necessary. If any officer maintains a motor car, he may do so. But, however, it is necessary to keep one horse and two tents.
*2	Superintendent, Secunderabad Cantonment Survey Office.	110	Must keep two horses, or one horse and one Motor cycle, also one tent.
*3	Sub-Assistant Superintendent, Survey and Settlement.	25	Must keep one horse and one tent about which Supdt's certificate is necessary. If any officer maintains a motor car, he may do so. But, however, it is necessary to keep one horse and one tent.
4	Three Tankihsazes, Survey and Settlement, drawing Rs. 50 each.	25	Must keep a horse.
5	One Tankihsaz, Survey and Settlement drawing Rs. 40	25	do
6	One Supervisor, Secunderabad Cantonment Survey Office drawing Rs. 60.	20	
7	One Surveyor, Secunderabad Cantonment Survey Office, drawing Rs. 40.	10	
8	One Surveyor, Secunderabad Cantonment Survey Office, drawing Rs. 25	10	
8-A	Tracer and Plan Tabler of the City Survey, each.	15	

* The officers will get no cartage for tents.

APPENDIX G.—(concl'd.)

Serial No.	Designation	Amount	Remarks
1	2	3	4
	EXCISE.		
9	Inspector and Junior Inspector, attached to the Office of Talukdar of the City Excise, each.	20	
10	Inspector, attached to the Narayenguda Distillery (Abkari Branch)	25	
11	Two Junior Inspectors, attached to the Narayenguda Distillery, Abkari Branch, each.	25	
12	Inspector, attached to the Narayenguda Distillery, Conservancy Branch.	25	
12-A	Junior Inspector, Secunderabad. ..	25	
	FORESTS.		
13	Sixty-four Rangers, each. ..	25	
14	Deputy Ranger. ..	20	
	GENERAL ADMINISTRATION.	Rs.	
15	Inspector, Exports, Imports and Prices.	30	
15-A	Mr. Mohd. Omer Khan, Local Military Auditor.	100	
15-B	Mr. Kazim Ali in charge of Local Audit Branch of Accountant-General's Office.	100	
15-C	Four Auditors of the Local Military Audit Branch, each.	15	
15-D	Four clerks of the Local Audit Branch of A.G's. Office, each.	15	
	P. W. DEPARTMENT.		
16	Mr. G. N. Gangulee, Sub-Divisional Officer, Hyderabad Drainage Scheme Co-operative Credit Department.	100	
17	Sub-Inspectors who joined service before 1st Dai 1331 Fasli.	15	

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APPENDIX

CANCELLED

APPENDIX—I.

(REFERRED TO IN ARTICLE 490).

List of Conveyance or Horse Allowance.

Serial No.	Designation	Conveyance or horse allowance per month	Remarks
1	2	3	4
	CUSTOMS.	Rs.	
1	Superintendents, City and Secunderabad Customs Houses, each.	100	Conveyance allowance.
2	Ameen, Chowkies City Customs House.	25	do
3	Ameen, City Customs House, (entrusted with the duties of inspecting customs work at the British and H.E.H's. Post Offices in the City and Suburbs).	25	do
4	Inspectors, City and Secunderabad Customs Houses, each.	5	Cycle allowance.
5	Inspector Frontier Customs House.	15	Horse allowance.
	EXCISE.		
6	Talukdar, City Excise. ..	100	Conveyance allowance.
7	16 Daroga (Sendhi), City Talukdars' Office, each.	5	Cycle allowance.
8	Eight clerks, City Talukdar's office, each.	5	do
	OPIUM.		
9	Superintendent of Opium who inspects shops and detects adulteration, etc.	50	Conveyance allowance.
10	Daroga	5	do
	POST OFFICE.		
11	Inspector, City Post Offices ..	80	do
12	Inspector, City Postmen ..	15	do

APPENDIX I.—(contd.)

Serial No.	Designation	Conveyance or horse allowance per month	Remarks
1	2	3	4
	GENERAL ADMINISTRATION.	Rs.	
12-A	Moulvi Nisar Ahmed Sahib, Registrar, Executive Council ..	100	Conveyance allowance.
13	Revenue Secretary	100	do
14	Joint Revenue Secretary ..	100	do
15	Lady Commissioner, Central Treasury.	50	do
16	Each member of the Legislative Council except :—		
	(1) The Minister and the Assistant Ministers.		
	(2) Those receiving a motor allowance from Govt.		
	(3) Un-official members.		
	For each General meeting Rs. 16 ..	..	Conveyance allowance.
	For each Select Committee Rs. 10 mentioned in Article 521.	..	do
16-A	(1) Peshi Establishment of the Hon'ble the <i>Military Member</i>		
	(a) Superintendent	50	Conveyance allowance.
	(b) Clerk	20	do
			As long as the Hon'ble Member resides at Phisal Bunda.
	(2) Peshi Establishment of the Hon'ble Member, Judicial Department.	115	Conveyance allowance. (Distribution of which is restricted to the control of the Hon'ble Member of the department.)

APPENDIX I.—(contd.)

Serial No.	Designation	Conveyance or horse allowance per month	Remarks
1	2	3	4
	LAW AND JUSTICE.	Rs.	
17	Officer acting for the Coroner during the latter's absence on casual or privilege leave, Rs. 5 per day.	..	Conveyance allee. NOTE :—The Coroner's Motor allowance will not be paid during the absence on leave.
	POLICE.		
18	Sarkarda, General City Police ..	50	Conveyance allowance.
18-A	Chief Inspector of City Police ..	30	Horse allowance.
18-B	2nd Asst. to Kotwal	50	Conveyance allee
18-C	Palace Detective Police Officer ..	50	do
19	Sadar Ameen, General City Police (includes Sadar Ameens, General and Detective Police).	25	do
20	Ameen, General City Police ..	5	Cycle allowance.
21	Officer Commanding City Rohila Police.	50	Conveyance allowance.
22	Adjutant, City Rohila Police ..	25	Horse allowance.
23	Lieutenant do ..	25	do
24	Ameen, City Detective Police ..	5	Cycle allowance.
25	Sadar Ameen, Palace City Detective Police.	25	Conveyance allowance.
26	Ameen, Palace City Detective Police.	5	Cycle allowance.
26-A	Inspector of Weights and Measures of the Office of Kotwal.	25	Conveyance allowance.
27	Superintendent, Anthropometry ..	25	Horse allowance.
28	(A) Superintendent, District Police	50	Conveyance allowance.
†	(B) Asst. Supdt., District Police ..	80	Horse allowance.

APPENDIX I.—(contd.)

Serial No.	Designation	Conveyance or horse allowance, per month	Remarks
1	2	3	4
29	Inspector, District Police. ..	25	Horse allowance*
29-A	Court Inspector, District Police ..	25	Conveyance allowance.
30	Sub-Inspector, District Police ..	20	do
30-A	Sub-Court Inspector, District Police ..	20	do
31	Head-quarter Sub-Inspector, Police ..	30	Horse allowance.
32	Do do ..	20	do
33	Inspector, District Boundary Police ..	25	do
34	Sub-Inspector, Police at Jalna, Hingoli and Mominabad.	20	Conveyance allowance.
35	One Jamadar do ..	7	Pony do
35-A	Jamadar, 1st-grade, City Police ..	5	Cycle allowance.
35-B	Jamadar, 2nd-grade, City Police ..	5	do
35-C	Jamadar 1st-grade, Detective Police of Royal Palaces.	5	do
35-D	Jamadar, 2nd-grade, Detective Police of Royal Palaces.	5	do
EDUCATION.			
36	Inspector of schools ..	100	Conveyance allowance.
37	Sub-Inspector of schools, Balda ..	30	do
38	Do Girls' schools ..	30	do
39	Do Atrai-i-Balda ..	30	do
40	Do on Districts ..	25	do
41	Rukia Begum Asst. Teacher, Mahubia Girls' School.	30	do
42	Miss Chenoi, Asst. Teacher, Mahubia Girls' School.	15	do
43	Every member of the Dar-ul-Uloom Text Books Committee, drawing Rs. 100, or less, for each Committee meeting Re. 1.	..	do

* On keeping a horse or two bullocks cart Police Inspectors may draw their allowances according to the rule in force. Also Sub-Inspectors (Nos. 30, 32 and 34) on town duty or posted at Headquarters may be allowed to draw Rs. 7 each *p. m.* as Cycle allowance out of the provision of this allowance at the discretion of Department concerned.

APPENDIX I.—(contd.)

Serial No.	Designation	Conveyance or horse allowance, per month	Remarks
1	2	3	4
44	Every member of the Committee appointed for coining scientific and technical terms relative to the Translation Bureau of the Osmania University, who is not employed in that Department for each Committee Meeting. Rs. 10.	..	Conveyance allowance.
44-A	Moulvi Khair-ul-Mobeen Saheb, Vaiz non-official Member Administrative Board, for attendance at each Committee meeting.	10	do
MEDICAL.			
45	House Surgeon, Afzal Gunj Hospital.	30	Conveyance allowance.
46	Superintendent of Nurses, Afzal Gunj Hospital.	50	do
47	One Sub-Assistant Surgeon, Afzal Gunj Hospital.	25	do
48	Eight Nurses, drawing Rs. 30 Afzal Gunj Hospital, each.	15	do temporary
49	Two Nurses, drawing Rs. 30 Afzal Gunj Hospital, each.	15	do do
50	Three Nurses (collectively), Afzal Gunj Hospital.	20	do
51	Dr. Parera, Medical Officer, Isolation Hospital.	45	do—; this allowance will be continued only so long as this officer discharges the duties of an Inspecting Medical Officer of Vaccination, Hyderabad.
52	Inspector of sale Depôts of Unani Medicines (under the Unani Medical Board.)	30	Conveyance allowance.

APPENDIX I.—(contd.)

Serial No.	Designation	Conveyance or horse allowance, per month	Remarks
1	2	3	4
	SCIENTIFIC & MISCELLANEOUS DEPARTMENTS.	Rs.	
53	Veterinary Jamadar, Stud Establishment.	12	Pony allowance.
54	Veterinary Daroga, drawing Rs. 50,	15	do
55	Cancelled	..	
56	Do	..	
57	Do	..	
58	Do	..	
	Farm establishment.		
59	Mr. Ferozshah Shorabji, Superintendent of Karkhanajat	50	Conveyance allowance.
60	Superintendent, Public Gardens ..	30	do
61	Office clock repairer ..	40	do
62	Superintendent, Resident's Garden, Bolarum.	25	do
63	Superintendent, Telephone ..	50	do
	RELIGIOUS.		
64	Maistry, Nizamath ..	15	do
65	Superintendent of City Mosques ..	56	do
	STATE RECEPTIONS AND ENTERTAINMENTS.		
66	Accountant, English kitchen ..	25	Conv. allowance.
66-A	Superintendent, English and Muglai Kitchen.	30	do
66-B	Mr. R. V. Pillai, Superintendent, Govt. Printing Press.	40	Conveyance allowance for supervision of Government Presses.
	P. W. D.		
67	Mr. Lalit Mohan Mukerji, Engineer (Temporary).	50	Allowance for two horses.
68	Mr. E. Bose, Engineer, (Temporary)	50	do
69	Mr. J. T. Anklesaria, Engineer, (do)	50	do
70	Mr. Subramaniaum Pillay, Honorary Assistant Engineer.	25	Horse allowance.

APPENDIX I.—(concl'd.)

Serial No.	Designation	Conveyance or horse allowance, per month	Remarks
1	2	3	4
71	Mr. L. B. Gideon, Honorary Assistant Engineer. ..	Rs. 25	Horse allowance.
72	Cancelled		
73	Supervisor		
74	Overseer	25	Conveyance allowance
75	Sub-overseer ..	15	Conveyance allowance.

Executive Staff..

This allowance will be forfeited whenever daily or Mileage allowance is drawn.

APPENDIX J.

(REFERRED TO IN ARTICLE 28-A.)

No.	Designation	Duty allowance per month	Conditions
1	Principal, Nizam College	500-50-750	
2	Vice-Principal, Nizam College ..	200-50-350	
3	Principal, Osmania College	250-50-500	
4	*Junior F. D. Assistants in independent charge of P. W. D. and Railway Audit.	200 & 100 *	If their salary is less than Rs. 1,000 allowance of Rs. 200 p.m. in the case of P.W.D. Audit and Rs. 100 in the case of Railway Audit will be allowed, provided this does not bring the total emoluments above Rs. 1,000.
5	Chief Inspector of Schools (Balda) as Inspector of Non-European schools (Residency Ilaka) whose rank will thus be collectively considered equal to that of a principal of Intermediate College	Rs. 200	The sum of O. S. Rs. 100 paid from the Residency Ilaka in lieu of the duties discharged thereat, will be credited into the Govt. i. e. State Treasury.

FORM No. 2.

(Referred to in Article 287-b)

Warrant for payment of salary and leave.

Allowances of.....

District on.....Treasury.

The above-mentioned officer is paid his salary and allowance up to.....He is entitled to salary and allowance as detailed below :—

SALARY.

From to.....

<i>Details.</i>		<i>Rate per month.</i>
Pay		
Acting Allowances		
Personal do		
Permanent Monthly Travelling Allowance .		
Horse or Conveyance Allowance		
Motor Car Allowance		

Deduct.

Insurance Fund deduction
Other Recoveries.

LEAVE ALLOWANCES.

From.....to.....

<i>Details.</i>		<i>Rate per month.</i>
Leave Allowances		
Other do		

Deduct.

Insurance Fund deduction.
Other Recoveries.

From.....to.....

<i>Details.</i>		<i>Rate per month.</i>
Leave Allowances		
Other Recoveries		

Deduct.

Insurance Fund deduction.
Other Recoveries.

Asst. Acctt.-General, Madadgar-i-Mal.

FORM No. 8.

(Referred to in Article 330).

FIRST PAGE.

APPLICATION FOR PENSION OR GRATUITY.

1. Name of applicant.
2. Name of his father.
3. Race, caste, religion.
4. Residence showing taluka and district.
5. Previous and present service, with name of Department
6. Date of commencement of service.
7. Date of end of service .
8. Period of service with period of breaks, *viz.*
 - (a) Period of superior service.
 - (b) Period of inferior service.
 - (c) Period which does not count, or period of breaks.
- *9. Class of pension or gratuity claimed, and ground of application.
10. Average salary.
11. Pension proposed.
12. Gratuity proposed.
13. Date of commencement of pension.
14. Name of Treasury at which the pension will be paid.
- †15. Date of applicant's birth according to the Fasli year.
16. Height.
17. Marks of identification.
18. Date.
19. Number and date of letter issued from.....under
which anticipatory pension, if any, was sanctioned or applied
for. No. dated.

Signature of the Superior Officer.

* If a commutation pension is applied for, the changes in the establishment which have necessitated the application for pension shall be described in details.

† If the exact date is not known, an approximate date may be given as far as practicable .

FORM No. 3.—(contd.)

SECOND PAGE.

Details of Service (with breaks.)

Department	Appointment	Pay	Allowance	Service		Period counting as service	Period not counting as service	Remarks	Proofs of verification	Remarks by Audit Office
				Date of commencement of	Date of end of					
1st Talukdar, Nanded ..	Clerk ..	Rs. 10 ..	Rs. ..	1st Azur 1278 F. 15th Isf. 1278 F.		Ys. Ms. Ds. ..	Ys. Ms. Ds. 0 3 15	Inferior service	As per 1st Talukdar letter Encl. (A)	..
Do ..	do ..	15 ..	..	16 Isf. 1278 F.	31 Far. 1279 F.	..	1 1 15	Period not counted as the applicant was under 20 years of age	..	..
Do ..	Peshkar ..	40 ..	..	1st Ard. 1279 F. 32nd Khd. 81 F.		2 2 0	..	..	As per A-G's. Encl. (B)	..
Revenue ..	Tahsildar ..	75 ..	..	1st Tir 1281 F.	30th Aban 84 F.	3 5 0	..	..	..	..
Do ..	3rd Talukdar ..	250 ..	..	1st Azur 85 F.	30th Aban 88 F.	4 0 0	..	..	..	..
..	Suspended ..	..	..	1st Azur 89 F.	23th Avur 89 F.	..	0 1 0	Owing to suspension this period will not be counted	Service Books	..
Revenue Secretariat ..	Asst. Secretary. 100 ..	..	..	1st Dai 89 F.	30th Aban 96 F.	7 11 0	..	..	..	..
Accountant-General's Office. ..	Assistant ..	660 ..	..	1st Azur 97 F.	30th Aban 98 F.	2 0 0	..	..	..	..
Revenue ..	1st Talukdar ..	1,000 ..	..	1st Azur 99 F.	30th Aban 04 F.	6 0 0	..	..	..	..
						26 6 0	1 6 0			

FORM No. 8.—(contd)

THIRD PAGE

Remarks by superior officer.

1. Past conduct and behaviour of the applicant.
2. Details as to reduction in rank or suspension (if any).
3. Details of any gratuity or pension the applicant may have previously received.
4. If the proposed pension is Compensation pension, the circumstances connected therewith should be stated.
5. Other remarks.
6. Superior officer's specific opinion as to whether the service claimed is established and should be admitted.
7. Superior officer's proposals as to treatment of breaks or deficiencies in service.

**CERTIFICATE & REPORT BY THE
ACCOUNTANT-GENERAL.**

Certified that subject to the remarks below recorded qualifying service in Inferior ^{or}and Superior grade has been duly proved and that a pension or gratuity not exceeding Rs.....is admissible under Article.....of the Hyderabad Civil Service Regulations. If the interruption or deficiencies in service are condoned under Article.....of the Hyderabad Civil Service Regulations, the pension or gratuity not exceeding Rs.....would be admissible.

The calculations have been duly verified.

Accountant-General.

MEMORANDUM ON HYDERABAD

1. *Area and Population.*

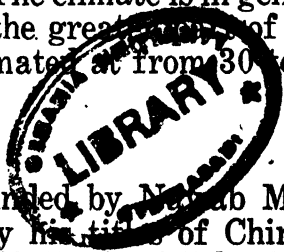
The area of Hyderabad and Berar is 100,507 sq. miles and their total population (excluding Berar), according to the Census of 1941, is 19,943,400. The area of Hyderabad is 82,698 sq. miles and its population is 16,338,534.

2. *Physical Features.*

The State occupies a large portion of the eastern plateau of the Deccan. Bounded on the north and north-east by Berar, on the south and south-east by Madras, and on the west by Bombay, it is divided into two well marked divisions, which differ from one another geologically and ethnically, and are locally known, from the language spoken, as Telingana and Marathwada. In some parts it is mountainous, wooded and picturesque, in others, flat and undulating. The open country includes rich and fertile plains. The territory is well watered, with many rivers, tanks and artificial reservoirs, specially in Telingana. The boundaries for the most part are well defined by large rivers—the principal rivers being the Godavari with its tributaries, the Danda, Manjeera and Pranhita; the Wardha with its tributary, the Painaganga, and the Krishna with its tributaries, the Tungabhadra, the Bhima and the Musi. The climate is in general temperate and agreeable during the greater part of the year. The annual rainfall is estimated at from 30 to 32 inches.

3. *History.*

The State was founded by Nawab Mir Qamruddin Khan, better known by his title of Chin Qilich Khan, Fateh Jung, Nizamul Mulk, Asaf Jah. He was the son of the Emperor Aurangzeb's General, Nawab Ghaziuddin Khan Feroz Jung and grandson of Khwaja Abid (Qilich Khan) who traced his descent to Shaik Shahabuddin Suhrawardi, a great spiritual teacher and author of eminent works on Islamic theosophy and mysticism,



Khawaja Abid (Qilich Khan) emigrated to India in 1654 and was appointed Governor of Ajmer and subsequent of Multan by the Emperor Aurangzeb. His son, Nawab Ghaziuddin Khan Feroz Jung, was the celebrated General of Aurangzeb's army which took a prominent part in the siege of Golconda. Nawab Nizam-ul-Mulk Asaf Jah Bahadur was his only son and had distinguished himself in the various expeditions of the Deccan undertaken during the reign of Aurangzeb. He was first appointed Viceroy of the six Subhas of the Deccan in 1713 by the Emperor Farrukhsiyar who two years later recalled him. The Moghul Empire at this period was torn by internal dissensions and disorders. Amid the general confusion Nawab Asaf Jah Bahadur turned his attention towards the Deccan. At the battle of Shakerkheda, fought in 1724, he defeated Mubariz Khan who had been secretly set up by the Emperor to oppose him. To that date is traced the foundation of the present State and the establishment of the virtual independence of the Nizam from the Central Government. During the following 24 years, Nawab Nizamul Mulk Asaf Jah Bahadur reorganized the administrative machinery of the Government. He brought with him from Delhi and Malwa a number of Muslim and Hindu followers, who were attached to his person and had given good account of themselves. The whole of the Deccan was constituted into one political unit, and comprised an area extending from the river Tapti to the borders of Mysore and the Central Provinces.

4. Nizam-ul-Mulk maintained good relations with the European powers which had established settlements on the Coromandal Coast. For their part the English and the French solicited his favours in order to advance their commercial interests. Nizam-ul-Mulk Asaf Jah died in 1748 and was succeeded by his second son, Nazir Jung, whose claim was disputed by Muzaffer Jung, his nephew. The English and the French espoused the cause of the rival claimants. Nazir Jung was murdered by his own followers at the instance of Dupleix, and Muzaffer Jung was killed soon afterwards in a mutiny of his troops, Salabat Jung, the third son of Nizam-ul-Mulk, then succeeded through the influence of the French. After reaching Aurangabad Bussy acquired great influence over him. He obtained the coastal district of the Northern Sarkars

in lease for twenty-four lakhs of rupees for the payment and equipment of his troops. It was during his period that political relations between Hyderabad and the East India Company were established by the conclusion, in 1759, of a treaty according to which the English acquired the sea-port of Masulipatam and the adjoining territories as Inam or free gift.

5. Nawab Salabat Jung was deposed in 1761 by his younger brother Nizam Ali Khan who concluded a treaty with the English in 1766 by which, in return for the Sanad of the Northern Circars, the latter agreed to pay an annual tribute or peshkash of Rs. 9,00,000 and to furnish a body of troops to assist him and his successors whenever required. This treaty was further confirmed in 1768*. As the tribute due to the Nizam had fallen in arrears, Lord Cornwallis was instructed by the Company and Government to settle the pecuniary claims arising out of the provisions of the Treaties of 1766 and 1768. This cleared the way for the offensive and defensive alliance of 1790 between the Nizam, the Peshwa and the Company. On the outbreak of war with Tipu Sultan, Lord Cornwallis was able to secure the full co-operation of the Nizam. In 1798, a treaty was concluded by which the subsidiary force was made permanent and raised to six battalions with guns. The Nizam's French Corps was disbanded. In 1799, on the successful termination of the Mysore war, the Partite Treaty of Mysore was signed, by virtue of which districts yielding an annual revenue of 6,07,332 pagodas were made over to the Nizam as his share. To these were subsequently added two thirds of the territories which had been offered to the Peshwa who had as subsidiary agreement with the Company. In 1800 Lord Wellesly was induced to negotiate with the Nizam a new subsidiary treaty by which two battalions of infantry and one regiment of cavalry, with a due proportion of artillery, were added to the subsidiary force, while, to secure payment of the force, the Nizam ceded most of the territories which he had acquired by the Treaty of Seringapatam of 1792 and the Partition Treaty of Mysore of 1799 yielding about 18,13,188 pagodas. In 1802, a treaty of commerce was concluded with a view to regulate customs arrangements. This treaty provided for the free transit

*Article (6)

of all articles of commerce between the Nizam's Dominions and the British territories. It was provided that the manufacture of produce of either State were to be permitted to enter the other on paying a duty of 5 per cent. *ad valorem* to be collected at fixed places.

6. His Highness Nawab Nizam Ali Khan died in 1803 after a long and strenuous reign of forty-two years and was succeeded by his son, Nawab Sikandar Jah Bahadur, who confirmed all existing treaties with the British. At the close of the second Maratha war, the territories conquered from the Marathas situated between the Ajanta Hills and the river Godavari, together with the country westward of the river Wardha and to the south of the Gaunlgarh range of hills, were ceded to the Nizam to which he had his historical claims. The Nizam received a considerable accession of territories in 1822 after the final over-throw of the Peshwa and was released from arrears as well as from all demands of *chauth* and *Sar deshmukhi* in future.

7. His Highness Nawab Sikandar Jah Bahadur died in 1829 and was succeeded by his eldest surviving son, Nawab Nasir-ud-Daula Bahadur, with whom a treaty was concluded in 1831 confirming all existing engagements. On his succession, the direct interference of British officers in the administration, which was introduced during the previous regime was discontinued and he was assured that he would be absolute both in the selection and removal of his ministers and in all other matters of internal administration.* Maharaja Chandulal resigned in 1843 and Nawab Siraj-ul-Mulk was appointed Chief Minister. Nawab Nasir-ud-Dowla Bahadur set seriously to work to discharge the liabilities incurred under Maharaja Chandulal. One crore and eighty lakhs of rupees were disbursed from his Privy Purse to satisfy the claims of creditors. These liabilities were the direct result of the expenses incurred in the maintenance of the Hyderabad Contingent, a force which the Maharaja agreed to maintain. In 1853, a new treaty had to be concluded with the Company's Government by which the strength of the contingent force was fixed. To provide for its payment and equipment the Nizam had to assign in trust the territories

*Vide Aitchison's narrative,

of Berar, Dharaseo and the Raichur Doab which were estimated to yield a gross annual revenue of 50 lakhs of Rupees. It was agreed that account should be annually rendered to the Nizam and that any surplus revenue which might accrue be paid to him. The services of the subsidiary force and the contingent were to be at the disposal of the British Government at the time of war and the Nizam was relieved of any further obligations in this respect. The contingent ceased to be part of the Nizam's army and became an Auxiliary Force kept up by the British Government for the Nizam's use and was absorbed in the Indian Army in 1903.* Siraj-ul-Mulk died six days after the conclusion of the treaty and the Nizam appointed Salar Jung to succeed him as Chief Minister.

8. Nawab Nasir-ud-Dowla Bahadur Asaf Jah V, died in 1857 and was succeeded by his eldest son, Nawab Afzal-ud-Dowla Bahadur. The rising of 1857 which convulsed the whole of India caused seething disaffection in Hyderabad also. The Nizam, however, remained a firm Ally of the British and cast in his lot with them. After the mutiny was over the Government of India acknowledged the services of the Nizam and concluded a fresh treaty in December 1860** by which Shorapur and the Raichur Doab were restored to him and a debt of 50 lakhs held to be due from the Nizam was remitted. The Nizam on his part ceded certain districts on the left bank of the Godavari and abolished all transit duties on goods passing up and down that river. The districts in Berar already assigned to the British Government as assignment for the payment of the troops of the Hyderabad contingent and other purposes specified in the treaty of 1853.

9. In August 1860 the Nizam agreed to cede the land required for railway purposes in the Raichur Doab. And in the following year the Nizam issued a Sanad thereby declaring that the Resident may enquire into and punish offences committed by Europeans and others in the Hyderabad territory. In 1867 an extradition treaty on a strictly reciprocal basis† was concluded between the British Government and the Nizam.

*Vide preamble to the treaty

**Article 6.

†Vide Aitchison's narrative.

10. His Highness Nawab Mir Mahboob Ali Khan Bahadur the late Nizam succeeded his father H.H. the Nawab Afzal-ud-Daula Bahadur on the 26th February 1868. During the minority, the State was administered by Sir Salar Jung and Shams-ul-Umra. In 1870 a Railway Agreement was concluded permitting the construction of the G.I.P. Railway in the State and in 1871 an exchange of villages was negotiated with a view to the rectification of the border between the assigned districts in Berar and the territories directly administered by the Nizam. A Postal Agreement was executed in 1882, making provision for the inter-change under certain conditions, of mails between the British and the Nizam's Post Offices.

11. The period under review coincides with Chief Ministership of Nawab Salar Jung. The extent of all round reforms inaugurated by him, and the able and efficient manner in which they were carried out, represents a stupendous task and testifies to his extraordinary administrative genius. The first reform undertaken by Nawab Salar Jung was the abolition of the system of farming out of revenues. The district officers and their subordinates were made directly responsible to the Government and their monthly salaries were fixed. The Dominions were divided into five Subhas with 14 districts and 73 tahsils. A regular system of measuring each field and assessing its revenue was introduced throughout the country. A Board of Revenue was appointed to supervise, direct and control the administration of the entire Divani territory. The result of this beneficent reform was that the State revenues increased merely three times in thirty years and the cultivator became more prosperous. After organising the land revenue system on sound lines, Nawab Salar Jung turned his attention to the administration of justice, public health and education. Large sums were allotted for the improvement of irrigation and the reorganisation of the Abkari and Forest Departments. Nawab Salar Jung left the indelible impress of his personality on the working of practically all the important Departments of Government. He was the maker of Modern Hyderabad in the true sense and one of the most eminent men that the Deccan has produced from time to time.

12. Nawab Salar Jung passed away in 1883 and was succeeded by his son Nawab Laiq Ali Khan and Raja Narendra Bahadur. Nawab Salar Jung had invited Lord Ripon to visit Hyderabad but the latter could do so only in 1884, after Nawab Salar Jung's death. He was the first Viceroy to visit Hyderabad on which occasion he invested Nawab Mir Mahboob Ali Khan who had come of age, with full administrative powers. From that time onwards it has become a practice that every Viceroy pays a visit to Hyderabad during his tenure of office.

13. In the year 1892, Nawab Mir Mahboob Ali Khan promulgated in a document called the "Qanuncha-i-Mubarak," a new set of administrative rules for the conduct of the State. In that historic State-paper the Nizam reviewed the principles which had regulated the past administration of the Hyderabad State from a very early period and noticed the defects which existed in the administration of the country.

14. The main features of the new system were the institution of a Cabinet Council in place of the old Council of State, and a Legislative Council for the purpose of making laws and regulations with the help of experienced men, both official and non-official. The powers and duties of the two Councils, as well as those of the Prime Ministers (Madarul Maham) and the Departmental Ministers (Moinul Mahams) were also prescribed. In 1898, a revised set of rules called "Qanuncha Rules" was proclaimed by way of elucidating the underlying principles of the new system of administration as modified by subsequent experience.

15. In the last decades of the nineteenth century, when the Russian policy appeared to be one of steady towards India, the Nizam offered a contribution of Rs. 20,00,000 annually for three years for the purpose of Indian frontier defences. This offer being followed by many others from various Rulers, directly formed the seed from which sprang the idea of Imperial Service Troops; and in November 1892, after the scheme had been matured the Nizam issued orders for the selection and equipment of 800 Cavalry from his existing forces with a view to their being trained for Imperial Services.

16. The Berar question remained a point of controversy between the Government of India and the Nizam's Government until in 1902, a new agreement was concluded under which the Nizam, whose sovereignty over Berar was re-affirmed, leased the province to the Government of India in perpetuity in return for an annual rent of Rs. 25,00,000 the Government of India being empowered to make such arrangements as might seem to them desirable for the administration of the Province which has since been attached to the Central Provinces. At the same time the Hyderabad Contingent was delocalised and incorporated, with the exception of the Artillery which was disbanded, in the Indian Army, the Government of India undertaking to make due provision for the protection of the Nizam's Dominions. The Nizam on the other hand agreed to reduce his cost establishment of over 19,000 irregular troops to 12,000.

17. His Highness Nawab Mir Mahboob Ali Khan Bahadur died on the 29th August 1911 after a brief illness and was succeeded by his eldest son Nawab Mir Osman Ali Khan Bahadur. He ascended the 'Masnad' at the early age of 25. Though comparatively young in years, he was exceptionally advanced and matured in outlook and experience. From the very beginning of his reign he exhibited tremendous driving powers and administrative talent.

18. The Heir-Apparent, His Highness Walashan Nawab Mir Himayat Ali Khan, Azam Jah Bahadur, C.B.E., G.C.I.E., was born on 21st February 1907 and is the Commander-in-Chief of H.E.H. the Nizam's Regular Forces. Colonel Walashan Nawab Mir Shujaat Ali Khan, Moazzam Jah Bahadur, K.C.I.E., the second son of His Exalted Highness, is President of the City Improvement Board.

19. In November 1931 at Nice (France) the Heir-Apparent and his brother were married, respectively, to Her Highness the Princess Durrushahwar Durdana Begum, the daughter, and Princess Niloufer Farhat Begum, the niece, of Sultan Abdul Majeed, ex-Kaliph of Turkey. Two sons Nawab Mir Barkat Ali Khan, Mukarram Jah Bahadur Majeedi and Nawab Mir Karamat Ali Khan, Mufakkam Jah Bahadur, have been born

to Their Highnesses the Prince and Princess of Berar. H.E.H. the Nizam has conferred on his eldest grandson the Honorary rank of Colonel of the Golconda Lancers.

20. The development of Hyderabad State to the full stature of a modern State coincides with the benign reign of His Exalted Highness the present Nizam.

Administration.

21. In October, 1919, His Exalted Highness was pleased to issue instructions for several important changes in the constitution of the Government, the particulars of which are contained in an Extraordinary Gazette published at the time. An Executive Council, consisting of seven Ordinary Members and one Extraordinary Member, was created and the powers of the Council, its President and Members were defined and their collective and individual responsibilities fixed. Its personnel has from time to time been chosen with the greatest possible care, its first President being the late Sir Ali Imam. It now consists of a President, a Vice-President and nine ordinary Members, including the Reforms Member whose status is that of an *ad hoc* Member, the President being His Excellency Sir Mirza Mohammed Ismail, K.C.I.E., Kt., C.I.E., O.B.E.

22. The composition of the Legislative Council was also overhauled. It consisted of 20 Members including 8 non-officials in addition to the President. Whilst introducing these reforms H.E.H. ordained "a thorough and complete investigation of the conditions most favourable to the enlargement of the Legislative Council and the expansion of its usefulness as an integral part of the Government machinery." "It is my desire," the Firman reads, "that with due regard to the social and educational advance made by my people, particular attention should be paid to the following points in conducting the investigation:—

- (a) Substantial introduction of the elective element,
- (b) Direct voting,
- (c) Representation of all important classes and interests,

- (d) Effective protection of minorities,
- (e) Conditions of franchise,
- (f) The official element,
- (g) Powers and functions."

23. Reforms of a far-reaching character were announced on 17th July 1939. They were based for the most part on the recommendations of a predominantly non-official committee set up under the chairmanship of Dewan Bahadur S. Aravamudu Iyengar, an eminent advocate, now a Member of the Executive Council. The part of the scheme which related to the inauguration of District Conferences and the formation of Statutory Advisory Committee has already been implemented. But the establishment of a Legislative Assembly had to be postponed due to the outbreak of war and in order to bring the constitution into conformity with the changed circumstances of today, a revised scheme of Constitutional Reforms was announced in Shahrewar, 1355 F. Under the new scheme a Legislative Assembly with an elected majority and a specific list of subjects within its purview, came into being on 17th February, 1947. The strength of the Legislative Assembly has been increased to 132 members of whom 76 will be elected, 43 nominated, 10 ex-officio and 3 nominated by the Ruler to represent Crown Estate. Out of the 119 elected and nominated members, there are 51 Hindus, 58 Muslims, 2 Christians and 1 Parsi. The basis of representation on the Assembly is functional with joint electorates. In certain constituencies, however, functional-cum-territorial basis has been introduced.

24. The powers and function of the Legislative Assembly have been considerably enlarged and franchise qualifications extended. In addition to a general discussion on the budget, the Assembly will have power to move specific resolutions relating to the major and minor heads. In order to give the Assembly an effective voice in the legislative sphere and to make its wishes respected by the Executive, His Exalted Highness has issued an Instrument of Instructions enjoining on Government the duty of importing into the working of the constitution a spirit of accommodation and responsiveness to the wishes of the Legislature.

25. *Judiciary.*

The judicial administration was separated from the Executive in 1922. The State has a High Court consisting of 12 Puisne Judges and a Chief Justice. Jury system has been introduced on the original side of the High Court. The qualifications for judicial service are the same as those in British India. There is also a Judicial Committee with a President run on lines parallel to the Judicial Committee or the Privy Council.

26. *Finance, Revenue and Taxation.*

The principal sources of income are Land Revenue, Customs, Excise, Forests and Railways. The State has its own gold, silver, copper and paper currency. For the management of the currency system and control of exchange, the Osmania Sicca Stabilization Reserve and the Paper Currency Reserve are maintained. The estimated income budgeted for 1946-1947 is over 20 crores. The various reserves, according to the latest budget, show a closing balance of 53.77 crores, while the Public Debt stands at 24.35 crores. The Hyderabad State Bank came into being in 1942 with an authorised capital of one crore and fifty lakhs in which H.E.H.'s Government hold 51 per cent. of the shares and have guaranteed a minimum dividend of 3 per cent. on total issued capital.

27. No new taxes have been imposed in the State except the Excess Profits Tax which was introduced as a war-time measure and the proceeds of which earmarked for providing relief to the poor classes. An ordinance for Compulsory Savings was introduced by the State as another war-time measure. Large-scales remissions of land revenue were made in order to ameliorate the condition of agriculturists as well as in connection with the "Grow More Food" campaign. A scheme to introduce Income Tax in the State has been prepared and will be introduced shortly.

28. *Education.*

The progress of Primary and Secondary Education has taken vigorous strides in recent years; the number of scholars rising from 3,62,150 in 1936 to 4,83,460 in

1945. A Statutory Board of Secondary Education was set up in 1937 and special facilities were provided for the education of the Depressed classes. Preliminary steps have been taken to introduce compulsory education in certain selected areas. A Department of Technical and Vocational Education was established in 1937. The Osmania Central Technical Institute was raised to the status of a college and Central Schools of Arts and Crafts and of Commerce and Correspondence were opened. There are altogether 7,000 schools for boys and 845 schools for girls in the Dominions. The Osmania University, which was established in 1918, represents the first attempt made to impart university education through the medium of an Indian language (Urdu). It has eight colleges affiliated to it, three of which are in the Districts. Another college, the Nizam College, which till recently was affiliated to the Madras University has now been dis-affiliated from it and affiliated to the Osmania University, though for the time being English has been retained as the medium of instruction. There are altogether 2,085 private schools which receive grants-in-aid amounting to Rs. 7,24,479. The 1946-47 Budget provides an expenditure of 258,97 lakhs on education and Rs. 16 lakhs for scholarships awarded to students for training and education abroad.

29. *Public Health.*

The Budget allotment for the Medical and Public Health Department has been raised from 53.92 to 81.00 lakhs for the year 1946-47. Substantial expansion in public health work has been made by the creation of a Bureau of Epidemiology and Vital Statistics, a Rural Sanitation and Health Education Bureau, a Maternity and Child Welfare Bureau and various T.B. and Venereal Diseases Clinics. The State has a Sanatorium at Anantagiri and a well equipped T.B. Hospital in the City.

30. *Rural Welfare.*

Hyderabad started its co-operation movement ten years later than British India and is now well ahead of British India. There are altogether 6,277 Co-operative Societies of which 4,069 are agricultural and 829 non-agricultural. Also there are 171 Rural Uplift Societies.

and a Rural Welfare Trust Fund of more than 3 lakhs. Recently Government have sanctioned a scheme for the reorganization of the Co-operative Department which involves an annual expenditure of about 13 lakhs. Some of the major aspects of the scheme have already been given effect to Co-operation, which during the last 30 years figured largely as a banking movement, has been reorganized so as to conform to the economic and social needs of the rural community. It aims at establishing self-contained villages held together by healthy corporate spirit. To this end multi-purpose societies are being organized in every Taluqa with the object of helping the production and marketing of agricultural produce and for the distribution of food, cloth, etc. at cheap prices. To solve the problem of food shortage in the villages and of seed stocks 3,000 grain banks have so far come into existence and it is expected that in the course of three years every one of the 20,000 villages of the Dominions will have grain banks.

31. *City Improvement.*

The expenditure incurred by the Department during its 30 years of activities, amounts to more than 2½ crores of rupees. Apart from other activities of the Department the principal works carried out were the clearance of slums in fourteen localities covering an area of 1,300 acres; the construction of 4,000 cheap rent houses on sanitary principles for the accommodation of people of limited means; the laying out of playgrounds and children's parks; the construction of Infant Welfare Centres and bath-rooms for women of the Depressed Classes. There is also a programme to lay out circular artery roads and zoning the city and suburbs within an ambit of six miles from the former, into industrial, marketing and residential areas. District town improvement has also made rapid strides in the last few years.

32. *Agriculture.*

Agricultural activity in the Dominions has been marked by a steady progress. The area under cultivation has increased to 3,00,00,000 acres. Seeds of improved varieties are distributed by the Research Department of the State. The area of fruit and vegetable gardens has

increased from 500,000 to 700,000 acres.

33. To protect areas liable to scarcity owing to shortage of rainfall, research in dry farming has been in progress for the past nine years and as a result the system is now in actual practice in several places. Bunding work has also been taken up on a large scale in the scarcity areas of Raichur and Gulbarga. The economics of mixed farming are being studied and a scheme to introduce it in the State is under consideration. Preliminary soil surveys of Tungabhadra and Manair Projects have been completed. A survey of plant pest, etc. is in progress. In co-operation with the Imperial Council of Agriculture Research experiments have been conducted on pulses, rice, sugarcane and tobacco. A College of Agriculture affiliated to the Osmania University has been opened recently.

34. The Principal crops of the State are Jowar, Bajra, Paddy, Wheat, Cotton, Castor, Maize, Gram, Sugarcane, Sessamum, Groundnut, Linseed, Tobacco and Ragi. Average holding per cultivator in Marathwada and Telingana is 22 and 11 acres respectively. Average dry rate of assessment is Rs. 1-1-0 per acre. No water cess is charged to the cultivator.

35. *Productive Irrigation Works.*

The agricultural prospects of the Dominions have greatly increased by the inauguration of a number of irrigation schemes of which the Nizam Sagar Project was the largest undertaken in the State. Approximately Rs. 14,00,00,000 have been spent on irrigation and famine protection works. Investigation for the utilisation of waters of the Krishna and the Godavari both for irrigation and power have been concluded and the construction of a joint dam over the Tungabhadra river has been taken up in conjunction with the Madras Government.

36. *Commerce and Industries.*

An Industrial Trust Fund was created in 1928 for helping small industries by way of loans, grants and technical scholarships. The fund originally amounting

to a crore of rupees now exceeds two crores. Textiles, glass, sugar, paper, power alcohol, iron and steel, starch, chemical products, clay works, silk, cement, oil, cigarettes, biscuits, matches, tanning, paints and varnish are some of the modern industries. Cottage industries include carpet, bidri ware, silver filigree works, toys, handloom silk, dyeing and printing. The total number of factories registered under the Factories Act and of Joint Stock Companies registered under the Companies Act is 660 and 105 respectively.

37. Government have established control over capital issue and more than 30 new industrial and commercial concerns were formed with a total issued capital of over 2½ crores.

38. As a corollary to the industrial development, the necessity of dovetailing such plans with schemes for research and technical training has not been overlooked. His Exalted Highness' Government have also decided to launch big industrial projects in the Godavari area where there are possibilities of generating hydro-electric power on a big scale, and coal, iron ore and lime-stone are also available in the vicinity. The idea is to create an industrial town in this area by setting up a number of mills and factories. The proposed industries include iron and steel industry, coal carbonization and its by-products, cement and textile mills, vegetable oil industry, rayon etc.

39. *Post-War Planning.*

A Post-War Planning Board has been set up with the President, Executive Council, as Chairman and a separate Secretariat. The Board co-ordinates the work of the various Committees constituted to deal with planning. Fifteen such Committees have been formed relating to (1) Irrigation and Power; (2) General Industries; (3) Small Scale and Cottage Industries; (4) Industries other than those included in 2, and 3; (Cotton Textile, Woollen, Oil, Ceramic and Electric Goods Industries); (5) Mineral Resources; Government Works and Communications; (7) Scientific and Industrial Research; (8) Training of Personnel for Industries; (9)

Education; (10) Rural Reconstruction; (11) Manpower; (12) Public Health; (13) Problems of Labour; (14) Housing Problems; and (15) Finance Exchange, Trade, etc. Some of the Committees have already covered much ground and submitted recommendations of which some are final. The preliminary survey and partial examination of schemes reveal that expenditure during the next 10 years would amount to over 200 crores.

40. The resettlement of demobilized soldiers naturally takes priority in all Government plans. A system of Employment Exchanges has been initiated with the object of helping demobilized soldiers and others to secure employment.

41. *Communications.*

The State Railways co-ordinates Rail, Road and Air Transport services. There are 1,360 miles of railways, 688 miles broad gauge and 672 miles metre gauge. The Railway Department is also in charge of aviation. Commercial Air Service was started just before the war but the personnel and equipment was handed over to the Government of India as war effort. H.E.H.'s Government have now established a company, "The Deccan Airways Ltd.", in active collaboration with Tata and Sons Ltd., with an authorised capital of one crore. There is an Aero-Club for training pilots. The State has its own postal system, the number of Post Offices being 1,200. There are two broadcasting stations, one at Hyderabad and the other at Aurangabad. Programmes are broadcast in Urdu, English, Marathi, Karanese, Persian and Arabic.

42. *War Effort.*

World War I.

His Exalted Highness contributed Rs. 1,53,00,000 towards the maintenance from September 1914 to December 1918 of the Hyderabad Imperial Lancers and the 20th (now 9th) Deccan Horse on active service. He also subscribed Rs. 6,39,000 to various relief funds in addition to donations to His Majesty's Government and

to objects in England connected with War amounting to £225,000. H.E.H.'s Government subscribed Rs. 1,64,00,000 to the War Loans. H.E.H. donated 1,00,000 for the All-India Queen Victoria Memorial, Calcutta.

World War II.

	Rs.
Donations	2,28,55,150
Investments in Government of India, War Loans ..	50,23,00,000
Expenditure connected with War	5,27,52,000
Total ..	57,79,07,150

43. *Industrial and Technical.*

Goods about Rs. 8,00,00,000 were supplied. Coal is being supplied regularly in steadily increasing quantities.

44. Military Projects costing about Rs. 2,00,00,000 were constructed for the Government of India.

45. The P.W.D. has spent about Rs. 102 lakhs on the construction of Military Buildings, re-surfacing and maintenance of Roads for Military purposes and on works of irrigation to help the 'Grow-More-Food' campaign. The P.W.D. Workshops have executed war work of the total value of Rs. 13,73,242.

46. The State Railway Loco Workshops have manufactured about a million articles of 255 different types for war purposes. The Railway has released for oversea use 130 covered wagons, 8 locomotives and 2 goods brake-vans and given training to 1,700 technicians and 5,000 driver-mechanics.

47. *Military.*

Hyderabad has supplied 272 recruits for the Indian Air Force and Civil Aviation Scheme, 1,419 for the Indian Army (Ordnance) Scheme, 2,760 for the Artisan Scheme and 1,890 for the Defence Services of India.

1,506 technicians were trained at the Hyderabad Technical Centre.

48. The Osmania University has given air training to 126 cadets, of whom 91 were awarded proficiency certificates, 22 were recommended for Commissions and 14 have joined the Air Force either as Officers or in the ranks.

49. Eight Units of the Hyderabad Army comprising artillery, mechanised cavalry, infantry and mechanical transport Units, trained and equipped like the Indian Army, have been placed at the disposal of the Crown for service outside the State. Three of these Units have been in action against the enemy.

50. About Rs. 82,00,000 have been spent on equipment.

51. Several Hyderabad officers have won military honours for distinguished services in the various theatres of war.

52. The Public is spending Rs. 4,000 every month for running free Military Canteens at four different Railway Stations. The average number of soldiers served at these is 750 per day.

53. *Supplies.*

Prices and distribution of major food-grains, sugar, kerosene, textiles and several consumer goods have been controlled.

54. 8,31,000 individuals plus 31,000 families have been brought under the rationing scheme.

55. During the year 1944, Hyderabad has exported 18,000 tons of millets; 57,000 tons of pulses; 3.77 lakhs tons of groundnuts seed; 45,000 tons of groundnut oil; 38,000 tons of groundnut oil-cake; 32,000 tons of gingelly; 50,000 tons of cotton seed; 6,000 tins of ghee and 7,000 bags of wheat products to British India. The State has also agreed to the supply of 60,000 heads of cattle

and 4,48,000 goats and sheep per year besides 66,580 chicken and 17,82,000 eggs per month to the British Military authorities.

56. Between March 1943 and October 1943, the following exports were made to the deficit areas of Bombay and the Deccan State:—

Bajra	..	..	18,500 tons.
Jowar	..	..	9,400 „
Kangni	..	..	1,800 „
Ragi	..	..	1,400 „

57. During the last three years, about Rs. 80,00,000 have been spent for increasing the production of food-grains.

58. In its reduced quota of tyres and tubes, the State has effected a saving of 381 giant tyres, 509 giant tubes, 24 car tyres and 38 car tubes during the last two years. The saving effected in petrol consumption is about 50 per cent. on an average.

59. Other particulars of interest are the rendition of the Residency Bazaars Area on 14th May 1936; the conclusion on 24th October 1936 of an Agreement with His Imperial Majesty the King Emperor of India under which the sovereignty of H.E.H. over Berar was recognized and re-affirmed; the rendition of the Civil Area of Secunderabad on 1st December 1945. On January 1, 1946 the Royal Victorian Chain was conferred on H.E.H. the Nizam.

