

39542

THE
SIMLA ALLOWANCES CODE.



TWELFTH EDITION.



[Issued by the Government of India in the Finance Department.]

CALCUTTA: GOVERNMENT OF INDIA
CENTRAL PUBLICATION BRANCH
1931.

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38542
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The Simla Allowances Code.

Preliminary.

1. The provisions of this Code apply to—
 - (a) The establishments of the Government of India Secretariats (including the offices of the Financial Adviser, Military Finance and the Imperial Council of Agricultural Research); and
 - (b) The offices subordinate or attached thereto which are specified in Appendix I to the Code, only to the extent mentioned therein.
2. Except where otherwise defined, the terms used in the Code will have the meaning assigned to them in the Fundamental rules and the Supplementary rules thereunder.
3. The concessions admissible under the Code are classified as follows:—
 - I.—*Travelling Allowances.*
 - II.—*House Allowances.*
 - III.—*Local Allowances.*
 - IV.—*Winter Allowances.*
 - V.—*Special rules for moving Presses.*
 - VI.—*Payment of Pay and Allowances.*
4. Except as hereinafter provided, the concessions are admissible to Government servants from the date of joining their appointments in the establishments to which these rules apply.

Section I.—Travelling Allowances.

5. (a) The allowances under this Section are admissible only to Government servants employed in the Government of India Secretariats (including the office of the Financial Adviser, Military Finance), Army and Royal Air Force Headquarters (excluding those other than menials who travel on warrant), and in the other offices mentioned in Appendix I to which the rules in this Section apply, who are required to accompany the headquarters of the Government of India. Government servants employed in these offices who move between Delhi and Simla on public duty otherwise than with the headquarters of the Government of India, do not ordinarily draw any allowances in excess of those admissible under the Supplementary rules or the Passage Regulations, as the case may be.
- (b) Government servants employed in the subordinate and attached offices shown in Appendix I as offices to which the rules in this Section do not apply, draw travelling allowance under the Supplementary rules or the Passage Regulations, as the case may be, when required to move on public duty between Simla and Delhi. Clerk of the Army and Royal Air Force Headquarters who are required to travel on warrant are governed by the rules in Passage Regulations, and are entitled to reimbursement of incidental expenses under Army Department letter *No. 3734-5 (A. D.), dated the 3rd November 1913.
- (c) Ministerial officers on the establishments of the Military and Private Secretaries to His Excellency the Viceroy, Secretariat assistants and clerks employed in the Foreign and Political Secretariat, and the

Postmaster and postmen of the Viceroy's Camp Post Office, who accompany His Excellency on tour on the occasion of the move to and from Simla, may be allowed travelling allowances for themselves at one-half the rates prescribed in Rule 7, subject to the condition that the extra tour allowance under Finance Department letter No. 509-E. B., dated the 30th May 1922, shall not be admissible for the 1st three days of the tour.

(d) Officers of Army Headquarters will be granted conveyance for chargers, in respect of which they are in receipt of syce and forage allowance, under the rules in Army Regulations, India, Volume X.

(e) The inferior establishment of His Excellency the Viceroy's Band will be granted travelling allowance under this section for their annual moves between Simla and Delhi. The additional third class fare will be admissible only if their baggage is not conveyed at Government expense. The batta sanctioned in Government of India, Army Department, letter No. 12298, dated 9th September 1919, will not be admissible for the period of these moves.

6. Government servants are divided into four grades as provided in rules 17 to 20 of the Supplementary rules and rule 190 of the Passage Regulations, but the first grade is sub-divided into "first grade (a)," i.e., those Government servants whose pay exceeds Rs. 2,500 per month, and "first grade (b)"—other Government servants of the first grade.

NOTE.—[All British ex-soldier clerks employed at Army Headquarters are, irrespective of pay, entitled to travelling allowance as admissible to Government servants of the second grade.]

7. Travelling expenses may be charged according to the following scale:—

Grade of Government servant.	For the Government servant himself.	For his wife and for each child residing with him and wholly dependent on him, not less than twelve years old.	For each child less than twelve, but not less than three years old.
1	2	3	4
First grade (a)	Double railway fare and eight annas a mile by road.	Nā	Nā
First grade (b)	Ditto . . .	A single railway fare by the class in which the Government servant is entitled to travel.	A half railway fare by the class in which the Government servant is entitled to travel.
Second grade	Double railway fare and four annas a mile by road.	Ditto . . .	Ditto.
Third grade . . .	Ditto . . .	Ditto . . .	Ditto.
Fourth grade	Double third class fare by railway.	Nā	Nā

NOTE 1.—[Government servants of the first grade (b), second grade and third grade, travelling with their families, are entitled to two additional fares of the class in which they are entitled to travel, to meet the incidental expenses of moving the family.]

NOTE 2.—[All King's commissioned officers and departmental warrant officers in military employ must use Form "E" and the value thereof must be deducted from the travelling allowance. This deduction will only be made when the journey is actually performed by railway.]

NOTE 3.—[An inferior servant employed in any of the Departments proper of the Government of India Secretariat who actually takes his family with him during the move between Simla and Delhi is entitled in addition to the two third class fares admissible under this rule to the following concessions:—

(a) one extra third class fare for his wife, and

(b) one extra third class fare, or two half fares, for a child or children residing with and wholly dependent on him.

Provided that:—

(i) those members of the family actually perform the journey; and

(ii) that no inferior servant shall be entitled to family visiting allowance in any year in which he has drawn family travelling allowance and vice versa.]

8. A Government servant not belonging to the fourth grade who has not a lien on a substantive post in any office under government at the time of the move of the headquarters of the Government of India, should be granted travelling allowance according to rules 36, 46 and 48 of the Supplementary rules and in the case of Army and Royal Air Force Headquarters establishment as for a journey on tour (temporary duty).

Travelling allowance under Rule 7 may, however, be granted to such a Government servant, if he is, at the time of the move, holding a temporary post or officiating in a vacancy and is certified by the Assistant Secretary or other ministerial head of the Department or office to which he belongs, to be likely to remain in employment during the whole of the ensuing Delhi or Simla season, as the case may be. This concession is also admissible to a Government servant who during the middle of the season is transferred to some other office, provided he remains in service throughout the season and the office to which he is transferred is one to which this Section applies.

NOTE.—[Government servants in the fourth grade in temporary employ are also allowed double third class fare by rail: but they should, as far as possible, be recruited locally for the Simla season or the Delhi season, and not transported up and down.]

9. A Government servant who is unmarried or a widower, having a mother or an adult sister wholly dependent on him and residing with him, may charge for one such member of his family as for a wife.

10. If a Government servant for any reason (e.g., by reason of travelling in a special train) does not pay his own personal travelling expenses, including the cost of conveyance of baggage and personal attendants, the amount of his allowances admissible under these rules must be reduced to the extent of the expenses which he would otherwise necessarily have incurred on such account.

11. A Government servant of the fourth grade ordered, for public reasons, to travel by a train containing no third class accommodation, may draw, under the countersignature of the Assistant Secretary or other ministerial head of his office, one intermediate and one third class fare for the distance so travelled.

12. A certificate, as follows, must be appended to the bill of a Government servant who charges travelling allowances for his family:—

The following members of my family made this journey:—

*“My wife (or mother or adult sister residing with me, and wholly dependent on me);
child not less than twelve years old, residing with me and wholly dependent on me;
child less than twelve years, but not less than three years old.”*

(Signed).....

NOTE.—[This certificate must, in the case of a non-gazetted Government servant, be countersigned by the Assistant Secretary or other ministerial head of his office.]

13. The widow, mother, adult sister, or eldest motherless child of a Government servant dying at Simla, for the expenses of whose journey to Delhi the Government servant, if he had lived, would have been entitled to charge under these Rules, may charge her or his travelling expenses to Delhi at the rate which would have applied to the deceased Government servant personally. For other members of the family of the deceased Government servant for whose travelling expenses he would have been entitled to charge, the usual rates may be charged.

14. If a Government servant, or any member of his family entitled to travelling expenses, proceeds to Simla from any place other than Delhi, or proceeds from Simla to any place other than Delhi, his or her actual travelling expenses [calculated with reference to rule 2 (1) of the Supplementary Rules or in accordance with the Passage Regulations] may be charged: Provided that no higher charge may be passed than would have been admitted had the journey been made from or to Delhi direct.

NOTE.—[This rule is not intended to provide travelling allowances for a member of a Government servant's family making the journey otherwise than with the headquarters of the Government of India or about the time of the move of the headquarters of the Government of India. A member of a Government servant's family for whom travelling allowance is claimed under this code must complete the journey for which the claim is made within one month either way of the date on which the Government servant joins his appointment in Delhi or Simla, as the case may be, under the orders of the Head of his Department.

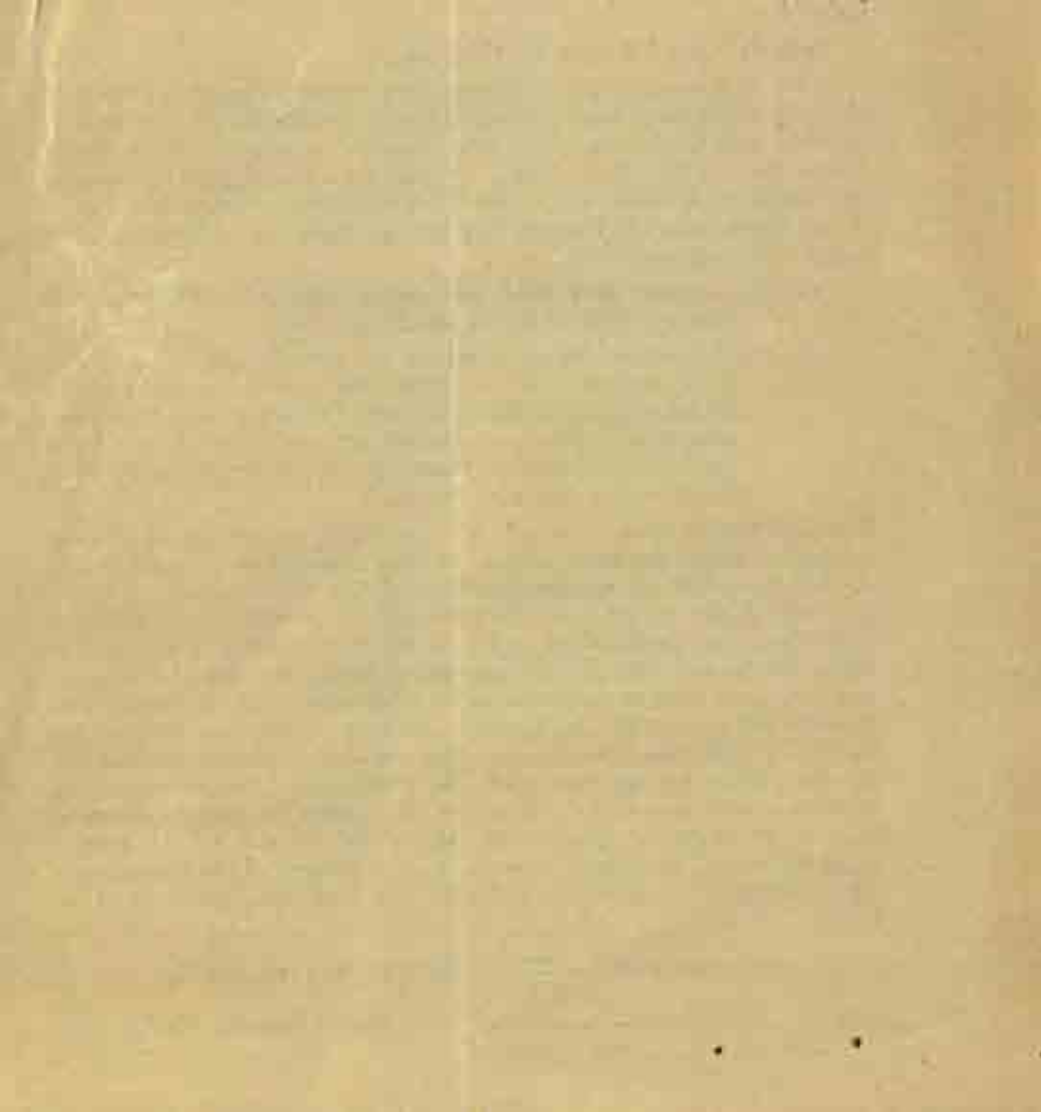
In cases, however, in which a Government servant has children at a school of which the term begins or ends more than a month before or after the move of the headquarters of the Government of India, the limit of one month may on production of a certificate in the sub-joined form be exceeded in order to admit of children attending the school for the full term. This exemption covers the case of a Government servant's wife or mother or other adult member of his family who is compelled to exceed the month's limit in order to accompany his children to and from Simla, as also the case of his children who are not of school-going age and are under the protection of the accompanying member. Any sum admissible under this exception may be drawn as soon as the journey in question has been performed and will be treated as an advance if the drawal is prior to the journey of the Government servant himself in connection with the move of the Government of India.]

[I certify that A.B., ^{son} daughter of C.D., is a student in.....(here insert name of school) which closes on.....and reopens on.....

(Signed).....

Dated .. the

Principal or Head Master.]



Rule 14—

Substitute the following for this rule:—

"14. If a member of a Government servant's family in respect of whom he would have been entitled to travelling allowance under Rule 7, proceeds from Simla to a place other than Delhi or proceeds to Simla from a place other than Delhi, his or her actual travelling expenses (calculated with reference to rule 2 (1) of the Supplementary Rules or in accordance with the Passage Regulations) may be charged subject to the following conditions:—

- (i) the amount paid shall not exceed that admissible for the journey between Simla and Delhi; and
- (ii) the journey in respect of which the charge is made must have been performed at or about the time of the move of the Government of India to or from Delhi and must have been completed within one month of the date on which the Government servant joined his appointment in Delhi or Simla as the case may be.

Provided that in cases in which a Government servant has children at a school of which the term begins or ends more than a month before or after the move of the headquarters of the Government of India, the limit of one month may, on production of a certificate in the sub-joined form, be exceeded in order to admit of children attending the school for the full term. This exemption covers the case of a Government servant's wife or mother or other adult member of his family who is compelled to exceed the month's limit in order to accompany his children to and from Simla, as also the case of his children who are not of school-going age and are under the protection of the accompanying member. Any sum admissible under this exception may be drawn as soon as the journey in question has been performed and will be treated as an advance if the drawal is prior to the journey of the Government servant himself in connection with the move of the Government of India.

(I certify that A. B., ^{son}
daughter of C. D., is a student in.....

.....(here insert name of school) which closes
on..... and reopens on

(Signed).....

Principal or Head Master.)

Dated the

15. If a Government servant proceeds or is on tour at the time of the move of the Government of India, he may draw:—

- (1) $1\frac{1}{2}$ ths fare for the journey over such portion of the route as does not form part of the direct route between Delhi and Simla, *plus*
- (2) two fares for the portion of the journey on the direct Delhi-Simla route, *plus*
- (3) one fare for the remaining portion of the direct Delhi-Simla route, if any, on which no journey was actually performed. He may also draw travelling allowances admissible under rules 7 and 9 for the members of his family, provided they arrive in Simla or Delhi between seven days preceding the date on which he proceeds on tour and the seventh day after that on which he arrives in Simla or Delhi, as the case may be.

Note.—[All King's commissioned officers and departmental warrant officers in military employ must use Form "K" and the value thereof must be deducted from the travelling allowance. This deduction will only be made when the journey is actually performed by railway.]

16. The travelling allowance admissible to an inferior servant accompanying a Government servant at the time of the move of the headquarters of the Government of India to and from Simla will be as follows:—

- (i) When he travels in a reserved carriage or without paying his fare, whether a tour is included in the journey or not, he will be allowed the travelling allowance to which he is entitled under Rule 7 above, reduced by the amount of the 3rd class fare for a direct journey between Delhi and Simla. If he proceeds on tour, he will also be granted his daily allowance under the Supplementary rules and in the case of Army Headquarters establishment as for a journey on temporary duty.
- (ii) When he is not provided with railway accommodation at the expense of the State, but pays his own fare in the ordinary way for the whole or any part of the journey, he will be entitled to the single 3rd class fares actually paid, in addition to the amounts which would have been admissible to him under clause (i) had he travelled throughout in a reserved carriage.

17. A Government servant who is absent on leave on average pay not exceeding four months when the headquarters of the Government of India are moved to or from Simla, or who takes leave on average pay not exceeding four months during the move, and is permitted to rejoin his appointment at Simla, or Delhi, as the case may be, may draw, after his return to duty, the travelling allowance which he would have received if he had accompanied the Government on its removal. He may also draw the travelling allowance admissible under rules 7 and 9 for the members of his family, provided they perform the journey for which the allowance is drawn within the

period of leave granted to him or within one month from the date on which he takes leave when the leave taken is less than a month. The rate of travelling allowance to be drawn by the Government servant acting in higher grades in consequence of such leave vacancies shall not, however, exceed that to which they would have been entitled if the absentee had been on duty. The concession is also admissible to a Government servant who takes leave on half average pay, or leave on average pay and leave on half average pay combined, for a total period not exceeding four months when leave for that period is admissible on average pay.

18. The time allowed for the journey between Simla and Delhi is five days, including intervening Sundays and gazetted holidays.

NOTE.—[In the case of establishments of the Army and Royal Air Force Headquarters joining time will be given at discretion up to a maximum of five days.]

II.—House Allowances.

19. (a) Government servants in superior service employed in the Government of India Secretariats (including the office of the Financial Adviser, Military Finance) who are below the rank of Assistant Secretary, and Government servants of a similar status employed in the other offices mentioned in Appendix I to which the rules in this Section apply, may draw house-rent allowance at Simla for the season according to the following scale:—

Average pay between the 1st April and 31st October in each year.					AMOUNT OF HOUSE-RENT ALLOWANCE.	
					Single men	Men residing with their families at Simla
					Rs.	Rs.
Less than Rs. 100	100	200
Not less than Rs. 100 but less than Rs. 150	100	220
Ditto	150	ditto	200	...	100	260
Ditto	200	ditto	300	...	100	300
Ditto	300	ditto	400	...	125	300
Ditto	400	ditto	500	...	150	400
Ditto	500	ditto	600	...	175	450
Ditto	600	ditto	700	...	200	500
Rs. 700 and upwards	225	500

(b) Government servants who are governed by the new rates of house-rent allowance are entitled to allowances at the following scale :—

	Ra.
(i) For single men irrespective of the pay of which they are in receipt	145
(ii) For men residing with their families at Simla.	
I. On pay less than Ra. 100	225
II. On pay not less than Ra. 100 but less than Ra. 150	260
III. " " Ra. 150 " " Ra. 200	300
IV. " " Ra. 200 " " Ra. 300	350
V. " " Ra. 300 " " Ra. 400	400
VI. " " Ra. 400 " " Ra. 500	450
VII. " " Ra. 500 " " Ra. 600	500
VIII. On pay Ra. 600 and over	550

These allowances are admissible subject to the production of a certificate at the end of the calendar year that the allowance received does not exceed the rent actually paid.

NOTE 1.—[For the purposes of this rule, the Simla season covers the entire period in any financial year during which an office, or a branch of an office, in which a particular officer is employed, remains in Simla.]

NOTE 2.—[For the purposes of this rule a child boarding at a school at Simla, approved by the Head of the office, is to be considered as residing with the Government servant. A claim to allowance on this ground must be supported by a certificate signed by the Head of the school to the effect that the child has been a boarder in the school.]

20. (1) No Government servant who is governed by the new rates of house-rent allowance and is eligible to occupy Government quarters shall receive house allowance unless the Superintending Engineer, II Circle, Central P. W. D., certifies that he was unable to allot him a quarter by the 15th August. The fact will be noted on the bill in which house allowance is claimed.

NOTE 1.—[The provisions of this clause do not apply to Personal Assistants to the Members of the Executive Council of the Governor General.]

(2) Government servants who are governed by the new rates of house-rent allowance and are allotted accommodation in Government quarters receive such accommodation free of rent, no house allowance being drawn for such persons.

21. (a) A Government servant living without family is entitled to full or half house-rent allowance admissible according as his residence on duty at Simla is three months or more, or less than three months but not less than one month. A Government servant whose residence on duty at Simla is less than one month is not entitled to any house-rent allowance. Provided that he may claim house-rent allowance up to the full amount ordinarily admissible if he files a certificate with the Head of his office that his expenditure on accommodation at Simla has not been less than what it ordinarily would have been had he been on duty in Simla for the full season. In cases where the expenditure on accommodation of a Government servant who has been absent from Simla is reduced by sub-letting or by any other cause, the full house allowance shall be reduced in the same proportion. The same ruling shall apply in the case of a Government servant who has his own house in Simla, who shall, in similar circumstances, furnish a certificate to the effect that he has retained the same amount of accommodation as he would have held had he remained on duty in Simla for the entire season.

(b) A Government servant without a substantive post in an establishment to which Rule 19 applies, who is appointed substantively or in an officiating capacity to a permanent post in such an establishment, may draw one-seventh of the house-rent allowance ordinarily admissible for each month or part of a month spent by him on duty during the Simla season, subject to a maximum of the house-rent allowance which he would have drawn if he had remained on duty throughout the Simla season.

NOTE 1.—Two consecutive broken periods of service, which together cover parts of two consecutive months, do not give a claim to two-sevenths of the house-rent allowance admissible under this clause, unless the total period exceeds 30 days.

NOTE 2.—[Clause (b) should be read independently of clauses (c) and (d).]

(c) A Government servant who retires during the Simla season from an appointment carrying house-rent allowance under the rules in this Section may draw for the period of his presence in Simla on duty a proportionate amount of such house-rent allowance calculated as in clause (b) of this rule and subject to the maximum mentioned therein.

(d) A Government servant with a family who has his own house in Simla or who has rented a house for the accommodation of himself and his family on a reasonable assumption that his family will reside with him during the season at Simla, may draw house-rent allowance at the family rate for the season, even if his family be compelled to leave Simla within three months of its arrival in Simla. When the residence of a Government servant on duty in Simla, who has rented a house for the accommodation of himself and his family, is less than three months, he will be required to furnish a certificate through the head of his office showing the date of commencement and termination of his lease, and a certificate at the end of the Simla season that, after taking account of any receipts through sub-letting his expenditure on house accommodation has not been less than if his family had been present. In cases where the expenditure on house accommodation of a Government servant who has been absent from Simla is reduced by sub-letting or by any other cause, the full house-rent allowance shall be reduced in the same proportion. The same ruling shall apply in the case of a Government servant with a family who has his own house in Simla, who shall, in similar circumstances, furnish a certificate to the effect that he had retained the same amount of accommodation as he would ordinarily have held had his family been with him in Simla during the entire season.

(e) A Government servant in a migratory section of an office, who has drawn house-rent allowance at the family rate, shall furnish a certificate in the following form at the end of the calendar year. A Government servant in a stationary section of an office shall furnish the certificate at the end of the financial year.

Form.

I certify that my family, as defined in Rule 2 (8) of the Supplementary Rules, resided with me while I was on duty in Simla for a total period of _____ months
_____ weeks _____ days during the financial year 19 _____.

Signature _____

The _____ 19 _____

Designation _____

22. (a) Government servants in superior service holding temporary posts are not eligible for house allowance under this section. In fixing the pay of such posts, however, the appointing authority should declare the pay of the post and the amount of house allowance attached to it, separately.

(b) A Government servant appointed to the minimum rate of pay of the different classes of ministerial establishment in the offices to which this Section applies, may draw a proportionate amount of the full house rent allowance calculated as in clause (6) of rule 21, and subject to the maximum mentioned therein. But, if such a Government servant is promoted to a post carrying higher pay, he may draw only the difference, if any, between his former emoluments, *viz.*, pay *plus* house-rent allowance, and his pay on promotion.

(c) Substantive or officiating holders of posts temporarily added to the regular grades in an office, who are permanent members of the office establishment, or who hold a lien on a permanent post outside the office, may draw house-rent allowance under the ordinary rules in this Section.

23. Inferior servants, excluding sweepers, whether permanent or temporary, who are employed in the Government of India Secretariats (including the office of the Financial Adviser, Military Finance) or in any of the other offices mentioned in Appendix I to which this Rule applies and who are not provided with Government quarters free of rent, are entitled to an allowance of Re. 1 a month.

III.—Local Allowances.

NOTE.—[In this Section the word "pay" means 'pay of the post held by a Government servant substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre.']

24. (a) Local allowances on the following scale may be drawn by:—
Government servants in superior service who are employed in the office of the Military Accountant-General, and who have been admitted under specific orders to the concession in this Rule.

Pay.	Single clerks.	Clerks with families.
	Rs.	Rs.
Less than Rs. 50	15	40
Rs. 50 but less than Rs. 100	20	50
100 " " 200	20	65
200 " " 300	25	70
300 " " 400	25	75
400 " " 500	25	80
500 " " 600	30	80
600 and upwards	30	100

(b) Inferior servants employed in the Government of India Secretariats (including the office of the Financial Adviser, Military Finance) or in any of the other offices mentioned in Appendix I to which this Rule applies are entitled to local allowances on the following scale:—

Pay.		Amount of allowance.		
		Rs.	A.	P.
Less than Rs. 9		2	8	0
Rs. 9 but less than Rs. 11		2	12	0
11	17	3	4	0
17	20	4	4	0
and upwards		4	8	0

25. (a) The allowances mentioned in Rule 24 are payable throughout the year both at Simla and Delhi. They are treated in all respects as compensatory allowances under the Fundamental Rules.

(b) The allowances are admissible only to Government servants employed in the sections of the offices referred to in Rule 24 which move regularly between Simla and Delhi with the headquarters of the Government of India. For the purposes of the rule a section of an office, which does not move between Simla and Delhi as a temporary arrangement, is to be treated as a moving section.

(c) The grant of the allowances to Government servants transferred from the moving section of an office to its non-moving section at Simla or Delhi and *vice versa* is regulated under the following rules:—

- (i) A clerk or an inferior servant who is transferred to the non-moving section of an office at Delhi during the Delhi season will cease to draw the allowances admissible under Rule 24 with effect from the 1st January of that season, provided that, if he is transferred in February or March and has already drawn his allowance for January or February, no recovery of the allowance need be made.
- (ii) A clerk or an inferior servant who is transferred from Simla during the Simla season to the non-moving section of an office at Delhi will draw the allowances up to the end of the month in which his joining time begins.
- (iii) A clerk or an inferior servant who is transferred to the non-moving section of an office at Simla during the Simla season will draw the allowance up to the end of the month in which the transfer is effected.
- (iv) A clerk or an inferior servant who is transferred from Delhi during the Delhi season to the non-moving section of an office at Simla will draw the allowances (1) if transferred during November or December, up to the 31st December,

- (2) if transferred after the 31st December, up to the end of the month in which his joining time begins.
- (v) A clerk or an inferior servant who receives his first permanent appointment to an office and is attached to the moving section thereof during the Delhi season will begin to draw the allowances on the 1st January if he assumes charge of his duties on or before that date; if not, then on the date of assumption of charge.
- (vi) A clerk or an inferior servant who receives his first permanent appointment to an office and is attached to the moving section thereof during the Simla season will begin to draw the allowances on the date of assumption of charge of his duties.
- (vii) A clerk or an inferior servant who is transferred to the moving section of an office during the Delhi season will draw the allowances from the 1st January of the year in which he moves to Simla.
- (viii) A clerk or an inferior servant who is transferred to the moving section of an office during the Simla season and is brought up to Simla otherwise than with the rest of the establishment will draw the allowances from the first day of the month in which his joining time begins.
- (ix) A clerk or an inferior servant who is transferred to the moving section of an office during the Simla season or at the time of the move of the Government of India offices to Delhi will draw the allowances with effect from the actual date of transfer if that was before the 1st September, and if the transfer was effected on or after that date, then with effect from the 1st September.
- (x) A clerk or an inferior servant who is transferred to the moving section of an office during the Delhi season and is brought down to Delhi otherwise than with the rest of the establishment will draw the allowances from the first day of the month in which his joining time begins.

IV.—Winter Allowances.

NOTE.—[In this Section the word "pay" means 'pay of the post held by a Government servant substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre.']

26. (a) A winter allowance on the scale given below is admissible during the months of November to March, inclusive, to the following Government servants if they are stationed in Simla during these months :—

- (i) Second and Third Division clerks holding permanent posts in the Government of India Secretariats, in the office of the Financial Adviser, Military Finance and in the Army and Royal Air Force Headquarters offices.
- (ii) Assistants in the grade of Rs. 120—8—100 up to Rs. 350, and Stenographers holding permanent posts in the office of



the Director-General, Indian Medical Service, clerks, draftsmen, tracers and copyists holding permanent posts in the first four offices mentioned in Appendix I, whose pay (including local allowance under Section III of this Code, if any) does not exceed Rs. 250 a month.

(iii) Non-gazetted Government servants in superior service holding permanent posts in any of the other offices mentioned in Appendix I to which this Rule applies.

Pay, plus local allowance under Rule 24 (a) if any.	Allowance.
	Rs.
Rs. 20 or less	7
Above Rs. 20 but not exceeding Rs. 40	10
" " 40 " " 70	15
" " 70 " " 90	20
" " 90 " " 120	25
" " 120 " " 140	30
" " 140 " " 170	35
" " 170 " " 190	40
" " 190 " " 250	45
" " 250	50

NOTE 1.—[The allowance is not admissible to Secretariat Assistants, or to First Division Assistants in Army and Royal Air Force Headquarters offices, or to Accountants in the office of the Military Accountant General, except in the following cases:—

- (1) Secretariat Assistants and shorthand writers whose pay does not exceed Rs. 250 a month, and who were on the 1st January 1910, in permanent employ in an office to which the Home Department Resolution Nos. 52-61, dated 21st January, 1910, applies;
- (2) First Division Assistants in Army Headquarters offices whose pay does not exceed Rs. 250 a month and who were in permanent employ in any of these offices on the 1st April 1911;
- (3) Accountants who joined the office of the Military Accountant General before 1st November 1910 and whose pay plus Simla Local Allowance does not exceed Rs. 250 permanent;
- (4) Shorthand writers whose pay does not exceed Rs. 250 a month and who were holding permanent appointments as such on the 6th November 1917.]

NOTE 2.—[Piece-workers in the Government of India Presses mentioned in Appendix I, the Care-takers, Gorton Castle and Commerce and Industry Secretariat building, and the Sanitary Overseer and Fire Clerk, Army Headquarters buildings, are eligible for the allowance.]

NOTE 3.—[A Government servant, who would ordinarily be debarred from drawing winter allowance because his pay (including local allowance under Section III of this Code, if any) exceeds Rs. 250 a month, may draw winter allowance of such amount as will make up his pay (including local allowance under Section III of this Code, if any) plus winter allowance to Rs. 295 a month.]

(6) A winter allowance on the scale given below is admissible during the months of November to March, inclusive, to whole-time inferior

servants in permanent employ who may be stationed in Simla during those months.

Pay.	Allowance.
	Rs.
Rs. 10 or less	4
Above Rs. 10 but not exceeding Rs. 15	5
" 15 " " 20	7
" 20	8

NOTE.—[The allowance is not admissible to whole-time inferior servants in receipt of (1) the local allowance under Rule 24 or (2) the Simla allowance in force prior to the 1st January 1907. In case (1), a winter allowance of Rs. 4 a month is admissible in addition to the local allowance; and in case (2), a winter allowance of Rs. 4 a month is admissible in substitution for the Simla allowance.]

(c) A Government servant officiating in a permanent post is eligible for winter allowance subject to the conditions which apply to the permanent holder of the post.

(d) If a Government servant, who holds substantively a permanent post eligible for winter allowance, is promoted substantively, or provisionally substantively, to a post which does not carry the allowance, he may be granted the difference, if any, between his pay as it stood immediately before promotion *plus* winter allowance and his pay on promotion. If such a Government servant is promoted in an officiating or temporary capacity to a post which does not carry winter allowance, he may be granted the difference, if any, between the pay he would have drawn from time to time in his permanent post *plus* winter allowance and his pay in the officiating or temporary post.

NOTE.—[This rule does not apply to Government servants who are eligible for the winter allowance only under a special exemption, e.g., Note 1 to clause (a).]

(e) Winter allowance is not admissible to establishments paid from contingent grants. In the case of these men the head of the office may authorise such increase in their wages as he thinks necessary during the winter months.

27. A Government servant employed in a temporary post will draw winter allowance subject to the provisions of Rule 26, for the actual period of his employment at Simla, provided that his pay corresponds to the authorised scale for permanent posts of the same class and has not been specially enhanced in consideration of the circumstances of winter residence at Simla.

NOTE.—[Clause (d) of Rule 26 also applies to a Government servant who holds substantively a permanent post carrying winter allowance and who is appointed to a temporary post of a class which does not carry the allowance.]

28. Government servants who belong to establishments permanently located in Simla and who move to Delhi with camp offices during the winter months will not be eligible for the winter allowance, except for

any brief periods of actual residence in Simla between the 1st November and 31st March, occurring either before their departure or after their return. Except as provided in Rule 29, Government servants leaving Simla in the middle of a month will be entitled to a portion of that month's winter allowance, calculated on the actual days of residence.

NOTE—[The date of arrival in Simla is included in "Residence" but not that of departure from Simla.]

29. (a) The winter allowance is not admissible during any leave other than leave on average pay taken by itself and not exceeding four months. It may be granted during such leave spent in or out of Simla provided that no extra expenditure is caused to Government, that is—

- (i) the absentee will draw the full allowance when in the chain of acting arrangements no winter allowance is given to any Government servant in respect of his acting pay;
- (ii) the absentee will draw no winter allowance if the whole of his allowance is absorbed in the winter allowances granted in the chain of arrangements to acting Government servants in respect of their acting pay;
- (iii) the absentee will draw the difference, if any, between his allowance and the amount of it absorbed in the grant of winter allowances in the chain of arrangements to acting Government servants in respect of their acting pay.

NOTE 1—[The three conditions mentioned in this rule do not apply to officers in which a leave reserve exists.]

NOTE 2—[In the case of an officer which has a leave reserve and which is stationed partly at Simla and partly at Delhi during the winter:]

- (i) the absentee will draw the full allowance when the Government servant deputed in his place is not granted any winter allowance;
- (ii) the absentee will draw no winter allowance if the whole of the allowance is absorbed in the winter allowance granted to the Government servant deputed in his place;
- (iii) the absentee will draw the difference, if any, between his allowance and the amount of it absorbed in the grant of winter allowance to the Government servant deputed in his place.]

NOTE 3—[The winter allowance is not admissible during leave if the leave was immediately preceded by duty in an establishment to which winter allowance is not admissible.]

(b) During absence on tour the Simla winter allowance may be drawn at two-thirds of the ordinary rates; but no such allowance shall be granted to men in receipt of compensating allowance other than travelling or halting allowance admissible under ordinary rules, such, for example, as that granted under Finance Department letter No. 509-E.B., dated the 30th May 1922, or Passage Regulations, India, in the case of Army and Royal Air Force Headquarters.

(c) During absence on duty in a temporary post the Simla winter allowance may be drawn at two-thirds of the ordinary rates, provided that the Government servant does not draw any allowance intended to compensate him for the extra expense involved in leaving his establishment in Simla.

NOTE—[No deduction should be made by reason of the fact that the Government servants acting in the chain of vacancies resulting from the creation of the temporary post also draw the Simla winter allowance.]

V.—Special rules for moving Presses.

30. (a) The employees of the Press attached to the office of the Private Secretary to His Excellency the Viceroy who are in superior service receive travelling allowance for themselves and their families, for the move between Simla and Delhi, on the scale laid down in Rule 7. Inferior servants of the press will however receive travelling allowance for themselves only.

(b) The employees of the Press may be allowed such joining time for the move between Delhi and Simla as may be granted by the Superintendent of the Press, within a maximum of seven days including intervening Sundays and gazetted holidays.

(c) The employees of the Press who are in superior service receive free quarters at Simla for themselves and their families while inferior servants get free quarters for themselves only.

(d) Winter allowance under Rules 26 to 29 is admissible to the employees of the Press whose pay does not exceed Rs. 250 a month.

VI.—Payment of Pay and Advances.

31. A Government servant residing at Simla may draw his pay and the allowances admissible under these Rules either at Simla or at Delhi, or partly at Simla and partly at Delhi. A Government servant residing at Delhi may draw part, or the whole, of his pay at Simla in anticipation of the removal thither of the Government.

NOTE.—[A last-pay certificate is not required to enable pay to be drawn under this Rule.]

32. (a) A Government servant proceeding to or from Simla with the Government of India may be granted an advance up to an amount not exceeding one month's pay (with, in the case of clerks or inferior servants, other allowances, including the monthly allowance mentioned in Rule 24) plus the travelling allowance to which he is entitled.

An advance to a gazetted Government servant requires the sanction of the Government in the Department to which he belongs except in the case of the Civilian Officer Supervisors employed at Army and Royal Air Force Headquarters who may be granted such advances by the Heads of the Branches in which they are employed; other advances may be made by, or on the countersignature of, the head of the office.

(b) The advance of pay and allowances will be treated in all cases as an advance for the month in which the move to Simla or Delhi takes place, as officially announced by the Home Department, and will be recovered in two equal instalments from the pay and allowances due for the two following months. Advances of travelling allowances must be adjusted by bills within five weeks after the office is in full working order at Delhi or Simla.

APPENDIX 1.

N.B.—Where the extent of application in column 2 has not been stated the Code applies as a whole.

Establishment or office of the—	Extent of application.
1. Private and Military Secretaries to His Excellency the Viceroy
2. Military Accountant General
3. Director-General, Posts and Telegraphs	To the extent laid down in the Department of Industries and Labour letter No. 1392 Est. A—29, dated 6th March 1931.
4. Director-General, Indian Medical Service and Public Health Commissioner with the Government of India	Rules 5 to 18, 23, 26 to 29 and 32.
5. Director, Intelligence Bureau	Ditto ditto.
6. Director-General of Archaeology	Rules 5 to 18, 23, 26 to 29 and 31 to 32.
7. Military Adviser-in-Chief, Indian State Forces	Rules 23 and 26 to 29.
8. Viceregal Estates Division (including Accountant)	Rules 26 to 29.
9. Government of India Press, Simla	Ditto.
10. Headquarters Staff of the Army and the Royal Air Force	Rules 5 to 18, 23, 26 to 29 and 32.
11. Press attached to the office of the Private Secretary to His Excellency the Viceroy	Rules 30, 31 and 32.
12. Director, Public Information, Government of India	Rules 5 to 18, 23, 26 to 29 and 32.
13. The Viceroy's Camp Post Office	Rules 5 to 18.
14. Accounts Branch of the office of the Superintendent, Viceregal Estates (including the Superintendent, himself)	Ditto.
15. Auditor-General and his camp staff	To the extent laid down in Finance Department letters Nos. F. 5-VII-E. E—23, dated 17th April 1926, D.—3508-F. E., dated 24th December 1926, D.—3178-R. II, dated 26th June 1928, T. 83-I-R. II, dated 29th August 1929, D.—4688-Ex. I, dated 20th November 1929 and D.—1708-Ex. I, dated 19th April 1930.

Establishment or office of the—	Extent of application.
16. Controller of Civil Accounts and his camp staff .	To the extent laid down in Finance Department letters Nos. F. 64-I-X. E., dated 12th November 1926 and D.—3509-F. E., dated 24th December 1926.
17. Public Services Commission	Rules 5 to 18, 23, 26 to 29 and 32.
18. Director of Civil Aviation	Rules 5 to 18 and 23.
19. Sub-Assistant Surgeon and the apprentice compounder of the Civil Military Dispensary, Simla .	Rules 26 to 29.
20. President of the Council of State	Rule 7.
21. Central Printing Office	To the extent laid down in the Department of Industries and Labour letter No. A-412, dated 31st March 1927.
22. Chief Controller of Stores, Indian Stores Department	Rules 5 to 18, 23, 26 to 29 and 31 to 32.
23. Chief Engineer, Central Public Works Department and his camp staff (1 stenographer and 2 peons).	To the extent laid down in the Department of Industries and Labour letters Nos. E. 62, dated 22nd April, 9th May and 25th August 1929.
24. Controller of Railway Accounts and his camp staff.	To the extent laid down in the Office Memoranda from the Home Department to the Railway Department (Railway Board), No. F-71-29-Ext., dated 7th June and 4th December 1926.



APPENDIX II.

Extract from letter No. 3734/5 (A.D.), dated Simla, the 3rd November 1913, from the Secretary to the Government of India, Army Department, to the Adjutant General in India.

* * * * *

3. I am to add that as regards those clerks of Army Headquarters who move with the Government of India to Delhi, travelling allowances under the rules in paragraph 29, Army Regulations, India, Volume X, plus an incidental expenses allowance for the journey between Simla and Delhi, and back, at the following rates, will be admissible. * * *

Clerks entitled to travel 1st Class—

	Rs.	A.	P.
For self	10	0	0
For self and wife	20	0	0
For each child over 3 years	2	8	0

(Subject to a maximum allowance of Rs. 30 for a clerk and family.)

Clerks entitled to travel 2nd Class—

	Rs.	A.	P.
For self	7	8	0
For self and wife	15	0	0
For each child over 3 years	2	8	0

(Subject to a maximum allowance of Rs. 25 for a clerk and family.)

Clerks entitled to travel Intermediate Class—

	Rs.	A.	P.
For self	5	0	0
For self and wife	10	0	0
For each child over 3 years	2	8	0

(Subject to a maximum allowance of Rs. 20 for a clerk and family.)

A.C.
52

