

THE MADRAS & SOUTHERN MAHRATTA RAILWAY CO., LD.
(INCORPORATED IN ENGLAND)

Railway Memorandum

for the

Royal Commission on Labour

MADRAS:

AT THE MADRAS AND SOUTHERN MAHRATTA RAILWAY PRESS, RAYAPURAM

1929

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* This word should be read as indicating generally the changes in composition of the labour staff of an undertaking.

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RAILWAY MEMORANDUM FOR THE ROYAL COMMISSION ON LABOUR.

I.—RECRUITMENT.

(1) Origin of Labour.

(i) Extent of Migration.

(ii) Causes of Particular Streams of Migration.

(iii) Changes in recent Years.

This Railway has no information on this subject, nor has any change, attributable to Migration occurred in the supply of labour.

(iv) Whether Labour is locally recruited or imported—
Please see reply to question I (2) (i).

(2) Contact with Villages.

(i) Extent and frequency of return.

The majority of labour is recruited locally, and the tendency to return to villages after a period of absence is therefore eliminated.

(ii) Extent of Permanent Labour Force.

The number of permanent employees on the Rolls of the Railway on the 1st of April 1925, and on the 1st of April 1929, was as follows :—

		Date 1925.	Date 1929.
(a) Workshops and Printing Press	..	12,109	12,412
(b) Others, including Running Staff, etc.	..	82,978	84,577

(3) Methods of Recruitment.

(i) Existing Methods.

WORKSHOPS.

The Senior and Supervisory Grades are recruited from Lower Grades.

As regards the Lower Grades, the Artisans are recruited from Apprentices employed, and trained, by the Railway.

It is only in very rare cases that men are recruited from other than the Apprentice class, and then chiefly from such trades as that of Coppersmith, or from men originally recruited as Coolies and trained in the Shops.

The sanctioned number of Apprentices in the various shops is as under :—

Class.	Mechanical Department.	Power and Lighting.	Electric Telegraph.	Engineering.
Special	10	Nil.	Nil.	} 91
" A "	2% to 3%	7	Nil.	
" B "	6% to 8%	16	4	
" C "	8% to 15%	22	5	

N.B.—The percentage figures refer to the sanctions calculated on the total number of men on the rolls.

The minimum Educational Qualifications required of Apprentices, together with the Daily Rates of remuneration for the 1st and 5th years of the course, is as given below :—

Class.	Mechanical Department.	Power and Lighting.	Electric Telegraph.	Engineering.	Transportation (Power).
Special	Intermediate Junior (F. A.). Rs. 1-12-0 to Rs. 2-12-0.	Nil.	Nil.	Nil.	" Firemen " apprentices Rs. 1-12-0 to Rs. 2-4-0 Good education. " Fitter " apprentices. Nil.
" A " ..	S. S. L. C. or 10th Standard or 6th Form. Re. 0-15-0 to Rs. 1-15-0.	VII Standard. Rs. 1-12-0 to Rs. 2-12-0.	Nil.	Speak, read and write English. Re. 0-8-0 to Re. 0-12-0.	" Firemen " apprentices Rs. 1-8-0 to Rs. 2-0-0. High school or Standard IX. " Fitter " apprentices Speak, read and write English. Re. 0-15-0 to Rs. 1-15-0.

Class.	Mechanical Department.	Power and Lighting.	Electric Telegraph.	Engineering.	Transportation (Power).
"B" ..	4th Form or 8th Standard. Re. 0-10-0 to Rs. 1-6-0.	Ability to read, write and compose English, simple Arithmetic. Re. 0-10-0 to Rs. 1-14-0.	Mother tongue English 7th Standard, others S. S. L. C. Re. 0-11-0 to Rs. 2-0-0.	Read and write any one language. Re. 0-5-0 to Re. 0-9-0.	"Firemen" apprentices Re. 1-0-0 to Rs. 1-6-0. S. S. L. C. "Fitter" apprentices Read and write one language. Re. 0-10-0 to Rs. 1-6-0.
"C" ..	5th Class or Form I. Re. 0-5-0 to Re. 0-18-0.	Ability to read and write English or a Vernacular. Re. 0-5-0 to Re. 0-18-0.	Ability to read and write English or a Vernacular. Re. 0-4-0 to Re. 1-0-0.	Read and write any one language. Re. 0-4-0 to Re. 0-6-0.	"Firemen" apprentices Re. 0-10-0 to Re. 0-18-0. Speak, read and write English. "Fitter" apprentices. Nil.

NOTE.—The Running Shed Firemen apprentices go through a course extending up to two years.

Candidates with the qualifications shown in the previous paragraph are selected by the Head of the Department concerned after a personal interview, preference being given to sons of employees of the Company who have rendered long and faithful service.

All selected Apprentices must pass the prescribed medical test before commencing work.

The Courses of Training which are spread over 5 years, except in the case of Running shed Firemen apprentices which extends to 2 years are as follows :—

Class.	Mechanical Department.	Power and Lighting.	Electric Telegraph.	Engineering.	Transportation (Power).
Special	Training in Shops. Machine Fitting Electrical. Boiler } One year each. Foundry Drawing Office } Six months each.	Nil.	Nil.	Nil.	"Firemen" Apprentices. See Note below. "Fitter" Apprentices. Nil.
"A" ..	Trained in one particular Shop but in very special cases training in other shops is given. In the case of men to be recruited as Train Examiners the last 3 years are utilized in training in the Wagon, Carriage, Gas and Vacuum Brake Shops, also practical work for a year at a Train Examining Station and a 3 months' electric Train Lighting Course.	16 different courses varying in length from 1 month to 3 months are given covering the whole field of work.	Nil.	Trained in one particular shop for one selected trade.	"Fitter" apprentices. 2 years' general training at either Perambur or Hubli and 2 years in Running Shed as Running Shed Fitter.
"B" ..	Trained in one particular Shop Course for Train Examiners same as for Class "A".	16 different courses varying in length from 1 month to 3 months is given covering the whole field of work.	Varying periods to cover Block School, Signaller Instrument Room, Tinkers Shop, Weighing Machines Construction, etc.	As in Class A "Engineering".	"Fitter" apprentices. 2 years' general training at either Perambur or Hubli and 2 years in Railway Shed as Running Shed Fitter.

Class.	Mechanical Department.	Power and Lighting.	Electric Telegraph.	Engineering.	Transportation (Power).
"C" ..	Trained in one particular shop.	Training in <i>one specific</i> trade, viz., Fitter, Electric Fitter, Blacksmith, Tinker or Wireman in order to become skilled workman.	Training in <i>one specific</i> trade, viz., Fitter, Electric Fitter, Blacksmith, Tinker or Wireman in order to become skilled workman.	As in Class "A" Engineering.	"Fitter" apprentices. Nil.

NOTE.—All classes of Firemen apprentice are trained alike, viz., 6 months of each item as Fitters, Boiler makers, Shed Turners and Traffic yard shunters.

A point of interest to which attention is drawn, is the extent to which this Railway avails itself of the facilities provided by the Government in the areas served by it.

In the Mechanical Department, Railway employees' sons, who it is intended should later be trained as Apprentices, are given a 8 years' course in the Government Preparatory Trades School, Madras, at the cost of the Railway. The education is general, but specifically directed to training them in subjects which prove useful when their Apprenticeship is being undertaken.

In the Power, Lighting and Electric Telegraph Departments, "A" and "B" Grade Apprentices are required to attend the Trades School, previously referred to, but it is optional with "C" Grade Apprentices. The Railway provides Instrument Boxes, and allows one full day "off" with pay per week, and in addition advances the School Fees.

PRINTING PRESS.—Recruitment is from the most suitable applicants after practical test, and the attainment of a minimum standard cannot be insisted on. No system of Apprenticeship is in force, but every effort is made to improve the efficiency of men holding key appointments, by giving them special individual attention.

OTHERS, INCLUDING RUNNING STAFF, ETC.

Clerical Staff are recruited from applicants who hold either the S. S. I. C. or 7th Standard Certificate, and are appointed after a personal interview and a test where necessary.

The Lower Grades of Operating Staff including Brakesmen are recruited from the menial class and are given a short practical training to fit them for their duties, a knowledge of English not being insisted on except where the reading of Labels, etc., is required.

The Running Staff (Traffic) (Guards) are recruited from Brakesmen, and are required to obtain a certificate from the Traffic Training School where they undergo a course for 3 weeks.

The Running Staff (Power) (Firemen) are recruited from Running Shed Firemen Apprentices, and occasionally ex-Soldiers. The Firemen work their way up to Passed Drivers and Drivers. Drivers of previous experience on other Railways are occasionally recruited direct, and a certain number of Covenanted Drivers are entertained by the Board of Directors. The post of Traffic Yard Shunters is generally reserved for deserving Non-English speaking Firemen, known as Augwallas.

Assistant Station Masters are recruited from the Clerical or Running Staff, after passing the prescribed examination in the Traffic Training School.

Station Masters are recruited from Assistant Station Masters, after passing the prescribed examination in the Traffic Training School.

Signalmen are usually recruited from Block Operators already in the service, and receive their training in the Traffic Training School.

TRAFFIC CANDIDATES.—This is a grade recently introduced by the M. & S. M. Railway Co., Ltd. Graduates only are recruited, because by demanding this qualification, the Railway is assured that the recruit has been educated in English to the standard required.

There are usually one or two vacancies per year; the training lasts for 2 years, the course being an intensive one—a point of interest is the course given in Running Sheds.

TRAIN EXAMINERS.—In the case of higher paid Train Examiners, recruitment is effected from A and B Classes of Apprentices with a specialised training.

Recruitment in the Engineering Maintenance Branch is effected from neighbouring villages, and the relatives of Gangmen; whilst artisans are either promoted from artisan coolies, or selected from applicants in the ordinary way.

Office *Menials*, such as Peons, are selected from the most suitable applicants, there being no minimum standard, but where necessary, as in the case of the Cash Office, their Descriptive Rolls are sent to the Police for verification.

TEMPORARY LABOUR ENGAGED ON NEW LINES OR LARGE CAPITAL WORKS.—The Staff so employed are generally Fitters, Carpenters, Blacksmiths, Khalasis, Coolies, etc., and all are appointed on daily or monthly rates of pay as found necessary. Suitable men are appointed according to the exigencies of the service.

Copies of the several Rules are attached as follows :—

Schedule I Rules for Apprentices.

- Do. II do. Training Staff in Traffic Training School.
Do. III do. Traffic Candidates.

(ii) Possible Improvement.

The present methods of recruitment have proved satisfactory, and therefore no suggestions for improvement are advanced.

(iii) Public Employment Agencies.

(a) Desirability of establishing.—This Railway does not consider the establishment of any Public Employment Agency for the recruitment of Railway labour necessary in this Presidency.

(b) Possibility of practical schemes. The only practicable scheme so far employed has been the recruitment of Watchmen for the Controller of Stores by the Pension Pay Master, Madras, the Recruiting Officer, Poona, and the Military Pension Disbursing Officers, Belgaum, Dharwar, Gadag, etc.

(c) Extent to which labour is employed, i.e., numbers employed in :—

- (i) Workshops.. { Engineering 1309.
Electrical Engineering 711.
Mechanical 10,406.

(ii) Each Colliery.. No information.

- (iii) Sheds .. { Controller of Stores 400.
Transportation Department (Power) 6206.

(iv) Maintenance of Permanent-Way 13,569.

- (v) Gatemen .. { Between Stations 575.
At Stations 999.

(vi) Inferior Employees at Stations such as Porters, Pointsmen, Watermen, Sweepers, etc., 5889.

(4) Extent and Effects of Disturbance of Family Life.

As the majority of labour is recruited locally, and as also it is the almost invariable practice of men to live with their families, whether provided with Railway Company's Quarters or not, the disturbance of family life is negligible.

(5) Recruitment of Seamen.

- (i) Existing practice.
(ii) Effect of charges introduced in Calcutta.
(iii) Suggestions for improvement—

This Railway does not recruit Seamen, and has no remarks to offer.

(6) Recruitment for Assam.

- (i) Need of Retention of Control,
- (ii) Administration of present system,
- (iii) Composition and working of Assam Labour Board,
- (iv) Defects of existing Act and system,
- (v) Possible substitutes.

This Railway does not undertake recruitment for Assam, and, has no remarks to offer.

(7) Unemployment.

- (i) Extent and character—

This Railway has no statistics. Unemployment in Madras City is chiefly confined to the better educated non-technical worker, including clerks. The requirements of the Railways, Local Mills, Oil Installations and other Industries as well as the activities of the Emigration Department reduce unemployment of other descriptions of staff to a comparatively small degree.

In other parts of the Madras and Bombay Presidencies served by this Railway, the degree of unemployment varies with the success or otherwise of the monsoon. Authentic information on the existing conditions of unemployment are not, however, available on this Railway.

- (ii) Extent to which caused by—

(a) Retrenchment or dismissals.—The number discharged on reduction of establishment by this Railway is 882. It is not possible to give the number of Staff discharged otherwise than on superannuation, as the figures available include men who have absconded and have not been taken on again, men who have died, and men who have resigned the service.

(b) Voluntary retirement.—Cases of men retiring voluntarily, are extremely rare.

(c) Other causes.—Please see reply to clause (a) above.

- (iii) Possible methods of alleviating and remedying distress—

In all cases of Retrenchment, it is the practice of Heads of Departments to stop recruitment until the surplus (i.e., retrenched) men have been absorbed, should there be no suitable vacancy immediately available in the Employee's own Department, endeavours are made to find employment for such staff in other department.

(iv) Unemployment and Insurance—

This Company does not provide Unemployment and Insurance, as such, but as the majority of Employees are made compulsory subscribers to its Provident Fund, definite temporary relief is provided to those who become unemployed.

(v) Application of International Conventions relating to unemployment.

This Railway has no information.

(8) Labour "Turn-over."

(i) Average duration of employment.

Engineering Department—

Open Line	17 years.
Workshops, Arkonam	Figures not available, but all at present are over 8 years service.

Electrical Department	..	8 years.
Mechanical Department	..	18 do.

(ii) Extent of casual employment.

Engineering Department—

Open Line	About 18 per cent.
Workshops, Arkonam	Nil.
Electrical Department	8 Per cent.
Mechanical Department	Nil.

(iii) Absenteeism.

Engineering Department—

Open	{	Unauthorised	2 Per cent.
		Authorised	4 do.
Workshops, Arkonam	11 do.
Electrical Department	10 do.
Mechanical Department	10 do.

(a) Extent, Character and Causes.—The majority of cases of absenteeism is voluntary, and is not confined to any period of the year. It is usually greater immediately after pay-day. Marriages, funerals, religious rites, personal illness, or the illness of relatives, not necessarily near, are the predominant causes of absenteeism.

(b) Seasonal or otherwise.—Absenteeism is more pronounced during the marriage season, and in certain areas of this Company's system temporary labour is inclined to prefer agricultural work when the season and rates of pay are favourable.

(c) Time and Wages lost.

Open Line	{ Time Lost 6 per cent. Wages Lost 2 ..
Workshops	11 per cent.
Electrical Department	10 do.
Mechanical Department	2.7 days and Rs. 42,082 per mensem.

(9) Apprentices Act 1850, Value of.

This Railway has not applied the Apprentices Act.

II.—STAFF ORGANISATION.

(10) Details of Organisation, Administrative and Departmental.

Agent with 2 Deputies, 3 Secretaries and 1 Statistical Officer assisted by Departmental Heads as follows :—

1. Transportation Department (which includes the Running Branch (Power) of the former Locomotive Department) with 1 Chief Transportation Superintendent and Traffic Manager, assisted by 5 Deputies (3 Traffic, 2 Power) and assistants in Head Office. The Railway is divided into 2 Broad Gauge and 3 Metre Gauge Districts, each of which has two District Transportation Superintendents (one Traffic, one Power) with assistants.

2. Engineering Department with 1 Chief Engineer assisted by 3 Deputies (one for Construction), 3 Specialists for Works, Bridges and Signal and Interlocking with assistants in Head Office. Each District is controlled by a District Engineer with a suitable number of assistants.

3. Chief Auditor and Accountant with 2 Deputies and assisted by Senior and Junior Scale Officers, the whole organisation being concentrated in Head office, except one Gazetted Specialist Officer who is in charge of the Company's Press at Rayapuram.

4. Chief Mechanical Engineer assisted by 1 Deputy and Specialist Officers, 3 Works Managers, 1 Production Engineer and 1 Chemist and Metallurgist.

5. Chief Electrical Engineer, assisted by a Senior scale Officer in Head Office, Senior Officers in charge of the principal works at Arkonam and Perambur, and assistants.

6. Chief Medical Officer, in Head Office assisted by a suitable number of District Medical Officers, stationed throughout the Railway.

7. Controller of Stores at the Head Quarters Stores at Perambur assisted by a suitable number of District Controllers, stationed throughout the Railway.

8. Please see Schedule XXIV which gives a diagram.

(11) Selection of Managing Staff.

MECHANICAL DEPARTMENT.—The Subordinate Supervising Staff consists of—

Works Managers,
Assistant Works Managers,
Foremen,
Assistant Foremen,
Chargemen.

Normally, selection is made from suitable men already in the service, and recruitment from England of Assistant Works Managers, or Assistant Foremen is only made when suitable men are not available on the spot.

The above men supervise all Subordinates of lesser rank and Menials in the particular shop to which they are attached.

Leave is controlled by the Foreman on recommendation from the man's immediate supervising subordinate,

Increments are controlled by the Works Managers.

ENGINEERING DEPARTMENT.—The Subordinate Supervising Staff consists of Foremen and Chargemen, selection being made from suitable Staff already in the service.

The supervision is the same as in the Mechanical Department.

Leave is granted by the Works Manager, while increments are sanctioned by the Chief Engineer.

ELECTRICAL DEPARTMENT.—Selection of Subordinate Supervising Staff is from suitable men already in the service.

Electrical Workshops, Perambur.	}	The Workshop Supervisor ..	Supervises Electric Fitters, Instrument Mechanics, etc.
		The Chief Electrician ..	Supervises Cranemen, Motormen, Insulation Testers, Linemen, etc.
Train Lighting Workshops, Perambur and Hubli.		The Train Lighting Inspector and Train Lighting Chargemen.	Supervise Train Lighting Fitters, etc.
Electrical Workshops, Arkonam.		Assistant Workshop Foreman and Junior Chargeman.	Supervise Fitters, Instrument Mechanics, etc.

Leave and increases are controlled by District Officers and their Assistants. At Arkonam the Assistant Workshop Foreman is authorised to grant leave with pay to his Workshop Staff.

PRINTING PRESS.—There is Supervising Staff for each section of the Press.

Leave is sanctioned by the Press Superintendent who is a Gazetted Officer.

Increments are under the direct control of the Chief Auditor and Accountant.

OTHERS, INCLUDING TRANSPORTATION.—Selection is from suitable men already in the service.

TRANSPORTATION DEPARTMENT.—The selection of Subordinate Supervising Staff is made from suitable employees already in the service who have attained their promotion in the ordinary way.

Direct recruitment is very rare and only made when unavoidable.

The District Officer in charge is the authority controlling leave, increments, etc.

As regards the control of Staff by Subordinate Supervisors, the practice is for Station Masters to control the work of all Subordinate and Menial (Transportation Traffic) Station, and Traffic Train Staff.

Loco Foremen control the Running Shed and Engine Crews. The Train Examiners control the Staff specially working under them for Train examination. Further, the Station Masters and Loco Foremen are expected to report on the general work of their Staff, and make recommendations to their District Officers.

STORES DEPARTMENT.—Selection of Supervising Staff is from suitable men already in the service.

The Depot Store-Keeper supervises Labourers, Menials and Watch and Ward Staff. The Superintendent controls the Peons.

Leave is controlled by the District Controller of Stores.

Increments are given by the Controller of Stores.

MEDICAL DEPARTMENT.—The Supervising Staff, viz., Assistant Surgeons and Sanitary Inspectors, are directly recruited.

The Sweepers, Sanitary Peons, Pit Diggers, Cart Drivers, etc., work directly under the Assistant Surgeons and Sanitary Inspectors.

Peons, Dressers, Cooks, Dhobies, etc., attached to Hospitals work directly under the Medical Officer in charge of the Hospital.

Leave, Increments, etc., are given by the respective District Medical Officers.

ENGINEERING DEPARTMENT.—The Permanent-Way Inspectors are selected from suitable Assistant who have been gradually trained.

The Permanent-Way Inspectors supervise the Gangs, and leave and increments are sanctioned by the District Engineer.

(12) Recruitment and Training of Supervising Staff, Superior and Subordinate.

(i) Methods in Force.

These have been explained in reply to question II (11).

(ii) Facilities for Training and Promotion of Workmen.

WORKSHOPS AND PRINTING PRESS.—Facilities offered have already been dealt with under Recruitment.

OTHERS, INCLUDING RUNNING STAFF, ETC.—Transportation Traffic—The item on Recruitment gives details, but special attention is drawn to the fact that the Traffic Training School provides successive courses of training by means of which men may not only become efficient, but be ready to avail themselves of opportunities of advancement, as vacancies are invariably filled by the recruitment of suitable men from the lower grades.

Recently a special scheme for training specially selected men for the position of Assistant Station Masters at the more important stations has been brought into force—5 such men are now being trained and the training covers a period of one year. These men are specially selected by a competitive examination from a number of men recommended by their District Officers.

TRANSPORTATION (POWER).—For the training of Loco Running Department Staff, two Instructional Vans are provided, one for the Broad Gauge and one for the Metre Gauge. The movement of these Vans is under the control of the Loco Fuel Officer and they are moved about periodically throughout the system. They are fully equipped with models, etc., illustrating Locomotive mechanism and vacuum brake gear, and lectures are delivered in them by District Officers and Senior Subordinates. These vans are intended primarily for the training of Firemen and Firemen Apprentices, but are also used for Refresher courses for more senior men.

(13) Relations between Staff and Rank and File.

(i) Relations Generally.

WORKSHOPS AND PRINTING PRESS.—Relations between the Managing Staff and employees are satisfactory.

Complaints of specific cases of unfairness are extremely rare and every employee has access to the Head of his Department.

A copy of the rules for the submission of appeals is enclosed as Schedule XV.

All disciplinary powers are vested in the respective officers. Supervising subordinates report breaches of rules, etc.

Staff are given every opportunity to represent grievances, and appeals receive careful attention.

OTHERS, INCLUDING TRANSPORTATION, ETC.—Transportation Department including (Power).—The District Officers of the Transportation Department have delegated to them disciplinary powers over all staff working on their districts except superior Subordinate Staff, cases in connection with whom must be referred to the Chief Transportation Superintendent.

District Officers are empowered to serve a month's notice or grant a month's pay in lieu of notice to men whose work is constantly reported as unsatisfactory, but in all cases where the services of the men concerned are of over 5 years duration reference must be made to the Head of the Department. District Officers are not empowered to order summary dismissal.

As regards punishments and fines, explanations must first be obtained by the District Officer.

Appeals must be submitted to the District Officer through the proper channel, e. g., Power (Late Loco Running) through the Loco Foreman, and Transportation (Traffic) through the Station Master.

Every effort is made to accord the staff fair treatment, and freedom in submitting appeals, and a copy of the rules for the guidance of staff on this matter is enclosed as Schedule XV.

(ii) Value and Defects of System of Employing Jobbers.

This Railway does not employ jobbers.

(iii) Works Committee: their Constitution, Extent and Achievements.

The general question of works Committees is under consideration, and a scheme of this nature is being put into operation for the Transportation Department.

(iv) Works Councils and Industrial Councils.

There are neither Works nor Industrial Councils on this Railway which has no information with regard to outside organisations of this nature.

(14) Time-keeping, Piecework, Contract and Attendance Registers.

(i) How and by whom kept and checked.

Transportation Department.

At Running Sheds.—According to the size of the Shed, Time-keeping is done by either the Time-keeper or Loco Clerk, and checked as far as possible by the Loco Foreman and the District Officer.

At Stations.—By the Station Master, and checks are carried out by Traffic Inspectors and District Officers.

Mechanical Department.—Time is recorded by the Time-keeper, and piecework by the Shop Foreman. These are checked by the Audit Staff.

Wages are worked out, verified and payment arranged by the Audit Department, through Pay Clerks in the presence of Foremen of the respective Shops.

(ii) How and by whom wages actually paid to workers.

Wages are paid to Workers by Audit Pay Clerks, in the presence of the Foreman or other supervising subordinate.

(15) Contractors as Intermediaries.

- (i) Extent and character of work given on contract.
- (ii) Extent of Sub-contracting.
- (iii) Control exercised over working conditions.
- (iv) Effects.

WORKSHOPS AND PRINTING PRESS.

PRINTING PRESS.—About 10 per cent of the Railway's printing work is given out on contract. No control is exercised over working conditions of outside Presses.

OTHERS INCLUDING RUNNING STAFF.

ENGINEERING.—The Revenue maintenance of structures, except steel work, formation, ballasting and roads is effected by Contract, but not in the case of Permanent-Way. The Contractors are primarily suppliers of labour and materials, and the organisation of the work is supervised by the Company's Permanent-Way Inspectors and Engineers of the Districts who arrange for any special plant required for the work.

There is no sub-contracting.

ELECTRICAL DEPARTMENT.—As far as possible all Construction works are let on contract. These usually are—

- (a) Electrical Installations in Station Buildings, Bungalows, Offices, etc.
- (b) Supply and erection of Generating plant, etc.

In only exceptional circumstances is sub-contracting permitted.

The work by Contractors is inspected by the Railway Company's Staff during the progress of the work to ensure compliance with the conditions of contract.

No control is exercised on the Working Conditions of the Contractor's Staff.

TRANSPORTATION.—The only important contracts let by the Transportation (Traffic) Department are the following :—

(i) Contract for transshipping at Gudur,

(ii) Parcels Delivery, and

Copies of the above 3 Agreements are attached as Schedule XVI.

✓ **III.—HOUSING.**

(16) Extent to which Housing is Provided

(i) By Employers.

(a) WORKSHOPS AND PRINTING PRESS.

(i) **FREE OF RENT.**

MECHANICAL DEPARTMENT—

{ At Hubli 11.5 % of the Staff are housed and 0.7 at Bangalore.
 { 10 units for Watch and Ward at Hubli, and
 210 units at Perambur for Watch and Ward are being provided.

ENGINEERING DEPARTMENT—

Watchmen.

(b) Approximate percentage of subordinate employees housed by the Railway.

Transportation (including former Locomotive Power).	50 per cent.
Mechanical Department	12 ..

(ii) **ON PAYMENT OF RENT.**

MECHANICAL DEPARTMENT—

362 units for Workmen.

239 units for Fire Brigade and Emergency Staff and for skilled workmen and Menials are being provided.

ENGINEERING DEPARTMENT—

Foremen, Assistant Foremen and Chargeman.

ELECTRICAL ENGINEERING—

Only provided in the case of men liable to be called out in emergency.

(b) OTHERS, INCLUDING TRANSPORTATION, Etc.**(i) FREE OF RENT.****ENGINEERING DEPARTMENT—**

Quarters for Permanent-Way Coolies are provided at the more important stations, but it is found that elsewhere the coolies prefer to live in their villages, and the quarters provided are unoccupied.

ELECTRICAL DEPARTMENT—

Telegraph Battery-men are eligible for free quarters.

STORES DEPARTMENT—

9 Naiks.

48 Watchmen.

MEDICAL DEPARTMENT—

Staff required to turn out for duty in emergencies are provided with free quarters where available.

TRANSPORTATION DEPARTMENT INCLUDING POWER (RUNNING)—

Traffic Inspectors.

Station Masters.

Relieving Station Masters.

Assistant Station Masters.

Relieving Assistant Station Masters.

Signalmen.

Block Operators.

Telegraph Office Inspectors.

Telegraph Signallers.

Station Menials (excluding Goods and Tranship Shed Porters and Watchmen).

Station Clerks on the Metre Gauge who were appointed prior to 1st July 1918, provided quarters are available after signallers have been accommodated.

(ii) ON PAYMENT OF RENT.**ENGINEERING DEPARTMENT—**

Artisans if quarters are available.

ELECTRICAL DEPARTMENT—

Power and Lighting and Train Lighting Staff are provided with quarters.

Weighing Machine and Weigh-bridge Fitters and Lascars are provided with quarters where available.

TRANSPORTATION (TRAFFIC AND POWER)—

At certain localities on the Railway where there is no residential area available for the Staff, rentable quarters are provided for the Staff.

Schedule VII contains details on the subject of the Housing of Staff.

(i) (a) Capital expenditure incurred.

(i) Expenditure incurred since the construction of the Railway works out to :—

	Lakhs. Rs.
Workshops including Printing Press, etc. . .	1.88
Others including Running Staff, etc. . .	99.48
Total ..	<u>101.26</u>

(ii) Expenditure incurred during the last 4 years was under :—

	Lakhs. Rs.
Workshops including Printing Press, etc. . .	14.26
Others	18.21
Total ..	<u>32.47</u>

(iii) Expenditure contemplated during the next 2 years amounts to the following :—

	1929-30. Lakhs. Rs.	1930-31. Lakhs. Rs.
Workshop Staff.. ..	2.58	2.40
Others	4.75	1.50
Total ..	<u>7.33</u>	<u>3.90</u>

(i) (b) Approximate percentage of Employees housed by the Railway—

Engineering Department 72 per cent (excluding Menials).

Electrical Engineering Department 15 per cent.

Transportation (Traffic). } 50 %
Do. (Power). }

Mechanical Department 12 %.

- (ii) By Government or other public Agency.
- (iii) By private landlords.
- (iv) By workers themselves.

This Railway has no information, but, as will be seen from reply to question III (16) (1) (a) above, the Company has a consistent policy which aims at the Housing of a large proportion of its Staff, particularly where private enterprise is lacking.

(17) Facilities for Acquisition of Land for Workers Houses.

The acquisition of land for workers houses is governed by the Land Acquisition Act as in the case of all other land required for Railway purposes.

(18) Nature of Accommodation provided in each class.

Attention is invited to the tabulated Statement under Schedule VIII which shows in detail the type of quarters for the different grades of Staff, the areas, the cost, and the rent charged.

(i) In relation to workers' demand.

The existing designs for the accommodation of labour have been standardised as much as possible, and are the result of various suggestions received from time to time with a view to the improvement of the earlier designs.

There is a constant demand by labour for extensive accommodation to meet the requirements of a large family and numerous dependents, as well as live-stock. For obvious reasons it is not possible to adopt a standard which would meet every demand.

✓ The type of Menial Quarters 10' x 10' with a verandah, and in certain cases a courtyard, is, it is believed common to practically all Railways in India. In Southern India most of these Quarters are tiled with either Mangalore Tiles or Pan tiles.

The Quarters usually occupied by the same class in villages are mainly of mud and palmyra leaves without courtyard, frequently built without regard to sanitary surroundings, and invariably without sanitary conveniences other than those of the open field or cactus bushes. During the monsoons the difficulty of maintaining sanitary conveniences is considerable.

It is a fact that the Railway compounds are seldom affected by the Epidemics of Plague and Cholera which not infrequently seriously affect the surrounding villages. Please also refer to Schedule VIII.

(ii) In Relation to Best Type from Health Point of View.

The Company's standard types are designed with a view to provide as much air and light as possible.

(iii) Provision made for Lighting, Conservancy and Water Supply.

Please see Schedule VII.

(19) Utilization by Workers of Accommodation available.

Accommodation by this Railway for its Employees is always fully utilized. The only exception is in the cases of menials stationed at out-stations and between stations who have been recruited from adjacent villages. Such men prefer to live in their villages rather than in the Quarters provided for them which are in many cases in isolated localities.

(20) Rent Rates in Various Classes.

Please see Schedule VIII.

(21) Special Problems arising in connection with Various Classes of Housing.

Occupation of employers' houses by tenants in other employ.

Eviction.

The sub-letting of houses the property of the Company, is prohibited.

Eviction has very seldom been necessary. Section 188 of the Indian Railways Act of 1890 would be resorted to in extreme case where eviction was necessary.

(22) Moral Effect on Worker of Industrial Housing Conditions Improvements Tried and Suggested.

Where staff live in villages they do so under normal conditions, and it is an accepted fact that the Sanitary conditions are inferior to those obtaining in Railway Colonies.

Where the Railway does provide accommodation it issues regulations with a view to ensure cleanliness, etc. The moral effect on the Staff provided with accommodation which is superior to that obtainable in the villages, in addition to the improved conveniences for water, etc., is felt to be beneficial.

IV.—HEALTH.**(23) General Health Conditions of Workers on the whole Satisfactory.****(i) Figures of Mortality.**

The total number of deaths among Railway Employees during the last 3 years as reported during the last 3 years as reported by the Medical Department of this Railway are :—

1926	78
1927	114
1928	181

(ii) Birth Rate and Infant Mortality.

Information as regards birth-rate and infant mortality amongst this Company's employees is not at present available.

(a) Methods of Registration.

In the Madras and Bombay Presidencies, the Station Master acts as Registrar of Births and Deaths occurring within Railway Premises, and the Permanent-Way Inspector as Registrar of Births and Deaths at places between Stations. These officials maintain Registers and submit them to the proper authorities. The procedure for reporting births and deaths in Native States varies, but is on the general lines of the foregoing.

(iii) Working Conditions—

(a) at work places.

Working conditions are subject to the Indian Factory Act.

(b) at Home.

This Railway does not give work to Employees at Home.

(iv) Dietary.

There is a wide diversity of classes and creeds, and the varying nature of the dietary renders it difficult to reply to the question. The Railway, however, gives facilities to its employees to enable them to obtain grain and country stores and other necessaries at a cheap rate, vide reply to question 88 below.

(v) Physique.

The Physical Standards required of recruits are now more rigid than a few years ago. In certain grades, the employee is examined at regular intervals, as to his fitness for the class of work on which he is engaged, and these intervals are considerably shortened after the age of 50 years is reached.

The general physique of Railway employees is, in consequence, satisfactory and compares favourably with that of the employees of all other Commercial and Industrial undertakings.

(vi) Effect of disturbance of sex ratio in industrial cities.

This Company employs women as follows :—

- (a) Stenographers, about 15 in number.
- (b) Telephone Operators and
- (c) About 50 women in the Sheds run by the Controller of Stores.
- (d) School Mistresses.

There is no disturbance of sex ratio.

(vii) Relation between Housing and Mortality.

This Railway has no information.

(24) Extent of Medical Facilities Provided.**(i) By employers.**

Hospitals are provided at Perambur (45 beds), Hubli (30 beds), Guntakal (16 beds), Bezwada (10 beds) and Vasco (6 beds). The total number of In-patients treated last year was 2,294 showing that the facilities provided are taken advantage of by the staff.

Free medical attendance and medicines are provided, but employees drawing over Rs. 30 per month have to pay Hospital stoppages for indoor treatment. In addition, the Company provides Dispensaries at the larger stations where ordinary medical treatment is provided either at the Dispensary or the patient's house. All employees who are unable to work on account of illness must produce a medical certificate signed by one of the Railway Company's Medical Staff in support of their reasons for absence.

The Medical Staff consists of—

- 1 Chief Medical Officer.
- 5 District Medical Officers.
- 2 Honorary Assistant Medical Officers.
- 6 Assistant Surgeons.
- 51 Sub-Assistant Surgeons.

(ii) By Government.

When specialized treatment, not provided in the Railway Company's Hospitals, is necessary, Employees are sent to the Government or Missionary Hospitals.

In the term specialized treatment are included Anti-rabic treatment, X-ray examinations and treatment, and Ophthalmic treatment.

(iii) By Other Agencies.

The Railway Company as stated against the previous question occasionally avails itself of specialized treatment afforded in Missionary Hospitals but these cases are exceptional.

(iv) Provision for women doctors, midwives or dais.

This Railway does not employ any of the above mentioned ; it however, assists one Medical institution at Hubli which is manned by women doctors, as this institution affords relief to a large number of the wives and children of Railway employees in the vicinity.

(25) Extent to which Medical Facilities are Utilized.**(i) Generally.**

Please see reply to question 24.

(ii) By women.

In the majority of cases the wives and female relatives of the Staff avail themselves of the Medical facilities provided by the Railway.

(26) Sanitary Arrangements.**(a) At work places—**

- (i) Latrines.
- (ii) Drinking water.
- (iii) Bathing and Washing.

Sanitary conveniences are supplied on the scale laid down in the Factory Act, and all workshops are inspected by the Factory Inspectors. The necessary Conservancy Staff is provided and supervised by the Railway Medical Department.

(b) At Home.

- (i) Latrines.
- (ii) Drinking water.
- (iii) Bathing and Washing.

These are provided by the Corporation, Municipality or Union within the sphere of which the worker lives, and under the supervision thereof.

(27) Extent and Nature of Official Supervision.**(i) Work of Boards of Health in Special areas.**

This Railway has instituted Sanitary Committees at its larger Stations.

The Committees consist of—

- A Chairman—(a Senior Officer).
- A District Medical Officer as Secretary.

Four members nominated by the Chairman, one of whom at least must be an officer.

One Representative of Indian Residents.

One Permanent-Way Inspector.

One Sanitary Inspector.

The duties of the Committee are advisory, the executive charge of Sanitation and Conservancy remaining in the hands of the Medical Department.

Besides the enforcement of General Sanitary Rules, the Committee may deal with complaints re : nuisances, water supply and also with markets and sale of food within Railway premises.

This system of Sanitary Committees is being extended.

- (ii) Inspection of plantations.
- (iii) In mill and other Industrial areas. } No remarks.

(28) Suitability of Existing Factories and Mines Act and Rules.

- (i) Control of temperature in factories,
- (ii) Control of humidification in cotton mills. } No re-
 - (a) Nature of action taken by Local Governments.
 - (b) Results.

(29) Disease.

(i) Prevalence of Industrial diseases.

Not prevalent amongst this Railways employees.

(ii) Prevalence of Cholera, Malaria, hook-worm, and other tropical diseases.

Schedule XXI is a statement showing a comparison of the number of cases dealt with by the Company's Medical Staff during the year ending 31st March 1928 to 31st March 1929.

The following is a statement of attacks and deaths of the staff in the case of Cholera, Plague, Small-pox and Typhoid.

	No. of Attacks.	No. of Deaths.
Cholera	94	17
Plague	4	1
Small-pox	51	2
Typhoid	14	2

(iii) Diseases generally prevalent amongst the staff and steps taken to combat them.

Fevers and Bowel complaints.

A specially trained Medical Officer is conducting investigations into the prevalence of Malaria at certain places on the Railway with a view to adopt suitable preventive measures.

Every effort is being made to improve the water supply where needed, and treatment is provided at the Railway Hospitals or Dispensary.

(iv) Notoriously Unhealthy places, and number of Staff employed therein.

Department.	No. of Unhealthy Stations.	No. of staff employed therein.	Allowance given.	When transferred.
Engineering ..	28	195	Nil.	The men employed are natives of the locality and so no allowance is given and no transfers made.
Electrical ..	1	1	15% of pay.	Periodically.
Transportation ..	31	362	„	Endeavours are made to transfer them after one year's service.

(30) Sickness Insurance.

This Railway has no remarks to offer, except to draw attention to Schedule XVIII wherein the Leave Rules are given in full, and which to a certain extent, act in the nature of sickness insurance—

- (i) Suitability of International Labour Convention.—No remarks.
- (ii) Possibility of introducing other systems.—No remarks.
- (iii) How to meet difficulties arising from non-acceptability of Western medicine, paucity of medical men, migration of labour, finance.—No remarks.

(31) Maternity Benefits.

- (i) Extent and working of existing schemes (including allowances given before and after child birth).
- (ii) History of Central and Provincial bills.
- (iii) Possibility of legislation.

This Railway has no scheme in operation. It employs a very small number of women and the necessity for such benefits has not so far, arisen.

V.—WELFARE (OTHER THAN HEALTH AND HOUSING, BUT INCLUDING EDUCATION).**(32) Extent of Welfare Work.**

- (i) By employers.

The Railway provides Institutes, Schools for the children of employees, and a training school for apprentices. A Co-operative Society, an Urban Bank Loan Society, also facilities for Recreation, Sports, etc.

Details are given under the appropriate headings in reply to questions bearing on Welfare, Education and Recruitment.

- (ii) By other agencies.

This Railway has no information.

(33) Employment of Welfare Officers and Workers.

There are no Welfare Committees on this Railway at present.

(34) Nature of other Welfare Activities.

- (a) By Employers—

- (i) Provision for refreshments, shelters and creches.

This Railway makes no provision for these.

(ii) Provision for physical culture, recreation, and amusements.

(a) Sports—

A Sports Committee has been appointed to organise sports and to select teams to represent the Railway in the various Inter-Railway Athletic Competitions. The Rules for the Inter-Railway Sports Committee appear under Schedule XX.

The Staff have always taken a keen interest in Sports and more especially in those which call for Team work.

The following Trophies have been played for annually, for some years past :—

- (1) A Challenge Cup presented by Lady Biggs for the Broad Gauge and Metre Gauge Test Cricket Match.
- (2) A Cup presented by Mr. F. B. Wathen, for Inter-Workshop Association Foot-ball Tournament—Broad Gauge.
- (3) A Shield presented by Mr. A. C. Rendell, for Hockey Tournament open to all Department Employees—Broad Gauge.
- (4) A Shield presented by Mr. A. C. Rendell, for the Inter-Workshop Association—Foot-ball Tournament—Metre Gauge.
- (5) A Cup presented by Mr. R. D. Thompson, for contest between the Winners of the Inter-Workshop Association Foot-ball Tournament—Broad and Metre Gauge.
- (6) An Institute Shield for seven a-side Cricket Tournament.
- (7) A Challenge Cup presented by Lady Biggs for Tennis (doubles) open to the Broad and Metre Gauge Sections of the Line.

(b) Institutes—

This Railway provides Institutes as follows :—

For European and Anglo-Indians	24 Institutes.
For Indians	7 do.

Membership is compulsory with European and Anglo-Indian Employees, but optional with Indians.

The general supervision of all the Institutes throughout the Railway is vested in the General Committee of which the Agent is President. The Agent nominates as Members, Heads of Departments, two Chairmen of Important Institutes, and a Secretary.

Institutes are managed by a local Committee consisting of a Chairman and 4 members of whom 2 are nominated by the Agent,

Each Institute is regarded as a Club provided by the Railway, rent free, for the benefit of its employees. The first cost of the building with necessary furniture (excluding billiard tables or equipment for other amusements), roads, fences, tennis courts and other playing grounds and any alterations of the same, in addition to the cost of maintenance, will be borne by the Railway. The dependent members of the families of members have the same privilege as the members themselves, except that they may not vote or hold office.

Institutes have also affiliated to them Cricket, Football, Hockey, Tennis and other Clubs, and for these separate subscriptions are levied and they have to be self-supporting.

Similarly, Dances, Christmas Treats, and other functions are managed by the Committee but are made self-supporting.

Subscriptions are recovered through the Pay sheets and the accounts are regularly audited by the Accounts Departments.

These Institutes are very popular, and compare most favourably with local clubs for subordinates, where such exist.

(iii) Other activities.

Please see reply to question 88.

(35). Results Achieved.

This Railway is of opinion that the provision of the facilities enumerated, have resulted in general good and have tended to improve the relations between all grades of employees. The disabilities under which employees on this Railway are subjected, are for the most part common to Railway employees in India generally, and are inseparable from Railway service, and the social customs of the country. They include those arising from transfers, the necessity for which is unavoidable in Railway service, also posting to stations and localities, the climates of which are bad. Difficulty in obtaining education for children at stations where the neighbourhood does not provide schools.

(36) Provision of Educational Facilities by Employers.

(i) For adult workers.

Educational facilities provided for adult workmen and for the Children of Railway Servants.

For adult workmen there are two night schools—one at Hubli and the other at Guntakal, both of which receive financial support from the Railway.

There are 17 schools (18 Primary and 4 Middle Schools) for the education of the children of the Railway's European and Anglo-Indian employees with a total strength of approximately 700 and 5 Primary Schools for the children of Indian employees with a strength of about 800.

The Railway makes also periodical contributions to certain outside schools in which the children of its employees are educated. The number of children so educated is as follows:—

	Boys.	Girls.
Europeans and Anglo-Indians	94	95
Indians	414	100

The Railway also gives a grant-in-aid from Revenue to such employees as desire to send their children (under 16 years of age) for education of a standard higher than that provided for in its schools.

The total expenditure from Revenue incurred by this Administration during the year 1928-29 on the education of the children of its employees was :—

		Rs.
Railway Schools ..	{ Europeans and Anglo-Indians.	58,068
	{ Indians	9,915
Outside Schools	9,252
Grants-in-aid	2,406
		<hr/>
		74,641

This sum excludes the sum of Rs. 5,219 spent during 1928-29 on the Trades School at Perambur where a certain number of the sons of the Railway Company's employees also receive instruction.

An application form to be filled by intending candidates for employment as teachers in the Educational Department appears as Schedule XIX, which gives details as to their rates of salary and conditions of service.

(ii) For half-time workers.

This Railway does not employ half-time workers, as such.

(iii) For Workers' children.

Please see particulars given in reply to question V (86) (i).

(iv) Extent to which used.

With one or two exceptions the schools are utilized to their full capacity.

(37) Desirability and Possibility of Provision for Old Age and Premature Retirement.

✓ The Railway's Provident Fund provides for both—vide Schedule XXII.

(i) Directions in which the Provident Fund and Gratuity Rules of the State and Company Managed Railways differ.

✓ (a) PROVIDENT FUND.

The directions in which the Provident Fund Rules of this Railway differ from those of the State Railways are brought out in the accompanying comparative statement appearing as Schedule XIV which contains in its last column proposals for improvements in them as well.

✓ (b) GRATUITIES.

This Railway's Rules governing the grant of gratuities are in essence the same as the State Railway Rules. There are, however, certain variations in them which are recapitulated below :—

Retirement of a Subordinate employee automatically after 30 years of service, i.e., without obligation to obtain the consent of this Railway for it is not specifically provided for in the Railway's Rules. The absence of such a provision may affect cases of those who are under 55 years of age.

✓ Under this Railway Company's Rules an employee may retire after a continuous service of 25 years, or an active service of 20 years ; as against the minimum service of 15 years only, required by the State Railway Rules.

This arrangement is subject to the permission of the Head of the Department concerned on this Railway.

✓ Service under 18 years does not ordinarily count for the calculation of the amount of gratuity admissible. There is no such restriction under the Government Rules.

Increments of salary may be sanctioned during a period of leave preparatory to retirement, and although they may not be drawn by the employee his gratuity may, with the sanction of the Board of Directors, be calculated on the basis of the increased salary. The State Railway Rules do not require Special sanction for the calculation of Gratuities in similar circumstances.

(c) ANY OTHER BENEFITS.—Nil.

(38) Co-operation.**a) Co-operative Credit Societies (Urban Bank).**

Connected with this Railway is an Urban Bank, registered under the Co-operative Societies Act X of 1904, intended solely for the employees. Its object is to afford credit to members on reasonable terms and at reasonable rates - thereby preventing their permanent indebtedness. The Bank has also a "Mutual Retirement Benefit Fund" which provides benefits for its members on their compulsory retirement or death. It encourages thrift by opening facilities for investing savings. A number of the employees have taken advantage of this Society, and the Bank has been working very satisfactorily since its inception in 1906.

(b) Co-operative Stores.

A Co-operative Society was established by the Railway Company over 30 years ago for the benefit of employees who desire to purchase grain and country stores and other necessaries on temporary credit.

Employees first become Members by the purchase of one or more shares at Rs. 5 per share, and are then entitled to purchase stores on credit to the extent of half a month's salary. On special occasions such as Christmas and Pongal and other Feasts, members are permitted to make additional purchases, i.e., up to 75 per cent of a month's salary.

Amounts due are recovered through the Salary bills.

The Head Quarters of the Society are at Rayapuram (Madras) and besides 8 Branches in Madras and Perambur, there are 6 Branches Up-country at important stations.

Further, special vans are run out once a month to serve Share-holders at other than large stations.

**(39) Possibility and Desirability of a Statutory
Mines Welfare Fund.**

This Railway has no information.

(v) Extent to which Provident Fund Benefits are Allowed.**VI.—EDUCATION.****(40) Facilities for General Education in Industrial Areas.****(i) Of children not in employment.**

So far as can be ascertained, Government Schools, imparting General education, are established at all industrial centres.

Please see answer to question I (3) (i) showing facilities for education given by this Railway to Employees' sons.

(ii) Of children employed in factories.

This Railway has no information.

(iii) Of adults.

It is presumed this refers to adults not in employment, as those in employment have been dealt with under reply to question 86 (i).

This Railway has no information re : educational facilities for unemployed adults.

(41) Facilities for Industrial and Vocational Training.

Industrial facilities offered are explained under "Recruitment".

This Railway also grants facilities for vocational training to a limited number of British Soldiers who are about to become time-expired, as Firemen, Guards, Assistant Station Masters, Accountants, etc., and who may if suitable find employment on Railways, either in India or elsewhere—

(42) Effect of Education on Standard of Living and Industrial Efficiency of Worker.

The standard of efficiency of Railway Employees, more particularly in the lower grades has remained constant. In the higher grades there has been an improvement which may be ascribed partly to the higher standard of education required at the time of recruitment, and the improved courses of training instituted by this Administration.

The first and most important factor necessary for the promotion of increased efficiency, is the selection of suitably educated recruits with a bent for railway work ; the second, a comprehensive training scheme suitable to the conditions of the Railway concerned.

This Railway has no reliable information as to the effect of education on the Standard of living.

VII.—SAFETY.

(43) Existing Regulations in Factories, Mines, Railways and Docks.

WORKSHOPS AND PRINTING PRESS.—In the Workshops large Placards and Notices (in all Vernaculars spoken in the Shops) are hung up near Machinery showing the right and wrong way of doing a job.

Other notices such as "Look both sides of the Railway Line before crossing", "Wires dangerous", etc., are fixed at danger points. All Supervising Staff are given detailed written instructions on the subject of Safety First, and are instructed as to their responsibility for the employment of safe methods only. They have standing instructions to

assemble their staff at suitable intervals for the purpose of reading out and explaining the instructions issued for their general safety.

Supervisors of labour gangs are held responsible for any accident to staff or plant in their charge, and any official who repeatedly shows sign of carelessness in this respect is relieved of his duties.

In the Printing Press the machinery is fully guarded.

Please also see remarks below :—

OTHERS, INCLUDING RUNNING STAFF.—The General and Subsidiary Rules of the Railway contain many Regulations forbidding employees to resort to dangerous practices. In addition, Departments issue Circulars from time to time drawing attention to certain dangerous practices. The safety of employees in Running Sheds is further ensured by frequent inspection of the Inspector appointed under the Factory Act.

The Staff have been warned from time to time that wilful disobedience of an order laid down for their safety is a violation of the principle laid down in the Workmen's Compensation Act, and will result in the withholding of compensation arising from an accident.

(44) Incidence of Accidents in Factories, Mines, Railways and Docks.

WORKSHOPS AND PRINTING PRESS.—The majority of accidents occur among hand labour classes. The number of accidents due to machinery in motion are a comparatively small proportion.

(45) Causes.

The chief causes of accidents, the majority of which are trivial, are—

- (a) Dropping of tools or materials on the hands or feet.
- (b) Striking hand by hammer.
- (c) Hands or fingers pinched or injured when handling material.
- (d) Flying chippings, or dust or scale.

OTHERS, INCLUDING RUNNING STAFF.—Accidents to these are frequently caused by gross carelessness such as sleeping under Rolling Stock, jumping on vehicle in motion, etc.

(46) Accident Prevention (including " Safety First " Propaganda).

Please see reply to Question (48).

(47) Accidents in Non-Regulated Establishments.

No information available.

(48) First-Aid and Medical Relief.

Ambulance Training has been encouraged during recent years, and in all shops there are trained Ambulance men, and in some there is First-Aid Equipment. The question of supplying First-Aid Equipment to all Workshops and Running Sheds, etc., is now under correspondence with the Home Board.

In the Workshops of the Electrical Department it is obligatory for all Supervising Staff to pass in First-Aid, and all staff of whatever grade who attend the courses of Instruction in the Traffic Training School are similarly called upon to pass in First-Aid.

First-Aid training is not compulsory in the case of other staff, but they are encouraged to attend classes which are held practically throughout the year. A competition at which First-Aid members from all over the Company's line were given an opportunity to attend was held on 31st August 1929.

Challenge Cups, Medals, etc., were given to successful competitors.

This competition will in future be an annual one.

At Perambur and Hubli there are well-equipped Railway Hospitals where the sick and injured can be admitted at any time. At 30 stations, which include all stations where there are Class I Running Sheds, there is Railway Dispensary with an Assistant Surgeon or Sub-Assistant Surgeon-in-charge, equipped to deal with accidents and sickness, but in most, there are no beds for in-patients. Cases requiring hospital treatment are transferred to the nearest Railway Hospital, and in cases of emergency where the Railway Hospital is far away, to the nearest Government or Missionary Hospital.

(49) Stringency of Inspection and Enforcement of Regulations.**(i) In Industry generally.**

So far as this Railway is concerned, the Inspectors appointed under the Factory Act pay great attention to the enforcement of Regulations.

(ii) In seasonal industries.

This Railway has no information.

(50) Effect upon Safety of hours, Health, Light and Working conditions Generally.

The effect is beneficial.

VIII.—WORKMEN'S COMPENSATION.

(51) Workmen's Compensation Act.

(i) Extent of use.

The number of cases of resulting in death, total disablement, and partial disablement, and amount of compensation paid under the Workmen's Compensation Act during the last 5 years is as follows :—

	No.	Amount.
Workshops and Printing Press ..	161	Rs. 17,000
Others, including Running Staff, etc. ..	170	„ 89,000

(ii) Compensation with extent of possible claims.

The expenditure incurred by the payment of compensation to employees outside the provisions of the Act during the last 5 years came to about Rs. 24,000 in all, "Workshops and Printing Press" sharing Rs. 17,000 and the "Others, including Running Staff, etc.," Rs. 7,000.

(iii) Effects on industry.

Effects adverse, or to the contrary, have not been noticeable on this Railway. Information as to its effect on Industries generally is not available.

(iv) Availability and use of insurance facilities and value from workers point of view.

This Railway Company does not insure and no statistics are available as to the benefits derived from such Insurance Companies in other cases.

(v) Desirability of compulsory insurance by employers.

It is not considered that compulsory Insurance is necessary in the case of Railway Companies. It would appear to be necessary for small concerns of questionable stability, in which case it is presumed that Government would formulate some standard which would differentiate between those who shall be compelled to protect their employees by Insurance, and those who need not.

(52) Desirability of Extending Act to other Occupations.

Possibility of providing against insolvency of employers who might be so covered.

The Railway has no information, vide reply to VIII 51 (v).

(53) Suitability of Provisions Relating to.

(i) Scales of compensation.

From the point of view of this Railway the present scales are satisfactory, and appear adequate.

- (ii) Conditions governing grant of compensation.

These are understood and are considered to be suitable.

- (iii) Industrial Diseases.

Do not occur on this Railway.

- (iv) Machinery of administration.

- (v) Other matters.

It is considered that these are satisfactory and no difficulty has been experienced by this Railway.

(54) Desirability of Legislation on Lines of Employer's Liability Act 1880.

The necessity for this has not arisen.

IX. HOURS.

(A) FACTORIES.

(55) Hours Worked per Week and Per Day.

- (i) Normal, i.e., as determined by custom or agreement.
- (ii) Actual, i.e., including overtime.
- (iii) Spreadover, i.e., relation between hours worked and hours during which worker is on call.

(56) Days Worked per Week.

(57) Effect of 60 hours Restriction.

- (i) On Workers.
- (ii) On Industry.

(58) Effect of Daily Limit.

(59) Possibility of Reduction in Maxima.

(60) Intervals.

- (i) Existing practice—
 - (a) In relation to fatigue.
 - (b) In relation to workers' meal times.
- (ii) Suitability of the law.
- (iii) Suitability of hours during which factory is working.
- (iv) Number of holidays given.

(61) Day of Rest.

- (i) Existing practice.
- (ii) Suitability of the land.

(62) Exempting Provisions and the use made of them.

This Railway has no information regarding questions 55 to 62 above. Parallel questions regarding Railways are being replied to against Questions Nos. 78 to 77.

(B) MINES.**(63) Hours Worked per Day and per Week.**

- (i) Normal, i.e., as determined by custom or agreement.
- (ii) Actual, i.e., including overtime.
- (iii) Spreadover, i.e., relation between hours worked and hours during which worker is on call.

(64) Days Worked per Week.**(65) Effect of Restriction of Hours.**

- (i) On Workers.
- (ii) On Industry.

(66) Possibility of Reducing Maxima.**(67) Suitability of the Law Relating to Shifts.****(68) Possibility of Introducing an Effective Daily Limitation.****(69) Intervals.**

- (i) In relation to fatigue.
- (ii) In relation to workers' meal times.
- (iii) Number of holidays given.

(70) Day of Rest.**(71) Adequacy of Existing Provisions.****(72) Exempting Provisions and use made of them.**

- (a) A brief co-ordinated account of labour employed in collieries.

This Railway has no information regarding questions 68 to 72.

Parallel questions regarding Railways are being replied to against questions 78 to 77.

C. RAILWAYS.

(73) Hours Worked per Week and per Day.

- (i) Normal, hours of effective work, as determined by custom or agreement.

WORKSHOP AND PRINTING PRESS.

Department.	Normal hours of work.	
	Per day.	Per week.
Mechanical	✓ 9	47½
Electrical	8½	48
Engineering	8	44
Printing Press		

OTHERS, INCLUDING RUNNING STAFF, ETC.—Engineering Department 8 hours per day, 44 hours per week.

Electrical Department 8 hours per day, 56 hours per week.

TRANSPORTATION AND OTHER DEPARTMENTS.—So far as the Transportation (Traffic), the Locomotive Running Shed Staff, and the Train Examining Staff are concerned, the provisions of the Washington and Geneva Convention have been given effect to on this Railway, except where the Factory Act is already in force, and in the case of the Running Staff, the matter of fixing Regulations is still under the consideration of the Railway Board.

- (ii) Actual Hours of Effective Work, i.e., including Overtime.

WORKSHOPS AND PRINTING PRESS.—Overtime is variable according to demands from day to day. The overtime worked is governed by the Factory Act Provisions, and the total amount worked monthly, rarely exceeds 8 per cent of the ordinary hours worked.

OTHERS, INCLUDING RUNNING STAFF.—Please see remarks under previous question IX (73) (i).

- (iii) Spread over, i.e., Relation between Hours of Effective Work and Hours of Duty during which the Worker is on Call.

WORKSHOPS AND PRINTING PRESS.—In the proportion of—

- 9 to 10 in the Mechanical Shops.
- 8½ to 9½ in the Electrical Shops.
- 8 to 9 in the Printing Press.

OTHERS, INCLUDING RUNNING STAFF.—Please see reply to Question IX (73) (i).

(74) Days Worked per Week and Weekly Rest.

WORKSHOPS AND PRINTING PRESS.—The Provisions of the Factory Act are strictly observed.

Should it be necessary to call a man out on a Sunday for a special job he is given a day of rest in lieu thereof, either within 8 days before or 8 days after the Sunday as laid down in the Act.

OTHERS, INCLUDING RUNNING STAFF.—Please see reply to Question IX (73) (i).

(75) Extent of Application of International Labour Conventions Relating to.

(i) Hours.

(ii) Rest Days.

WORKSHOPS AND PRINTING PRESS—Hours.—The Factory Act is strictly observed.

OTHERS, INCLUDING RUNNING STAFF.—Please see answer to Question IX (73) (i).

Periods of Rest.

Workshops and Printing Press	}	Please see reply to para IX (73) (i) and (74)
Others including Running Staff.		

(76) Intervals.

(i) In relation to fatigue

(ii) In relation Workers' Meal times—Please see replies to Questions IX (73), (74) and (75).

(iii) Number of Annual Holidays generally allowed (a) on Full Pay—(b) without Wages.

(a) HOLIDAYS WITH PAY—

WORKSHOPS AND PRINTING PRESS.—14 days, with pay, in a year.

OTHERS, INCLUDING RUNNING STAFF.—Vide Subordinate Leave Rules Schedule XVIII. New Year's Day, Good Friday and Christmas Day are also treated as Holidays to as many of the staff as possible. Menials attached to Head and District Offices are given all Holidays granted in such Offices and amount to about 20 to 24 days per year.

(b) HOLIDAYS WITHOUT WAGES.—

WORKSHOPS AND PRINTING PRESS.—Unrestricted.

OTHERS, INCLUDING RUNNING STAFF.—Vide Item (a) above.

(77) Possibility of Regulations.

This subject is under the consideration of the Government of India (Railway Board) and at present comment on the matter is impracticable.

D.—OTHER ESTABLISHMENTS.

- (a) Plantations.
- (b) Docks.
- (c) Other industrial establishments.

(78) Hours Worked per Week and per Day.

- (i) Normal, i.e., as determined by Custom or Agreement.
- (ii) Actual, i.e., including overtime.
- (iii) Spread over, i.e., relation between hours worked and hours during which worker is on call.

(79) Days Worked per Week.**(80) Desirability of Regulation.**

This Railway has no information regarding questions (77) D (a) to (80).

X.—SPECIAL QUESTIONS RELATING TO WOMEN, YOUNG ADULTS AND CHILDREN.**A.—FACTORIES.****(81) Effect of 1922 Act on Employment.****(82) Admission of Infants to Factories.****(83) Suitability of Regulations for Women's Work.****(84) Suitability of Regulations Affecting Children.**

- (i) Hours and intervals.
- (ii) Minimum and maximum ages.

(85) Double Employment of Children (i.e., in more than one Establishment in same day).

As regards questions 81 to 85 this Railway has no information.

(86) Work and Training of Young Adults.

Facilities for apprenticeship.

The various facilities for young adults are dealt with under "Recruitment" Question I (3) (i).

(87) Extent of "Blind Alley" Employment, (i.e., Extent to which Children are Dismissed on Reaching Full Age).

(88) Comparative Merits of Double and Single Shift Systems as Affecting Health of Women, Young Adults and Children.

(89) Work of Women and Children in Factories not Subject to Act.

- (i) Use by Local Governments of Section 2 (8) (b).
- (ii) Advisability of extended application.

This Railway has no information.

(a) Extent of employment of women and boys, the branches in which employed, and the Special protective measures employed in their behalf. The Controller of Stores employees about 50 women and 10 boys in coolie work, and 12 boys in peons work. As regards protective measures, women and children under 14 years of age are not employed between sunset and sunrise, while children, whether male or female under 12 years of age are not employed.

Women are also employed as Stenographers and Telephone Operators and are similarly protected.

School Mistresses, are also employed as explained under reply to question on Education No. VI. This Railway does not usually employ boys, but young adults are trained as apprentices as explained in answer to Question I (3) (i).

B.—MINES.

(90) Effect of Act of 1923.

Suitability of certification provisions.

This Railway has no information.

(91) Exclusion of Women.

- (i) Suitability of regulations.
- (ii) Probable effect on industry.
- (iii) Economic effect on workers.
- (iv) Speed of withdrawals.

This Railway has no information.

C.—OTHER ESTABLISHMENTS.

(92) Need for Regulation.

This Railway has no information.

**X.—SPECIAL QUESTIONS RELATING TO SEAMEN
AND WORKERS IN INLAND NAVIGATION.**

(93) Hours of Work.

**(94) Rations and Accommodation, Articles of
Agreement, etc.**

(95) Indian Merchant Shipping Act.

(i) Existing provisions.

(ii) Need of revision.

This Railway has no information.

XII.—WAGES.

**(96) Prevailing Rates of Wages (Time and Place)
and Average Earnings.**

(i) In Industry.

Please see reply to question 97 (i) below.

(ii) In surrounding agricultural areas.

This Railway has no detailed information on the subject.

(iii) Difference between money wages and money value of all earnings.

This Railway has no information.

(97) Movements in Recent Years.

(i) Increases and Decreases.

Schedule IV gives the prevailing rates of wages and movements in recent years since 1920.

In the case of the Printing Press Schedule V gives the present prevailing rates. Prior to 1923-24, the Railway Company's Printing Press was situated at Dharwar, an Agricultural District in the Bombay Presidency. A comparison between the wages then paid and those now in force in Madras would afford no useful comparative data. Schedule VI gives the prevailing rates of wages since 1920 of "others including Running Staff, etc."

(ii) Reason for variation.

There has been a general tendency to increase the rates of wages since 1920 owing to the higher cost of living since the war.

(iii) Relation to prices and cost of living (pre-war and post-war).

It is presumed that information on this matter will be obtained from Local Governments.

(iv) Relation to profits.

This information is not at present available.

(98) Amounts sent to Villages.

This Railway has no information.

(99) Payment in Kind and Allied Problems.

This Railway has no information.

**(100) Extent and Effect of Payment through Contractors,
Sub-Contractors and Headmen.**

This Railway does not use intermediaries when making payments, which in all cases are made direct to the man himself.

(101) Method of Fixing of Wages.

(i) By negotiated agreements.

WORKSHOPS AND PRINTING PRESS.—Wages are fixed according to the qualifications of the Staff and the duties they perform. All permanent employees subscribing to Provident Fund are required to sign an Agreement which subsists as long as an Employee is in the service whatever work he does, and there can obviously be no mention of the rate of wage. There is no standardization of wages in the local presses.

OTHERS, INCLUDING RUNNING STAFF, ETC.—The same remarks apply as in the case of Workshops, etc.

TEMPORARY LABOUR ENGAGED ON NEW LINES OR LARGE CAPITAL WORKS.—The same remarks apply as in the case of Workshops, etc.

(ii) Other means.

No other means are employed.

(102) Basis of Payment for Overtime and Sunday Work.

The normal basis is 25 per cent of salary for overtime worked, but in the case of the Locomotive Crews, the basis is one and a half time for working on Sundays, Christmas Day, Good Friday. Further, any time worked in excess of a 208 hour month is paid for as such, i.e., 1 hour as $\frac{1}{3}$ th of a days salary and so on.

(103) Extent of Standardisation.

Attention is drawn to Schedules IV, V and VI which show the standard of wages throughout this system. In view of the varying conditions which prevail, no attempt has been made to standardise the scales of wages with Industrial and other undertakings in the areas served by this Railway.

(104) Effect of Wage changes on Labour Supply.

Changes of wages offered by this Railway have in the past produced no noticeable effect on the labour market. Except in certain skilled branches the supply has been equal to the demand.

(105) Minimum Wages.

Advisability and possibility of statutory establishment.

This matter is under investigation.

(106) Deductions.

Extent of Fining and what proportion it bears to Gross Wages and to Net Wages.

WORKSHOPS AND PRINTING PRESS :—

Department.	Station.	Deductions of Fines in Rupees.	Proportion on Gross wages.	Proportion on Net wages.
		Rs.		
Mechanical	Perambur	1,405	1 : 2,277	1 : 1,808
Do.	Hubli	1,679	1 : 858	1 : 717
Do.	Bangalore	6	1 : 17,800	1 : 16,700
Engineering	Arkonam	1 : 2,000	1 : 1,600
Printing Press	Madras.. ..	12	1 : 6,368	1 : 5,985

OTHERS, INCLUDING RUNNING STAFF, ETC.—The powers of District Officers are restricted to a maximum fine of 5 per cent of salary with a limit of Rs. 8 in any one month or 8 days pay. Any offence that appears to necessitate the infliction of a more severe punishment is referred to Head Quarters. In any case, the maximum fine that can be inflicted is 10 per cent of salary.

(ii) Other deductions.

Consists of Provident Fund, Income Tax and in certain cases, Rent for use of Company's Quarters which does not exceed 10 per cent of Employee's salary.

(iii) Utilisation of Fines.

The funds derived from fines have been applied for the benefit of the Staff in different directions, viz.—

(1) Contributions to Hospitals that give treatment to sick employees, and for Anti-Rabic treatment.

(2) Children's treats, and Christmas Sports.

(3) Educational grants.

(4) Distribution of prizes to the children in the Railway Schools.

(5) First-Aid to the injured.

(6) Athletic Sports, Foot-ball, Boxing and Hockey, Tennis, etc., also tournaments connected therewith.

(7) Recreation Clubs.

(8) Friend-in-Need Society.

(9) Occasional disbursements to retired Staff or their dependents who from various causes may become indigent.

(iv) Desirability of Legislation.

Railways generally restrict the powers of officers in regard to the infliction of penalties and the need for legislation from the Railway point of view appears to be unnecessary. No information is however, available in regard to the situation in other Commercial and Industrial concerns.

(107) Periods of Wage Payment (Day, Week or Month).

(i) Periods for which wages are paid.

(ii) Periods elapsing before payment.

WORKSHOPS AND PRINTING PRESS, ETC.

WORKSHOPS.—Wages, whether calculated on a daily or monthly basis, are paid between the 11th and 19th of the month following that to which they pertain.

PRINTING PRESS.—Wages are calculated on an hourly basis, and paid monthly, between the 7th and 11th of the month following that to which they pertain.

OTHERS, INCLUDING RUNNING STAFF, ETC.—Staff at large stations are paid by the 5th of every month their wages for the preceding month. Road-side stations Traffic Train Staff, etc., are paid by Pay Specials running to a fixed programme between the 6th and 9th of every month.

The wages of the Loco Running Staff are calculated for the month ending with the 25th of the previous month, and paid along with the wages of the Shed Staff between the 19th and the 22nd of the following month.

- (iii) Desirability of legislation—
 (a) to regulate periods,
 (b) to prevent delay in payment.

This Railway has no need for such legislation as will be seen from the reply to question 107 (i) and (ii), the necessary preliminaries in the shape of the preparation of Salary Bills, to expedite payment, and the actual process of payment of men spread over an area larger than England, present difficulties which render more speedy payment more or less impracticable.

- (iv) Treatment of unclaimed wages.

Unclaimed wages are retained under "Unclaimed Wages" account, and if, after 8 years, enquiries made are unsuccessful in tracing the person to whom payment is to be made, the wages should be credited to "Revenue", but in practice they are retained under "Unclaimed Wages" account, until actually paid out.

(108) Indebtedness.

- (i) In Villages.

This Railway has no information.

- (ii) In industrial area.

Indebtedness is prevalent to a considerable degree amongst the Staff, on this Railway, due chiefly to a tendency to improvidence, and the fact that the social customs of this part of India require a man to support a number of poor relations in addition to his own family. This is also probably due to the fact that there is no Poor Law in India, and there are insufficient Institutions to deal with this phase of Indian Social Life.

The Railway however does its best to discourage indebtedness because it impairs the efficiency of the men,—quite apart from the fact that a debtor employee may have to handle the Company's Revenue, he cannot give undivided attention to the Company's work. This being so, very careful rules are in existence. As regards indebtedness vide Schedule XVII.

The Railway has no information regarding indebtedness amongst employees of other industrial undertakings.

(109) Bonus and Profit Sharing Schemes.

- (i) Nature and effect of schemes which are, or have been, in operation.

In the Workshops (Mechanical Department), a limited number of jobs are dealt with on the Halsey Weir premium system, and it is possible that this system will be extended.

Also, piecework profits up to 80 per cent are paid to the workmen in proportion to the wages earned by each employee forming the gangs.

For regular attendance in the Mechanical and Stores Department, Electrical and Engineering Shops—an increased rate of minimum wages is paid to all coolies drawing below 10 annas, to 10 annas, and a bonus of 1 anna a day to coolies drawing 8 annas a day and under.

In the Printing Press Book Examining Section 1 anna for every mistake detected is paid.

Further, as detailed in Schedule XIII, the Staff are given rewards extending up to Rs. 250 for submitting suggestions for the better working of the Railway.

(a) OTHER ALLOWANCES AND PERQUISITES.

UNIFORM.—A comprehensive list of the uniform supplied to all departments is attached herewith as Schedule No. X.

WATERPROOFS AND UMBRELLAS.—At certain stations and on certain sections of the line where the rainfall is exceptionally heavy, Waterproofs and Umbrellas are supplied to the Running and Station Staff.

Cumblies and Cadjans, the Indian counterpart of the above, are similarly supplied to the Menial Staff.

FREE PASSES.—After one year's service, every employec is eligible for four single journey passes per year over the Home Line, and after two years' service, two single journey passes per year over Foreign lines, in addition to the Home Line passes admissible.

In the case of Menial Staff, the issue of passes is confined to distances of 100 miles and under.

Passes are also given for—

- | | |
|-----------------|-----------------|
| (a) Educational | } purposes, and |
| (b) Residential | |
| (c) Sports | |

Provision passes are also issued to Staff stationed at places where the ordinary necessities of life are not obtainable locally.

The Pass Rules are attached herewith as Schedule XI.

Privilege Ticket Orders, at ½rd the normal fare are issued to Staff both over the Home and Foreign Lines after two years' service.

Railway Conference Rules are applied.

GRAIN COMPENSATION ALLOWANCE.—To the lower paid Staff who draw Rs. 30 and under a month, Grain Compensation Allowance is granted as follows :—

Employees whose earnings, plus overtime and pension, if any, do not exceed Rs. 16 per mensem are paid at Rs. 1-8-0 or Re. 1 per month.

Employees whose earnings, plus overtime and pension, if any, exceed Rs. 16 but do not exceed Rs. 30 per mensem are paid at Rs. 3 or Rs. 2 per month.

Employees whose earnings exceed Rs. 30 on account of overtime earnings are paid a temporary increase in lieu of Grain Compensation Allowance up to Rs. 34 in all.

WATER ALLOWANCE.—At certain stations, the Staff experience difficulty in obtaining an adequate water supply. At such stations a special water allowance at 10 per cent of salary is allowed.

CLIMATE ALLOWANCE.—At certain unhealthy stations a climate allowance of 15 per cent of salary, with a minimum of Re. 1 is paid to the Staff.

HOUSE ALLOWANCE.—Staff who are eligible for free quarters, are, if not so provided, granted House Allowance in lieu at 10 per cent of salary at all stations except Madras, Perambur, Poona and Ghorpuri where 15 per cent is allowed subject to a maximum of Rs. 25 per mensem or 10 per cent of salary, whichever is higher. Please see Schedule IX.

CLOTHING ALLOWANCE.—An allowance of Re. 1 per mensem is given to all Electrical Department coolies engaged on Battery work to compensate them for damage to clothes by acid.

TRAVELLING ALLOWANCES.—This is granted to Staff on a liberal scale. Rules appertaining thereto are on Schedule XII.

(ii) Basis of Schemes, whether production of profits.

In the case of the Halsey Weir the basis is production and in the case of piece-work profits.

(110) Annual or other Leave.

(i) Extent to which taken by workers.

WORKSHOP AND PRINTING PRESS.

Departments.	Average.	Percentage of absence on leave to total strength.
Mechanical	18 to 20 days per year including 13 days with pay.	6% to 7%
Electrical	12 to 15 days per year ..	3.8% to 6.6%
Printing	7.8%

(ii) Extent to which countenanced, and or assisted by employers.

WORKSHOPS AND PRINTING PRESS.—Staff on daily wages drawing overtime are eligible for 15 days, leave in a year. To those who do not draw overtime the subordinate Leave Rules are applied vide Schedule XVIII:

Schedule XVIII attached hereto contains the complete Leave Rules applicable to Subordinates including Running Staff and Menials of this Railway.

(iii) Extent of consequential loss to worker of back-lying wages.

There is no loss to worker, as this Railway grants full wages for the permissible annual leave to workers.

In the case of illness, involving a stoppage from work for a period longer than provided for, modified payment is made vide Schedule XVIII. In the case of accidents, the Workmen's Compensation Act is applied.

Attention is, however, drawn to the reply to question VIII, (51) (i) and (ii) showing the extent to which this Railway has made additional payments outside the Act.

(111) Desirability of Fair Wages Clause in Public Contracts.

No remarks to offer.

XIII.—INDUSTRIAL EFFICIENCY OF WORKS.

(112) Comparative charges in Efficiency of Indian Workers in Recent Years.

Please see reply to question VI (42).

(113) Comparative Efficiency of Indian and Foreign Workers.

In the case of cotton workers it is understood this proportionate efficiency of Indian and Foreign workers is as shewn below :—

India	1
Japan	8
United Kingdom	5
American	7

No information as to the relative position of Indian workers in other capacities is available.

(114) Extent to which Comparisons are Affected by

- | | |
|--|-------------------|
| (i) Migration of workers. | } No information. |
| (ii) Use of Machinery. | |
| (iii) Comparative efficiency of plant. | |
| (iv) Comparative efficiency of management. | |
| (v) Physique. | |
| (vi) Health. | |
| (vii) Education. | |
| (viii) Standards of living. | |
| (ix) Climate. | |

(115) Effect on Production of

- | | |
|---|---------------|
| (i) Charges in working hours. | } No remarks. |
| (ii) Charges in other working conditions. | |
| (iii) Expenditure on health and Sanitation. | |
| (iv) Housing. | |
| (v) Alteration in methods of remuneration. | |
| (vi) Movements in wage levels. | |
| (vii) Legislative enactments. | |
| (viii) Dietary. | |
| (ix) Alcohol and drugs. | |
| (x) Industrial fatigue. | |

(116) Possible Methods of Securing increased effects.

It is considered that increased efficiency is mainly dependent upon the conditions referred to in question XIII (114).

XIV.—TRADE COMBINATIONS.**(117) Extent of Organisation of.****(i) Employers:**

This Railway has not associated itself with any outside organisation of employers.

(ii) Employed.

There has been in existence since 1919, an organisation of Railway employees known as the M. & S. M. Railway Employees Union with Branches at important Up-Country Stations and has on its Rolls a considerable membership, but it is not known exactly what proportion of employees has enrolled as actual members.

(118) Effect of Organisations on.**(i) Industry.****(ii) Conditions of workers generally.**

The Union has only lately been registered, and it is too early yet to judge of the effect of this organisation.

(119) Nature of Trade Union Activities.

- (i) Mutual aid benefit schemes ; unemployment, sickness, old age, strike pay.

This Railway has no reliable information.

- (ii) Other activities.

The nature of the activities of the Union so far, has been chiefly confined to demands for enquiries into complaints made by its members regarding punishments inflicted, questions regarding leave and free passes, complaints against minor subordinate supervising staff, etc.

(120) Individual Trade Unions.

- (i) History.

In 1919, certain employees in the Railway Workshops at Perambur formed a Union, which gradually established Branches Up-Country for Mofussil employees.

This Union was registered under the Trade Unions Act of 1926 on 12th May 1928.

The Union has a non-Railway employee as its President—Mr. Giri and also six other non-Railway employees as Office-bearers.

- (ii) Attitude of workers and extent of their control.

The attitude of employees is at present satisfactory. So far, no question has arisen which would indicate the extent to which the Union is able to control its members.

- (iii) Attitude of employers and relations with them.

The relations between the Railway and the Union have, so far, been amicable.

(121) Trade Unions Act, 1926.

- (i) Extent to which utilised.

So far, there are only two Trade Unions of Railway employees, both of which have been registered under the Trade Unions' Act, the question of formal recognition is under consideration.

- (ii) Effects.

Since Registration, of the two Railway Unions under the Act, insufficient time has elapsed to justify a report on this point.

- (iii) Possible amendments.

This Railway has no information to give on this point at present.

(122) Miscellaneous Questions Regarding Trade Unions.

(i) Methods of negotiation between employers and employed.

✓ Please see Schedule XV.

This Railway is also introducing District and Central Staff Committees the objects of which are :—

(a) To further develop the good relations between the Officers and the Staff.

(b) To discuss any general or individual grievances of members of the Staff which they may consider should be redressed.

(c) To discuss suggestions for improving the efficiency of the service and thus.

(d) To generally give the Staff a better insight into the working of the undertaking as a whole and so increase their interest in it.

(ii) Results of attempts at Co-operation between employers and employed to increase efficiency of production.

Requirements under this item are not sufficiently clear to render a comprehensive reply possible.

(iii) Position of employees in State industrial concerns in relation to general Trade Union movement.

This Railway has no information.

XV.—INDUSTRIAL DISPUTES.**(123) Extent of Strikes and Lock-Outs.**

(i) Causes.

(ii) Duration and character.

(iii) Nature and methods of settlement.

(iv) Loss to industry and workers.

There were two strikes of Conservancy Sweepers in the Perambur Workshops in 1921, and again in 1926. Increased wages were demanded. The first lasted for a fortnight, and the second strike for 8 days.

The number of Sweepers involved was 47.

Increased wages were granted.

The Railway incurred no loss. but there was danger of an Epidemic apart from the general inconvenience to the Staff as the result of the insanitary conditions which prevailed during the period of the strike.

(124) Conciliation and Arbitration Machinery.

(i) Results of previous investigations.

Neither the Railway nor its employees have had recourse to arbitration Machinery in the past.

(ii) Part played by official or non-official conciliators in settling disputes.—Nil.

(iii) Use (if any) made of employers and Workmen's Disputes Act 1860.—Nil.

(iv) Joint Standing Machinery for regulation of relations between employers and work people.

This Railway has no such machinery.

Please see reply to question (122) (i).

(v) Opportunity afforded to work people of making representations.

Please see reply to question (124) (i).

(vi) Applicability to Indian conditions of Industrial Court, Trade Boards, Joint Industrial Boards.

This Railway has no information.

(125) Trade Disputes Act.

This Railway has no remarks.

(126) Attitude of Government.

(i) Towards Trade combinations.

(ii) In connection with Industrial disputes.

This Railway has no remarks.

XVI.—LAW OF MASTER AND SERVANT.

(127) Effect of Repeal of Workmen's Breach of Contract Act.

Nil.

(128) Types of Contract Commonly in use.

Herewith Schedule XXIII giving 3 Forms of service agreement which have been in use hitherto. :—

- (i) Form G. 43 is executed by all Subordinates subject to a month's notice in all Departments.
- (ii) Form G. 43-A is executed by Workshop employees, i.e., daily rated staff of the Mechanical, Engineering and Power Branch of the Transportation Department—(1 form in English and 1 in English and Tamil).
- (iii) G. 113 is executed by employees who are required to deposit security for the faithful performance of their duties.

All are under revision.

(129) Extent to which

- (i) Civil.
- (ii) Criminal Law is available and used for enforcement.

Nil.

(130) Madras Planters Labour Act.

This Railway has no information.

(131) Coorg Labour Act.

This Railway has no information.

(132) Employers and Workmen's Disputes Act.

Is it used ?

No.

XVII.—ADMINISTRATION.**(133) Central and Provincial Legislatures.**

Action and attitude on Labour questions.

This Railway has no information.

(134) International Labour Organisation.

- (i) Ratification of conventions and action taken.
 - (ii) Its effect on legislation, etc.
- } No remarks.

(135) Relations between Central and Local Government.

No remarks.

(136) Administrative Authorities in various Governments.

Work of Special Labour Offices or Officers.

This appears to be a matter for reference to the Local Government.

(137) Effect of differences in Law or Administration in Indian States and British India.

No remarks.

(138) Acquaintance of Work People with Factory Legislation.

It is assumed that Railway work people obtain such information as they require, mainly through the medium of the Unions, but under the Factory Act this Railway is called upon to exhibit copies of the Factory Act in its Workshops, etc.

(139) Factory Inspection.

- (i) Adequacy of Staff.
- (ii) Uniformity of Administration in different Provinces.
- (iii) Rigour and efficiency of Administration.
- (iv) Prosecutions and their result.

This Railway has no information.

(140) Mines Inspection.

- (i) Adequacy of Staff.
- (ii) Rigour and efficiency of Administration.
- (iii) Prosecutions and their result.

This Railway has no remarks.

(141) Railways (State and Company).

Administration of question affecting, personal.

Minor questions are dealt with by the Gazetted Officers in immediate Control of the particular branch concerned.

Major questions of importance are referred to the Heads of Departments and the Agent.

(142) Plantations, Docks and other Industrial Establishments.

Extent and nature of inspection.

This Railway has no remarks.

XVIII.—INTELLIGENCE.

(143) Existing Statistics.

- (i) Extent and use.—No remarks.
- (ii) Method of collection.—No remarks.
- (iii) Degree of accuracy.—No remarks.

(144) Possibility of Improvement in Statistics.

No remarks.

(145) Nature of Special Investigations Conducted.

- (i) Cost of living enquiries.

This Railway Company depends on information provided in the reports of the Labour Officers employed by Government.

- (ii) Results achieved.

Please see reply to previous question, and to XII (105).

(146) Future Developments Necessary.

No remarks.

SCHEDULE I.

RULES FOR APPRENTICES.

ELECTRICAL DEPARTMENT.

POWER AND LIGHTING BRANCH.

‘A’ GRADE APPRENTICES.

The number of ‘A’ Grade Apprentices to be entertained each year is limited to two.

2. The qualifications required of all candidates for the grade are :—

EUROPEAN OR EURASIAN :—

(1) High School VII Standard or equivalent good class general education.

Period of apprenticeship 5 years or alternatively.

EUROPEAN, EURASIAN OR INDIAN :—

(2) A similar High School Standard of education combined with a Science and Engineering College Training of not less than 2 years.

Period of apprenticeship 3 years.

3. The rates of remuneration will be :—

	1ST YEAR.	2ND YEAR.	3RD YEAR.	4TH YEAR.	5TH YEAR.
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.
(1)	1 12 0	2 0 0	2 4 0	2 8 0	2 12 0
(2)	1 12 0	2 0 0	2 4 0	2 8 0	2 12 0

4. All apprentices will before appointment be required to pass the “Company’s Medical Officer”. Apprentices who pass through this course will, if they show throughout application or intelligence, be capable of supervising work in the capacity of Junior Chargeman or a similar appointment, and the Electrical Engineer will endeavour to give or in case no vacancy exists in the Department, to find such an appointment for each.

5. Any apprentice failing to complete his course of apprenticeship or for other reasons should his services prove unsatisfactory, will render himself liable to instant dismissal. No testimonial or consideration for such apprentices who fail to complete the course will be granted. The course of training generally will be as follows :—

MONTHS.			MONTHS.		
Carpenters' Shop	..	3	Lead burning or Electric		
Vice Bench	..	3	Welding	..	2
Smithy	..	1	Batteries maintenance and		
Machine Shop	..	6	repairs	..	6
Wiring	..	7	Sub-Station	..	3
Fan Armature Winding	..	3	Test Room and Test Board.		6
Fan Repairs	..	1	Up Country Depots and		
Armature Winding	..	3	Power Houses	..	3
Motors and Switchgear			Sketches, Plans and Esti-		
erection	..	2	mates	..	3
Motor Repairs	..	3			

' B ' GRADE APPRENTICES.

The number of ' B ' Grade Apprentices to be entertained each year is limited to three. No applicant over the age of 16 years will be accepted in this grade.

2. The qualifications required of all candidates for this grade are :—

- (1) Ability to read, write and compose English.
- (2) Knowledge of simple Arithmetic.

3. All applicants will be examined by an Officer of the Department before appointment.

4. All applicants will be examined by the Company's Medical Officer.

5. Any applicant for apprenticeship in this class will, if he has successfully completed a course of instruction at a Government Trades School or other recognized Industrial School, be allowed to count the period spent on such a course as forming part of his course of apprenticeship up to a maximum limit of one year. In such case an apprentice will start at the same rate of pay as the 2nd year apprentice.

6. The rates of remuneration of this class will be as follows :—

	PER DAY.				PER DAY.				
	Rs.	A.	P.		Rs.	A.	P.		
1st year	..	0	10	0	4th year	..	1	10	0
2nd "	..	0	15	0	5th "	..	1	14	0
3rd "	..	1	6	0					

7. Apprentices who pass through this course will, if they show throughout application or intelligence, be capable of supervising work in the capacity of Electrician, Electric Wireman, Electric Fitter or a similar appointment, and the Electrical Engineer will endeavour to give or in case no vacancy exists in the Department, to find such an appointment for each.

8. Any apprentice failing to complete his course of apprenticeship or for other reasons should his services prove unsatisfactory, will render himself liable to instant dismissal. No testimonial or consideration for such apprentices who fail to complete the course will be granted.

9. The course of training generally will be spread out the same as under 'A' Class.

'C' GRADE APPRENTICES.

The number of 'C' Grade Apprentices to be entertained each year is limited to seven.

2. No applicant will be appointed except between the age of 14 and 16 years.

3. The full course of apprenticeship will be 5 years.

4. The remuneration of apprentices will be as follows :—

	PER DAY.				PER DAY.		
	Rs.	A.	P.		Rs.	A.	P.
1st year	..	0	5 0	4th year	..	0	10 0
2nd ,,	..	0	6 0	5th ,,	..	0	13 0
3rd ,,	..	0	8 0				

Apprentices 15 years old will commence on 2nd year's rate of pay.

Apprentices 16 years old will commence on 3rd year's rate of pay.

5. The qualifications of an apprentice in this class are :—

Ability to read and write a language, either Vernacular or English.
Good character.

Physical fitness, which will be certified by the Company's Medical Officer.

No apprentices will be appointed until he has been personally interviewed by an Officer of the Department.

6. Apprentices who pass through the prescribed course will, at the end of the term of apprenticeship, be skilled workmen in the particular trade in which they have served their time.

7. An apprentice in this class will be required to confine his services to one definite trade, such as Fitter, Electric Fitter, Blacksmith, Tinker, Wireman, with the view to become a skilled workman in his trade.

8. Any apprentice failing to complete his course of apprenticeship or for other reasons should his services prove unsatisfactory, will render himself liable to instant dismissal. No testimonial or consideration for such apprentices who fail to complete the course will be granted.

TELEGRAPH BRANCH.

RULES AND CONDITIONS OF APPOINTMENT OF APPRENTICES
B CLASS.

The educational qualification required for B Class Apprentice is—

1. (a) for those whose mother tongue is English, 7th Standard.
(b) for others, passed S. S. L. C.

2. The programme of training will be as follows :—

1st year.—4 months on Block School, 2 months as Signaller in Telegraph Office 6 months in Carpenter Shop.

2nd year.—Fitter Shop.

3rd year.—6 months Fitter Shop, 3 months Weighing Machines, 1 month Tinker Shop 2 months Instrument Room.

4th year.—Instrument Room.

5th year.—6 months re-wiring of offices, 6 months line construction.

2. The rate of pay during training will be as follows :—

	PER DAY.				PER DAY.				
	Rs.	A.	P.		Rs.	A.	P.		
1st year	..	0	11	0	4th year	..	1	12	0
2nd „	..	1	0	0	5th „	..	2	0	0
3rd „	..	1	8	0					

4. All Apprentices will before appointment be required to pass the "Company's Medical Officer". Apprentices who pass through this course will, if they show themselves suitable in character, ability and behaviour, be eligible for promotion to Telegraph Inspector's grade; otherwise, the Electrical Engineer will endeavour to find them appointments in the Department as Junior Chargeman and Supervisors.

5. Any Apprentice failing to complete this course of Apprenticeship or for other reasons should his services prove unsatisfactory will render himself liable to instant dismissal. No testimonial or consideration for such apprentices who fail to complete the course will be granted.

'C' GRADE APPRENTICES.

1. No applicant will be appointed except between the age of 14 and 16 years.

2. The full course of Apprenticeship will be—

(1) For 14 years old Apprentices, seven years.

(2) „ 15 do. six „

(3) „ 16 do. five „

3. (i) The remuneration for Apprentices will be as follows :—

				Rs.	A.	P.
1st year per day	0	4	0
2nd do.	0	5	0
3rd do.	0	8	0
4th do.	0	11	0
5th do.	1	0	0

(ii) Apprentices 15 years old will commence on 2nd year's rate of pay.

(iii) Apprentices 16 years old will commence on 3rd year's rate of pay.

4. (i) The qualifications of an Apprentice in this class are :—

(a) Ability to read and write a language either Vernacular or English.

(b) Good character.

(c) Physical fitness which will be certified by Company's Medical Officer.

(ii) No Apprentice will be appointed until he has been personally interviewed by an Officer of the Department.

5. Apprentices who pass through the prescribed course will, at the end of the term of Apprenticeship, be skilled workmen in the particular trade in which they have served their time.

6. An Apprentice in this class will be required to confine his services to one definite trade, such as Fitter, Electric Fitter, Blacksmith, Tinker, Wireman, with the view to become a skilled workman in his trade.

7. Any Apprentice failing to complete his course of Apprenticeship or for other reasons should his services prove unsatisfactory, will render himself liable to instant dismissal. No testimonial or consideration for such Apprentices who fail to complete the course will be granted.

LOCOMOTIVE AND CARRIAGE DEPARTMENT.

CIRCULAR No. L. 1022-14.

PERAMBUR, 1ST SEPTEMBER 1920.

TRAINING OF TRAIN EXAMINERS.

In supersession of all instructions previously issued on the subject, the following procedure will, in future, be observed in the recruitment and training of Train Examiners.

2. The recruitment of Apprentice Train Examiners will be made from among suitable A and B Class Apprentices in Loco and Carriage Shops, who satisfy the following conditions :—

(a) They must be able to read, write and speak English fluently.

(b) They must be of good and robust physique and should pass the prescribed medical test for sight and colour vision.

(c) Minimum age—21 years.

(d) They should have put in a service of at least 2 years as an ordinary A or B Class Apprentice in any of the Loco or Carriage Shops.

(e) They must undergo a further training of 3 years as under to make them eligible to become Train Examiners :—

(1) Wagon Shop (including Boilersmith's work) Particular attention to squaring axle guards and underframes.	6 months.
(2) Gas and Vacuum Brake, Carriage Repair Shop	6 "
(3) Paint Shop (painting, washing and cleaning rolling stock)	3 "
(4) Carriage Repair Shop (including lift, fitting brasses, use of wheel and other defect gauges and receipt and despatch of sick and repaired vehicles)	9 "
(5) Train Examining station	12 "
(6) Three months electric train lighting course with the Electrical Engineer as opportunity occurs—not included in 3 years' course
Total	3 years.

3. When it is necessary to fill up vacancies for Apprentice Train Examiners, the Carriage Works Manager in the case of Perambur Works will call on the Loco Works Manager and the Carriage Works Foreman for the names of suitable candidates. At Hubli the Loco Works Manager will call on the Foreman at Hubli for the names of suitable candidates. These candidates will be examined by the Carriage Works Manager, Perambur Works, and the Loco Works Manager, Hubli, respectively to see that they fulfil the necessary conditions.

4. The number of Apprentice Train Examiners in the course of training at one time, at Perambur Works, is fixed at 12 and at Hubli at 8.

5. The scale of pay of the selected candidates during the 3 years' course will be as under:—

	1st year.	2nd year.	3rd year.
	As.	As.	As.
"A" Class	82	86	40
"B" "	22	25	28

6. On completion of the above course, printed certificates of competency will be granted.

7. If, during the 3 years' training, an Apprentice Train Examiner is found to be unsatisfactory, he will revert to an apprentice of the grade from which he was recruited and will be rated according to the number of years' service he has already put in.

8. The starting rates of pay on completion of training are fixed at Rs. 90 and Rs. 60 per mensem for A and B Class Apprentices respectively when appointed to stations.

CIRCULAR No. L. 1022-8.

PERAMBUR, 1ST JUNE 1921.

RUNNING SHED FIREMEN APPRENTICES.

Running Shed Firemen Apprentices will be solely engaged with the object of subsequent employment as enginemen.

2. Minimum age for the Special, A, B and C classes of Running Shed Firemen Apprentices will be 17, minimum height 5 feet 5 inches. All classes must be of good physique and will be required to pass a medical examination.

3. The promotion of a Running Shed Firemen Apprentice to a Fireman will be dependant on his conduct and progress during the usual term of 2 years' Apprenticeship, which may be extended to 3 years, pending vacancies.

4. (a) Running Shed Firemen Apprentices, who fail to qualify for promotion to Firemen at the end of the second year, will be placed on the temporary list with all the disabilities attaching to temporary appointments, i.e., they will get no leave with pay of any description and will cease to be eligible for passes and privilege tickets.

(b) If they fail to qualify at the end of the third year, they will not be retained in the service. Their services may also be dispensed with at any time for poor progress.

(c) When an Apprentice is placed in the temporary list, the vacancy so caused in the permanent establishment may be filled by recruitment of another candidate.

5. Running Shed Firemen Apprentices employed in the Company's Locomotive Sheds will be graded as under :—

			Daily pay in Annas.		
			1st year.	2nd year.	3rd year.
Special Class	28	32	36
Class A	24	28	32
„ B	16	18	22
„ C	10	11	13

6. Apprentices appointed in the "Special" class must be youths of good education, position and physique, and preferably sons of employees of the Company who have rendered long and good service. Apprentices in the "Special" class can only be employed with the previous written sanction of the Locomotive and Carriage Superintendent.

7. Apprentices engaged as "A" class must be of good position and physique and preferably sons of the Company's servants of long and good service. A Government High School (Standard IX) certificate is a special qualification.

8. Apprentices appointed in the "B" class must be intelligent and able to read and write English fluently and of good physique. Preference will be given to sons or near relatives of employees on the Railway. A Middle School (Standard VII) certificate is a special qualification.

9. Apprentices employed in "C" class must be able to speak, read and write English and be of good physique. Preference will be given to sons or near relatives of employees on the Railway.

10. Candidates must also produce satisfactory testimonials regarding their character and respectability.

11. The employment of all Running Shed Firemen Apprentices must be sanctioned by the Loco and Carriage Superintendent.

12. When promoted to Firemen, "Special" and "A" class Running Shed Firemen Apprentices will enter scale I; class "B" Running Shed Firemen Apprentices will enter scale II and class "C" Running Shed Firemen Apprentices will enter scale III.

13. Class "B" Apprentices may, if they show special ability, be promoted to class "A" at the end of the second year of service.

14. Running Shed Firemen Apprentices should be examined by District Officers every six months and progress reports on ability and conduct submitted to the Loco and Carriage Superintendent.

15. Increments of pay will be given when Apprentices complete 12 full months APPROVED service.

16. Running Shed Firemen Apprentices will be treated in exactly the same manner as other employees in the Running Department in respect of fines, punishments, dismissals, etc.

17. Running Shed Firemen Apprentices should not work in shed on Sundays and should not be made to work overtime in sheds unless specially necessary. No overtime pay will be given.

18. The number of Running Shed Firemen Apprentices to be maintained is fixed at approximately 25 per cent of the respective scales of Drivers, but the actual number to be employed at the respective sheds will be decided by the Loco and Carriage Superintendent, who will from time to time revise the sanction list as may be required.

19. No indentures will be given to Running Shed Firemen Apprentices.

20. Running Shed Firemen Apprentices if employed as Firemen will be paid time allowances and batta of Firemen of their scale.

21. Running Shed Firemen Apprentices before promotion to Firemen must be sent to the Medical Officer for examination.

N. B.—All previous instructions on the subject are hereby cancelled and all old Circulars on the subject are to be returned.

CIRCULAR No. O. L. 1022/8-A.

PERAMBUR, 1ST MARCH 1922.

SUPPLEMENT TO CIRCULAR No. L. 1022/8.

DATED 1ST JUNE 1921.

RE : RUNNING SHED APPRENTICES.

In amplification of the rules for Running Shed Apprentices as laid down in the above Circular, the following course of instructions should be followed in future for all such Apprentices :—

- (i) To work for 6 months with Running Shed Fitters. At the end of this period Apprentices are to be examined on their work by the Loco Foreman and a report on the attached Form 'A' submitted to the District Loco Superintendent.
 - (ii) To work for 6 months with Running Shed Boilermakers; a similar report on Form 'B' to be submitted by the Loco Foreman at the end of this period.
 - (iii) To work for 6 months with Engine Turners as Fireman. A report on Form 'C' to be submitted at the end of this period by the Loco Foreman.
 - (iv) To work for 6 months on shunting engines or short locals as acting Fireman.
2. At the end of this period a special report on Form 'D' is to be submitted by the Loco Foreman and a Loco Inspector on his general fitness and ability.
 3. The Apprentice should be given an examination jointly by the Loco Foreman and the Loco Inspector, questions and answers being recorded.
 4. The Apprentices should also be personally examined by the District Loco Superintendent whose final remarks on the special report together with the 3 previous reports will be submitted to this office for record and orders as to the future employment of the Apprentice.
 5. In the case of unsatisfactory reports after the periods mentioned in paras (i), (ii) and (iii) above, the District Loco Superintendent should satisfy himself as to the advisability of the Apprentice continuing his training or not.
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THE MADRAS AND SOUTHERN MAHRATTA RAILWAY CO., LD.
(Incorporated in England.)

LOCOMOTIVE AND CARRIAGE DEPARTMENT.

LOCO RUNNING SHED APPRENTICE REPORT—FORM $\frac{A}{B}^*$
C

Name of Apprentice.....

Staff No.....

I hereby certify that the abovementioned Apprentice has worked for 6 months
from.....to.....with the

Fitting

Boilermaker* staff of this Shed.

Engine Turner

During this period his working has been $\frac{\text{satisfactory.}}{\text{moderate}^*}$ I $\frac{\text{recommend}^*}{\text{cannot recommend}}$
poor.

him for further training.

Special Remarks.—

Forwarded to District Loco Superintendent.....

(Signature.....)

Loco Foreman.

Station.....

Date.....

* NOTE.—Strike out remarks which do not apply.

THE MADRAS AND SOUTHERN MAHRATTA RAILWAY CO., LD.
(Incorporated in England.)

LOCOMOTIVE AND CARRIAGE DEPARTMENT.

LOCO RUNNING SHED APPRENTICE—SPECIAL REPORT—FORM D.

Name of Apprentice.....

Staff No.....

Rate of Pay.....

The above Apprentice after completing 2 years' service has been examined by the undersigned as to his general fitness and ability for working as a Fireman, and future prospects of promotion to Driver.

We consider he is $\frac{\text{fit}}{\text{unfit}}$ for permanent employment as a Fireman.

Special Remarks.—

(Signature).....

Loco Inspector.

(Signature).....

Loco Foreman.

Station.....

Date.....

Remarks by District Loco Superintendent.

Forwarded to Loco and Carr. Supdt.

(Signature).....

District Loco Supdt.

.....
Date.....

Orders by the Loco and Carriage Superintendent.

CIRCULAR No. 55.

PERAMBUR, 1ST NOVEMBER 1927.

STANDING ORDERS.

RUNNING SHED FITTER APPRENTICES.

Running Shed Fitter Apprentices are engaged with the object of subsequent employment in the Running Sheds as Fitters. It is not intended that they shall take up foot-plate work.

2. The period of training will be normally four years, viz., two years in the Head-quarters Workshops at Perambur or Hubli, and two years in the Running Sheds. This period may be extended to five years for poor progress.

3. The rates of pay in annas per diem will be as under :—

	1st year.	2nd year.	3rd year.	4th year.	5th year.
A class ..	15	19	23	27	31
B class ..	10	13	16	19	22

4. The first period of training (two years) may be carried out either in Shed or in Shops. At the end of the first period the Apprentice will be transferred to Shops or Sheds as the case may be. These transfers will be arranged in correspondence with the Deputy Loco Superintendent (Running).

5. Apprentices must be prepared for transfer to any station at any time and must be made to understand this on first employment. Any one not agreeing to these terms should not be engaged.

6. To cover cases of financial hardship on transfer, Apprentices, who have made good progress, may, at the end of the first period of two years, be given a double increase, on transfer to Shops or Sheds, at the discretion of the Deputy Loco Superintendent (Running). This cannot be claimed as a right and will depend on good progress made.

7. Providing that there are vacancies on termination of their apprenticeship, Fitter Apprentices will be promoted to the grade of Fitter next above their rates of pay. Apprentices, who fail to qualify for the grade of Fitter, will not be retained in the service and their services may be dispensed with at any time for poor progress.

8. Apprentices in A class will be engaged by the Deputy Loco Superintendent (Running). They must be intelligent, well educated and able to speak, read and write English fluently.

9. Apprentices in B class may be engaged or dismissed by District Officers. They must be intelligent and able to read and write any one language fluently. They must also be able to read English sufficiently well to understand written instructions on repairs to be executed. The Deputy Loco Superintendent (Running) must be advised whenever a B class Apprentice is engaged or dismissed.

10. B class Apprentices may be promoted to A class if they show special ability. This can only be done with the special sanction of the Deputy Loco Superintendent (Running).

11. Apprentices in A or B class may be engaged up to 19 years of age. They must be of good physique, minimum height 5 feet 5 inches, and will be required to pass a medical examination (B 2 Group).

12. Progress reports in the form of Appendix A should be submitted to the Deputy Loco Superintendent (Running) by the Works Managers and the District Loco Superintendents every six months for periods ending 30th June and 31st December.

13. Apprentices will be employed against Sheds as per Appendix B. Approximately half the number will be in Shops and half in Sheds.

14. The number of A class Fitter Apprentices employed is based approximately on 25 per cent of the Fitters sanctioned in classes 3 and 4, and the number of B class Fitter Apprentices is based approximately on 25 per cent of the Fitters sanctioned in classes 5 and 6, but the actual number to be employed at the respective Sheds will be decided by the Deputy Loco Superintendent (Running), who will, from time to time, revise the sanctioned list as may be required.

15. Apprentices employed against Guntakal, Donakonda, Hubli, Ghorpuri and Castle Rock will receive half their training in Hubli Shops and half in the Running Sheds.

16. Apprentices employed against Gooty, Arkonam, Jalarpet, Rajahmundry, Bezwada and Bitragunta will receive half their training in Perambur Shops and half in the Running Sheds.

17. In Perambur and Hubli Shops the Apprentices should be given eight months in the Fitting Shop, eight months in the Machine Shop and eight months in the Erecting Shop.

18. In Shed, the Apprentices should be given as varied experience as possible to enable them to become good all round Shed Fitters.

19. Running Shed Fitter Apprentices will be treated in exactly the same manner as other employees in the Running Department in respect of fines, punishments, dismissal, etc.

20. No overtime pay will be allowed and overtime should not be exacted unless specially necessary.

21. No indentures will be given to Running Shed Fitter Apprentices.

APPENDIX A.

HALF-YEARLY PROGRESS REPORT OF RUNNING SHED FITTER APPRENTICES.

Name.	Date of entertainment.	Class.	Rate of pay.	Training given during the six months. Particulars of Shop in which working, etc.	Foreman's remarks on progress made. Application and attendance and general ability.	District Loco Supdt.'s or Works Manager's remarks as to whether further training is recommended.

APPENDIX B.

SANCTION LIST OF RUNNING SHED FITTER APPRENTICES.

BROAD GAUGE.					METRE GAUGE.				
Name of Shed.	Sanctions.		Name of Shed.	Sanctions.					
	A.	B.		A.	B.				
Gooty	2	4	Guntakal	2	6				
Arkonam	2	6	Donakonda	2				
Jalarpet	2	4	Hubli	2	6				
Rajahmundry	2	6	Ghorpuri	2	4				
Bezwada	2	2	Castle Rock	2				
Bitragunta	2	6							
Total ..	12	28	Total ..	6	20				

CIRCULAR No. L. 1022/

PERAMBUR, 1ST JANUARY 1928.

APPRENTICES IN PERAMBUR, HUBLI AND
BANGALORE SHOPS.

Apprentices engaged in company's workshops at Perambur, Hubli and Bangalore will be graded as under—

GRADES.	SCALE OF DAILY PAY IN ANNAS.				
	1st year.	2nd year.	3rd year.	4th year.	5th year.
'Special' class ..	28	32	36	40	44
'A' class ..	15	19	23	27	31
'B' ..	10	13	16	19	22
'C' ..	5	7	9	11	13

2. The educational qualifications for apprentices are fixed as under and candidates should have passed the following examinations:—

Special class	..	{	B. A. Senior.	
			B. A. Junior.	
			Inter. Senior	} F. A.
			Inter. Junior	
'A' class	..		6th form (S. S. I. C.) or 10th standard.	
'B'	{	5th form or 9th standard.	
			4th ,, or 8th ,,	
'C'	{	3rd ,, or 7th ,,	
			2nd ,, or 6th ,,	
			1st ,, or 5th ,,	
			5th class to 1st class.	

3. Apprentices appointed in 'special' class must be youths of good education as specified in para 2 above, position and physique and preferably sons of EMPLOYEES OF THE COMPANY who have rendered long and good service. Apprentices in the 'special' class can only be employed with the previous written sanction of the Locomotive and Carriage Superintendent. All 'special' class apprentices must enter into an indenture, with the company on a ½ rupee stamped paper.

4. Apprentices engaged as 'A' class must be youths who satisfy the Officers-in-charge concerned that they are sufficiently educated as specified in para 2 above and are able to speak, read and write English fluently and they must be of good position and physique and preferably sons of the company's servants of long and good service.

5. Apprentices appointed as 'B' class must be intelligent, possess educational qualifications as per para 2 above and able to read and write any one language fluently and be of good physique. They must be engaged only on the understanding that they intend to become regular artizans and must be trained in some one particular trade during the whole of their apprenticeship. Preference should be given to sons or near relatives of artizans of good and long service on the Railway.

6. Apprentices employed in 'C' class must be of good physique, possess educational qualifications as per para 2 above and preferably sons or near relatives of artizans of good and long service on the Railway. They must be trained in some one particular trade during the whole of their apprenticeship.

7. Apprentices in the 'special', 'A' and 'B' classes may be engaged up to 18 years of age and will be started on the minimum rate of their respective grades. Apprentices in 'B' class may be promoted to 'A' class, if they show special ability. Apprentices in 'A' class may be promoted to 'special' class if they show special ability with the special sanction of the Loco and Carriage Superintendent.

8. Apprentices in 'C' class will, when engaged, start on the minimum rate of their class.

9. Apprentices in 'C' class are eligible for promotion to 'B' class after 12 months' service, if they comply with the stipulations laid down in paras 2 and 5 and if they show by their conduct, general demeanour and ability that they are likely to make desirable as well as first class artizans, and to remain as such on this Railway.

10. On termination of their apprenticeships and at the option of the Officers-in-charge—

(a) 'C' class apprentices may enter class 7, maximum Rs. 1-2-0.

(b) 'B' class apprentices may enter class 6, the maximum of which is Rs. 1-12-0 per diem, but may be promoted to the next higher class if there is a vacancy and if no workman in the lower class is deserving of promotion to the vacancy.

(c) 'A' class apprentices may enter class 5, the maximum of which is Rs. 2-4-0 per diem, but may be specially recommended for a higher class, if there is a vacancy or for one of the 'special' appointments.

NOTE.—Any suggestions made on the terms laid down in para 10 (a), (b) and (c) with regard to apprentices entering particular grades on the expiry of their apprenticeship will be considered and each case will be treated on its own merits.

11. Increases of pay will usually be given when apprentices complete 12 months' approved service, provided that they have not been absent from duty for more than a total of 40 working days during the previous calendar year. The absence is calculated from the 1st January to the 31st December of the year but in the case of Apprentices entertained in the middle of a calendar year, i.e., after 1st January and before 31st December, their total absence for 12 months from date of entertainment should be taken into account for granting increases of pay for the first year of service. Increases may be withheld or the amount of increase may be reduced for unsatisfactory conduct or work.

12. All apprentices will complete their apprenticeship in five years unless it is for a year or more for any of the following reasons :—

- (a) Bad conduct.
- (b) Want of industry or application.
- (c) Bad time keeping.
- (d) Poor progress and ability.

If for any of these reasons, a year's increase is withheld, their term of apprenticeship will be increased by that time. In other words, the apprenticeship will be held to be completed only when the apprentice has drawn the maximum rate of his class for not less than 12 months.

13. Apprentices will be treated in exactly the same manner as other men in the workshops in respect of fines, dismissals, etc., and will, when required, be put on piece-work and paid accordingly.

14. An apprentice may not join the Provident Fund.

15. Apprentices in the 'special' class and class 'A' and such of the 'B' class apprentices as are considered suitable and likely to profit by the technical classes will be required to attend technical classes in the class room at such times as shall be arranged.

16. Classes will be held during shop hours twice a week for each class and the duration of each lesson will be two hours.

17. Examinations will be held yearly for promotion to the next higher form and no apprentice will be promoted unless he has obtained not less than 50 per cent of the marks in each subject.

18. If an apprentice does not succeed in being promoted to the next higher form for two consecutive years, he will be excluded from the classes and will be liable to lose his appointment as an apprentice.

19. Lectures will be given from time to time by the Draftsmen and the several Foremen in turn according to a programme that will be arranged at the beginning of each term.

20. The number of 'A', 'B' and 'C' class apprentices that may be engaged each year shall be such as shall not exceed the total number required for each shop in accordance with the workshop sanction list.

21. Apprentices in the 'special' class will be required to live in the vicinity of the workshops either with their parents, or with approved families, or in the company's apprentices' bungalow and the charge for board and lodging in the latter case will be Rs. 30 per mensem.

22. This cancels Circular No. L. 1022-13, dated 1st September 1920.

SCHEDULE II.

RULES FOR EXAMINATION.

TRANSPORTATION (TRAFFIC) STAFF.

EXAMINATION OF POINTSMEN.—Before entering on their duties Pointsmen must obtain a certificate in the prescribed form from the Traffic Inspector of the section and the Station Master of an Engine changing station, showing that they know the rules in regard to the reception and despatch of trains and other rules pertaining to their duties.

EXAMINATION OF SHUNTING MASTERS AND SHUNTING JEMADARS.—Before entering on their duties Shunting Masters and Shunting Jemadars must obtain a certificate in the prescribed form from the Traffic Inspector of the section, showing that they can read labels easily, understand the rules relating to the marshalling of trains, know how to make up trains in an intelligent and economical manner, and especially that they have an accurate knowledge of the rules in regard to the reception and despatch of trains.

EXAMINATION OF BRAKESMEN.—Before entering on their duties Brakesmen must obtain from the Traffic Inspector a certificate in the prescribed form that they understand the use of brakes; also a certificate that they know the rules for the protection of trains outside station limits: that they understand the use of fog signals, know how to attach and detach vehicles, and secure couplings.

TRAINING OF STATION MASTERS AND ASSISTANT STATION MASTERS.—
(a) Station Masters—Before a man can be promoted to the grade of Relieving Station Master or be confirmed as a Station Master, he must pass through a Station Master's Course. This course occupies a period of three weeks and consists of lectures and instructions in the General Rules, Traffic Manual, Goods Accounts, Special Station Working and all Systems of Block working. Men sent to attend this course should wear uniform.

(b) Assistant Station Masters.—This course is intended for men entering the Relieving Assistant Station Masters or Assistant Station Master's grade. No man can be confirmed as an Assistant Station Master till he has passed through this course. Before a man can be sent to this course he must have passed in telegraphy, and have been certified as an 'A' class employee by a District Medical Officer. The course occupies four weeks and consists of instructions in the General Rules with Coaching and Elementary Goods Accounts and the System of Block working in force on the man's own district or as required by his District Traffic Superintendent. After having passed the examination, the employee should be sent for two weeks as supernumerary to an 'F' class station on the single line. After having worked two weeks as supernumerary he should take his turn of duty in independent charge at the same station for six weeks more. After his probationary period of two months, he may be utilised as an Assistant Station Master.

(c) Men who have worked on other Railways in the capacity of Station Masters and Signallers before appointment on this Railway as Assistant Station Masters or Station Masters, must pass the examination prescribed in these rules.

TRAINING OF GUARDS.—(a) Senior Guards—Before a man can be promoted to 'B' grade Guard he must go through the Senior Guard's course. This course occupies a period of three weeks and consists of training necessary to equip a man as a 'B' grade Guard. Men sent for this course are required to wear uniform.

(b) Junior Guards.—This course covers a period of three weeks and is intended for Brakesmen and others desiring promotion to Guard's grade. No man can be confirmed as a 'D' grade Guard till he has passed through this course. Before a man can be sent in for this course he must have worked for at least two weeks as a supernumerary Guard on Goods Trains and have been passed in Shunting Master's and Train Clerk's duties and be certified as an 'A' class employee by a District Medical Officer. Men sent for this course are required to wear uniform when in possession of one.

SCHEDULE III.

SYLLABUS OF TRAINING.

TRAFFIC PROBATIONERS AND CANDIDATES.

- | | |
|---|----------------------|
| 1. Touring over the Company's Main lines to learn the Geography of the system | 2 weeks. |
| 2. Station Accounts--learning at an important station and doing both Coaching and Goods | 2 months. |
| 3. Traffic Audit Office (Station Accounts) | 1 " |
| 4. Working with Travelling Inspector of Accounts | 1 " |
| 5. Traffic Training School for Junior Guard's course | 3 weeks. |
| 6. Learning the duties of a Guard on a District | 1 month. |
| 7. Working as a Guard in charge | 1 " |
| 8. Training and working as Shunting Master and Yard Foreman at an important station (one month each) | 2 " |
| 9. Telegraph Training School for training in Morse during which time he will attend an Assistant Station Master and also a Station Master's course in the Traffic Training School | 4 " |
| 10. Traffic Training School for Signalman's course | 1 " |
| 11. Working with a Signalman 3 weeks and as Signalman 3 weeks | 6 weeks. |
| 12. Out-door work with an Inspector of Signals | 1 month. |
| 13. Station work including supernumerary Assistant Station Master | 1 " |
| 14. Assistant Station Master Independent charge | 1 " |
| 15. Station Master Independent charge | 1 " |
| 16. Training as an Assistant Train Controller | 1 " |
| 17. Learning the work in each section of a district office travelling with District Traffic Superintendent and working as an Additional Traffic Inspector | 3 " |
| 18. Learning the work in each branch of the Head Office and doing 3 weeks in Drawing Office | 3 months and 1 week. |
| 19. Locomotive course (a) at a Junction station working under a junction Train Examiner to get a knowledge of junction working | 3 weeks. |
| (b) as an Assistant to a Loco Foreman in a Running shed to enable him to learn shed routine such as fuelling engines, washingout, engine repairs and balancing of power | 3 " |
| (c) working with a Night Turner at a Locomotive shed | 1 " |
| (d) on the foot plate as an Assistant hand | 2 " |
| (e) in a District Loco Superintendent's office as Assistant to the District Loco Superintendent | 3 " |

SCHEDULE IA

SCHEDULE IV.

PREVAILING RATES OF WAGES AND MOVEMENTS IN RECENT YEARS (i.e.) SINCE 1920.

MECHANICAL ENGINEERING WORKSHOP.

RATES OF WAGES DURING 1920.						RATES OF WAGES DURING 1920.						Remarks.
Designation.	Class.	Grade.	Rates of wages in Rupees.			Designation.	Class.	Grade.	Rates of wages in Rupees.			
			Maximum.	Scale in-crease.	Minimum.				Minimum.	Scale in-crease.	Maximum.	
			Rs. A.	Rs. A.	Rs. A.				Rs. A.	Rs. A.	Rs. A.	
Chargemen	Senior.	7 0	0 8	8 8	Chargemen	I	..	7 0	0 8	8 8	
		Junior.	5 0	0 6	6 12		II	..	5 4	0 6	6 12	
		Asst.	3 4	0 6	3 10		III	..	4 0	0 4	4 12	
	I	..	4 8	0 4	5 0		IV	..	4 0	0 4	4 12	
	I	..	3 0	0 4	3 8			3 4	0 4	3 12		
Artizans	I	1	3 8	0 4	4 0	Artizans	I	..	4 8	0 4	5 4	
		2	3 0	0 4	3 4						3 4	
			2 2	0 2	2 12							
		3	2 4	0 4	2 8		II	..	3 12	0 4	4 4	
			3 0	0 4	3 8							

MECHANICAL ENGINEERING WORKSHOP—continued.

RATES OF WAGES DURING 1920.						RATES OF WAGES DURING 1920.						Remarks.
Designation.	Class.	Grade.	Rates of wages in Rupees.			Designation.	Class.	Grade.	Rates of wages in Rupees.			
			Maxi- mum.	Scale in- crease	Mini- mum.				Mini- mum.	Scale in- crease	Maxi- mum.	
			Rs. A.	Rs. A.	Rs. A.				Rs. A.	Rs. A.	Rs. A.	
	II	1	2 0 2 12		III	..	3 0	0 4	3 8	
		2	1 12 2 6		IV	..	2 7	0 3	2 18	
		3	1 2 1 10	0 3 0 2	1 8 2 2		V	..	1 14	0 3	2 4	
	III	1	0 13 1 5	0 1 0 3	1 0 1 8		VI	..	1 4	0 2	1 12	
		2	0 11 0 15	0 1 0 1	0 12 1 0		VII	..	0 14	0 1	1 2	
		2 & 3	0 9	0 1	0 10		VIII	..	0 11	0 1	0 13	
		3	0 9 0 10	0 1 0 1	0 10 0 14		IX	..	0 9	0 1	0 10	
	IV	1	0 7 0 8	0 1 0 1	0 8 0 10							
		2	0 6 0 7	.. 0 1	.. 0 8							

		2 & 3	0 5			X	0 8†
		3	0 5							
Apprentices Special	1 12	0 4	2 12	Apprentices Special	1 12	0 4	2 12
A *	0 15	0 4	1 15	A *	0 15	0 4	1 15
B	0 10	0 3	1 6	B	0 10	0 3	1 6
C	0 5	0 2	0 13	C	0 5	0 2	0 13
T. X. R. Apprentices A	2 0	0 4	2 8	T. X. R. Apprentices A.	2 0	0 4	2 8
B	1 6	0 3	1 12	B.	1 6	0 3	1 12
Watchmen	..	I	16 0	1 0	17 0	Watchmen	..	II	..	15 0	1 0	16 0
		II	15 0	1 0	16 0			III	13 8
		III	18 8			IV	12 8
		IV	12 8							
Head Watchmen	..	II	24 0	2 0	28 0	Head Watchmen	..	I	..	35 0	2 0	47 0
		III	18 0	2 0	22 0			II	..	24 0	2 0	28 0
								III	..	18 0	2 0	22 0

* The number of apprentices of each class is as under :—
 A Class 2% of artizans.
 B Class 6% of artizans.
 C Class 8% of artizans.

† Daily rated employees (excluding apprentices) will be paid at annas 10 during the month in which they work full time.

ELECTRICAL WORKSHOPS AT ARKONAM.

Designation.	Class.	Grade.	Rate of Pay.			Remarks.
			Minimum.	Scale increase.	Maximum.	
			Rs. A. P.	Rs. A. P.	Rs. A. P.	
Artizan	II	3 0 0	0 4 0	4 8 0	
Do.	I	2 1 0	0 4 0	3 4 0	
Do.	Special.	2 12 0	
Do.	III	1 8 0	0 4 0	2 4 0	
Do.	I	1 8 0	0 4 0	2 4 0	
Do.	II	1 10 0	0 4 0	2 2 0	
Do.	II	1 9 0	0 4 0	2 1 0	
Do.	I	1 8 0	0 4 0	1 14 0	
Do.	1 1 0	0 4 0	1 14 0	
Do.	0 10 0	0 4 0	1 14 0	
Do.	I	1 3 0	0 4 0	1 9 0	
Do.	III	1 4 0	0 3 0	1 8 0	
Do.	0 11 0	0 3 0	1 8 0	
Do.	II	1 0 0	0 3 0	1 7 0	
Do.	IV	0 11 0	0 3 0	1 7 0	
Do.	0 10 0	0 3 0	1 7 0	
Do.	0 10 0	0 3 0	1 6 0	
Do.	II	0 11 0	0 3 0	1 2 0	
Do.	0 8 0	0 1 0	1 1 0	
Semi-skilled Artizans.	Special.	..	0 9 0	0 1 0	0 10 0	
Do.	0 8 0	0 1 0	0 10 0	
Cooly	IV	0 8 0	
Do.	0 5 0	0 1 0	0 8 0	
Do. (boys)	0 4 0	0 1 0	0 5 0	

**ELECTRICAL WORKSHOP AT PERAMBUR AND TRAIN
LIGHTING SHOPS, HUBLI AND
OTHER OUT-STATIONS.**

Designation.	Class.	Grade.	Rate of Pay.			Remarks.
			Minimum.	Scale increase.	Maximum.	
			Rs. A. P.	Rs. A. P.	Rs. A. P.	
Artizans	I	II	8 12 0	0 4 0	4 4 0	
Do.	I	III	3 0 0	0 4 0	3 8 0	
Do.	II	I	2 12 0	
Do.	I	60 0 0	per men- sem.
Do.	Special.	..	1 14 0	0 4 0	2 4 0	
Do.	II	III	1 10 0	0 4 0	2 2 0	
Do.	II	III	1 10 0	0 4 0	2 0 0	
Do.	Special.	1 12 0	
Do.	III	I	1 4 0	0 3 0	1 8 0	
Do.	III	II	0 15 0	0 1 0	1 1 0	
Semi-skilled Artizans.	Special.	0 15 0	
Do.	III	III	0 18 0	0 1 0	0 14 0	
Do.	Special.	..	0 11 0	0 1 0	0 14 0	
Do.	0 13 0	
Do.	IV	I	0 10 0	0 1 0	0 11 0	
Cooly	Special.	..	0 9 0	0 1 0	0 11 0	
Do.	0 9 0	
Do.	IV	II	0 8 0	

ENGINEERING WORKSHOPS.

Particulars.	Class.	Grade.	Revised scale.		Amount of annual increase.
			Minimum.	Maximum.	
			Rs. A. P.	Rs. A. P.	Rs. A. P.
Workmen ..	First.	First.	4 8 0	5 4 0	0 4 0
		Second.	8 12 0	4 4 0	0 4 0
		Third.	3 0 0	3 8 0	0 4 0
Workmen ..	Second.	First.	..	2 12 0	0 4 0 for 1st year and 0-2-0 for the 2nd year.
		Second.	..	2 6 0	0 4 0
		Third.	1 10 0	2 2 0	0 3 0 the 1st 2 years and 0-2-0 for the 3rd year.
Workmen ..	Third.	First.	1 4 0	1 8 0	0 1 0
		Second.	0 15 0	1 1 0	0 1 0
		Third.	0 18 0	0 14 0	0 1 0
Workmen ..	Fourth.	First.	0 9 0	0 11 0	0 1 0
		Second.	..	0 8 0	..
		Third.	..	0 7 0	..

SCHEDULE V.

PREVAILING RATES OF WAGES.

PRINTING PRESS.

Classes.					Rate per hour.	Monthly equivalent.
					As. p.	Rs.
Compositors	8 0	36
Make up men	3 2	88
Imposers	3 4	40
Special Compositors	Up to 41
Printers	From 1 7	22
					To 3 9	45
Feeders	From 1 4	19
					To 1 7	22
Binders (a)	From 1 2	15½
					To 3 0	36
Boys	From 0 10	10
					To 1 0	12
Mono Operators	Piecé.	160 to 180
Monotype Casters	From 3 0	36
					To 4 6	54

(a) Excludes Section Supervising Staff paid higher wages.

N. B.—Since 1923-1924 wages rates have remained stationary.

SCHEDULE VI.

PREVAILING RATES OF WAGES AND MOVEMENTS IN RECENT YEARS (i.e.) SINCE 1920.

Grades.	1920.	1921.	1922.	1923.	1924.	1925.	1926.	1927.	1928.	1929.
TRAFFIC STAFF.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Block Operator	22-2½-28	22½-2½-30	..	22½-2½-30 -38	22½-2½-27½ -38
Block Signalling School Instructor Senior.	815-15-875	825-25-425
Block Signalling School Instructor Junior.	190-10-240	190-10-240
Do. do.	180-10-190	180-10-190
Brakemen	15-2½-20	24-2½-29	24-2½-29
Checker (Poona)	190-10-240
Clerks Chief Coaching Special ..	100-10-150	..	150-10-180	150-10-200
Do. do. ..	90-10-150	90-10-150
Do. do. ..	75-5-85	70-5-90	110-10-130
Clerks Chief Goods Special ..	150-10-180	150-10-180
Do. do. ..	130-10-150	130-10-150
Do. do. ..	110-10-180	110-10-130
Clerks Chief Coaching and Goods										
A ..	85-5-100	85-5-100
Do. do. B ..	75-5-85	70-5-90	70-5-90
Clerks (Station) A ..	55-5-65	55-5-65
B ..	42-5-55	45-5-55	45-5-55

	C ..	87-3-42	87-2½-45	37½-2½-45
	D ..	28-2½-35	25-2½-35	25-2½-35
	E ..	24-2½-28	
		16-1½-23	17-1½-23	12-1-16
	Markers F ..	11½-1-16	12-1-16	825-25-425
	Controller Trains Chief ..	800-20-800	815-20-875	825-25-425
	Do. Assistant ..	135-10-180	180-10-190	190-10-240
	Control Operators	60-5-80
	Goods Inspector Bangalore City.	190-10-240	240-15-300
	Guards Special I ..	130-10-180	135-10-155	150-10-170
	.. II ..	115-5-180	120-5-180	185-10-155
	A. I ..	100-5-105	100-5-115	125-5-145
	A. II ..	95-5-105	100-5-115	125-5-180
	B. I ..	80-5-95	75-5-100	100-5-120
	B. II ..	65-5-90	70-5-95	100-5-115
	C. I ..	87-5-65	40-5-70	75-5-100
	C. II ..	87-5-55	40-5-60	70-5-95
				40-5-70
				40-5-60
	Indian Refreshment Room Inspector.	100-10-180	100-10-180
	Indian Refreshment Room Assistant Inspector.	..	80-2½-50	40-2½-50
	Mohamadan Refreshment Room Inspector.	75-5-100
	Inspector (W. & W.) Circle I.	150-10-240	150-10-240
	.. II.	130-10-190
	.. Sub.	70-5-100
	Jemadars W. & W.	85-2½-50	85-2½-50
	Outdoor Inspectors Yard Foreman.	..	70-5-90	70-5-100

PREVAILING RATES OF WAGES AND MOVEMENTS IN RECENT YEARS (I.E.) SINCE 1920—contd.

Grades.	1920.	1921.	1922.	1923.	1924.	1925.	1926.	1927.	1928.	1929.
TRAFFIC STAFF—contd.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Passenger Inspector ..	100—10—150	100—10—150
Platform Inspector ..	120—10—150	100—10—150	50—5—75
Do. ..	70—5—100	70—5—95	100—10—150
Rolling Stock Inspector ..	100—10—170	70—5—95
Do. Asst. Inspector	55—5—65	100—10—170
Shunting Jemadars A ..	22 28	22—2—30	55—5—65
B ..	16 19½	17—1—21	22—2—30
Shunting Master A ..	65—5—90	70—5—90	70—5—100	17—1—21
B ..	55—2½—60	55—2½—65	55—2½—70	70—5—100
C ..	40 50	35—2½—50	55—2½—70
D ..	28 37	22½—2½—30	35—2½—50
Signal Lamp Inspector ..	42 47	40—2½—50	40—2½—50
Signallers A ..	95—5—110	95—5—110	40—2½—50
B ..	75—5—90	75—5—90	75—5—95	95—5—110
C ..	60—5—70	60—5—70	60—5—75	75—5—95
D ..	43½—2½—60	40—2½—55	40—2½—60	60—5—75
E ..	37½—2½—45	40—2½—55	40—2½—60	40—2½—60
F ..	25—2½—35	25—2½—37½	25—2½—45	25—2½—45
Signalmen A ..	85—5—115	100—10—150
B ..	47 55	40—2½—55	60—5—90
C ..	37 47	40—2½—55	40—2½—55
D ..	28 37	35—2½—40	35—2½—40

E	22 28	22½-2½-30	22½-2½-27½	22½-2½-27½
Station Masters A	300-20-360	315-20-375	325-25-425	325-25-425
B	240-10-280	240-15-300	240-15-300
C	200-10-230	190-10-240	190-10-240
D	140-10-180	180-10-190	180-10-190
E	135-10-165	
F	100-5-115	100-5-120	70-5-120	70-5-120
	75-5-90	70-5-95
	55-2½-65	
	45-2-47	50-2½-70	50-5-70	50-5-70
	60-5-65	
Station Master	45-2-47	40-2½-60	50-5-60	50-5-60
	40-2-42	40-2½-50	40-2½-50	40-2½-50
Station Superintendent	400-25-475	500-25-550	500-25-600
Telegraph Office Inspector	115-5-180	115-5-180
Telegraph Traffic Inspector	200-20-300
Ticket Collector	55-5-80	60-5-80	60-5-80
Do.	37-3-55	40-3-55	40-3-55
Do.	24 34½	25-2½-35	25-2½-35
Ticket Inspector Chief	240-15-300
Do. Senior	90-5-130	180-10-190
Do. Junior	90-5-120
Traffic Canvasser	70-5-120	100-5-120	100-5-120
Do. Assistant	55-2½-65	50-2½-70	50-2½-70
Train Clerks	65-5-80	75-5-85	75-5-85
	50 80	55-5-65	55-5-65
	45 60	

PREVAILING RATES OF WAGES AND MOVEMENTS IN RECENT YEARS (I.E.) SINCE 1920—contd.

Grades.	1920.	1921.	1922.	1923.	1924.	1925.	1926.	1927.	1928.	1929.
TRAFFIC STAFF—contd.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Train Clerks—contd.	40 50	45-5-55	45-5-55
	87 42	} 87½-2½-45	87½-2½-45
	37 42	
	25 35	} 25-2½-35	25-2½-35
	28 35	
	22 22½	
Yard Foreman A	70-5-90	70-5-100	70-5-100
B	55-2½-65	55-2½-70	55-2½-70
Brake Porter	15-½-16½
Points Jemadars ..	17-1-22	17-1-22
	14-½-16	15-½-16½	15-½-16½
	18½-½-14	} 18½-½-18½	18½-½-14
	12½-½-18		12½-½-18
	11½-½-12½		11½-½-12½
Pointsmen Porters A ..	14½-½-16	15-½-16½	15-½-16½
Gatemen, Lampmen, etc. B ..	12½-½-18½	12½-½-14½	12½-½-14½
C ..	11-½-12	11½-½-12½	11½-½-12½
D ..	10½-½-11	10½-½-12	10½-½-12

**THESE SCALES ARE IN FORCE FROM FEBRUARY 1924—
PREVIOUS PARTICULARS NOT AVAILABLE.**

Grades.	Class.	1924—1929.		Remarks.
		Mini- mum.	Maxi- mum.	
ENGINE REPAIRING STAFF.				
		Rs. A.	Rs. A.	
	255 0	Per mensem.
Fitter Chargemen	200 0	Do.
	150 0	Do.
	120 0	Do.
Chargeman Inspectors	1	7 0	8 8	Per diem.
	3	3 0	3 8	Do.
	4	2 7	2 13	Do.
Engine Fitters	5	1 14	2 4	Do.
	6	1 4	1 12	Do.
	7	0 14	1 2	Do.
	8	0 11	0 13	Do.
Fitter Coolies	A	0 15	1 15	Do.
	B	0 10	1 6	Do.
Running Shed Apprentices	A	1 8	2 0	Do.
	B	1 0	1 6	Do.
	C	0 10	0 13	Do.
Boiler Maker Chargemen	255 0	Per mensem.
	200 0	Do.
	150 0	Do.
Boiler Makers	120 0	Do.
	3	3 0	3 8	Per diem.
	4	2 7	2 13	Do.
	5	1 14	2 4	Do.
Boiler Makers Coolies or Holders	6	1 4	1 12	Do.
	8	0 11	0 13	Do.
Black Smiths	5	1 14	2 4	Do.
Copper or Tin Smiths	5	1 14	2 4	Do.

**THESE SCALES ARE IN FORCE FROM FEBRUARY 1924—
PREVIOUS PARTICULARS NOT AVAILABLE—contd.**

Grades.	Class.	1924—1929.		Remarks.
		Mini- mum.	Maxi- mum.	
ENGINE REPAIRING STAFF—contd.				
		Rs. A.	Rs. A.	
Hammermen or Strikers	8	0 11	0 13	Per diem.
Machinemen or Turners	5	1 14	2 4	Do.
Machineman for working the scraping and drilling machine	6	1 4	1 8	Do.
SHED STAFF.				
Boiler Washout	75 0	Per mensem.
Boiler Helpers	25 0	Do.
Box Boys	13 0	Do.
Call Boys	16 0	Do.
Cinder Pickers	0 8	Per diem.
Cranemen	6	1 4	1 12	Do.
Dhoby	Current rates.		
Engine Cleaner Maistries	6	1 4	1 8	Per diem.
	7	0 14	1 2	Do.
Engine Cleaners	0 9	Do.
Tube Cleaners	0 11	Do.
Fuel Maistries	25 0	Per mensem.
Fuel Coolies	9	0 9	0 10	Per diem.
	10	..	0 8	Do.
Fuel Watchmen	13 0	16 0	Per mensem.
	13 8	Do.
Lighters	8	0 11	0 13	Per diem.
Loco Pointsmen	9	0 9	0 10	Do.
Lamp Fitter Coolies	8	0 11	0 13	Do.
	9	0 9	0 10	Do.
Ashpan Cleaners	9	0 9	0 10	Do.
Pit Cleaners	0 9	Do.

THESE SCALES ARE IN FORCE FROM FEBRUARY 1924—
PREVIOUS PARTICULARS NOT AVAILABLE—contd.

Grades.	Class.	1924—1929.		Remarks.	
		Mini- mum.	Maxi- mum.		
SHED STAFF—contd.		Rs. A.	Rs. A.		
Running Room Cook	16 0	Per mensem.	
Store Lascars	0 7	0 9	Per diem.	
Shed Turner	120 0	200 0	Per mensem.	
Shed Coolies	9	..	0 10	Per diem.	
Shed Watchmen	}	..	18 0	16 0	Per mensem.
		14 8	Do.
		13 8	Do.
Stationery Engine Driver (Oil or Steam) ..	7	0 14	1 2	Per diem.	
PUMPING ENGINE STAFF.					
Pumping Engine Drivers	1 6	Per diem.	
Do. Coolies	0 9	Do.	
Pumpers	18 8	16 0	Per mensem.	
Water Coolies	14 8	Do.	
TRAIN EXAMINING STAFF.					
Train Examiners	}	..	196 0	240 0	Per mensem.
		..	171 0	195 0	Do.
		..	151 0	170 0	Do.
		..	131 0	150 0	Do.
Assistant Train Examiners	}	..	101 0	130 0	Do.
		..	81 0	100 0	Do.
		..	66 0	80 0	Do.
		..	25 0	65 0	Do.
Carriage Cleaner Maistry	7	0 14	1 2	Per diem.	
Carriage Cleaner	9	0 9	0 10	Do.	
Oilmen	8	0 11	0 13	Do.	
Wheel Tappers	8	0 11	0 13	Do.	

**THESE SCALES ARE IN FORCE FROM FEBRUARY 1924—
PREVIOUS PARTICULARS NOT AVAILABLE—contd.**

Grades.	Class.	1924—1920.		Remarks.
		Mini- mum.	Maxi- mum.	
TRAIN EXAMINING STAFF—contd.		Rs. A.	Rs. A.	
Carpenters	5	1 14	2 4	Per diem.
	6	1 4	1 12	Do.
	7	0 14	1 2	Do.
Painters	7	0 14	1 2	Do.
	6	1 4	1 12	Do.
Carriage and Wagon Fitters	7	0 14	1 2	Do.
	8	0 11	0 13	Do.
Do. Lifters	8	0 11	0 13	Do.
Gas Makers	6	1 4	1 12	Do.
Do. Coolies	9	0 9	0 10	Do.
Gas and Vacuum Brake Fitters	5	1 14	2 4	Do.
	6	1 4	1 12	Do.
	8	0 11	0 13	Do.
Do. do. Coolies	8	0 11	0 13	Do.
Ghat Porters	18 0	Per mensem.
Sweepers	10 8	16 0	Do.
Trimmers	6	1 4	1 12	Per diem.
Vacuum Brake Fitters	5	1 14	2 4	Do.
	9	0 9	0 10	Do.
Do. Coolies	9	0 9	0 10	Do.
Carriage and Wagon Inspectors	220 0	255 0	Per mensem.
Carriage and Wagon Chargeman	180 0	150 0	Do.
	..	80 0	100 0	Do.
Carriage and Wagon Fitters	8	3 0	3 8	Per diem.
	4	2 7	2 18	Do.
Do.	5	1 14	2 4	Do.
Do.	6	1 4	1 12	Do.
Do.	7	0 14	1 2	Do.
Carriage and Wagon Fitter Coolies	8	0 11	0 13	Do.
Do.	9	0 9	0 10	Do.

PREVAILING RATES OF WAGES AND MOVEMENTS IN RECENT YEARS (I.R.) SINCE 1920—contd.
Engineering.

No.	Description.	1920.		1921.		1922.		1923.		1924.		1925.		1926.		1927.		1928.		1929.	
		Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
1	Gang Maistries ..	12½	25	12½	25					13½	25					13½	30			13½	30
2	Gang Coolies ..	9½	15	9½	15					10½	18½					10½	22			10½	22
3	Trollymen ..	10½	15	10½	15					10½	15					10½	15			10½	15
4	Works Maistries ..	37	55	37	55					20	59					20	59			20	57½
5	Section Maistries ..	22	42	22	45					22	45					24	45			24	45
6	Carpenters ..	24	47	23	47					23	47					23	45			23	50
7	Carpenters Coolies ..	10½	15	10½	15					10½	15					11	15			11	16
8	Blacksmiths ..	25	55	25	55					25	47					25	50			25	50
9	Hammermen ..	12½	23½	12½	23½					12½	23					12½	24			12½	25
10	Bellows Boys ..	8	13	8½	13					8½	13					8½	13½			8½	14
11	Tinker ..	25	42	25	42					25	42					25	42			25	44
12	Tinker Coolies ..	10½	15	10½	15					10½	15					12½	15			12½	15
13	Line Watchmen ..	10½	13½	11½	13	Same as 1921.	Same as 1921.	Same as 1922.	Same as 1922.	11½	13	Same as 1924.	Same as 1924.	Same as 1925.	Same as 1925.	11	14	Same as 1927.	Same as 1927.	10½	14
14	Bridge Watchmen ..	10½	13	10½	13					10½	13					10½	13			10½	14
15	Fitters for Motor Trolleys ..	55	55	Same as 1921.	Same as 1921.	Same as 1922.	Same as 1922.	Same as 1924.	Same as 1924.	Same as 1925.	Same as 1925.	Same as 1927.	Same as 1927.	30	44
16	Stores Maistry ..	22	22	22	22					22	22					22	22			22	24
17	Store Coolies ..	10½	15	10½	15	Same as 1921.	Same as 1921.	Same as 1922.	Same as 1922.	10½	15	Same as 1924.	Same as 1924.	Same as 1925.	Same as 1925.	12	10	Same as 1927.	Same as 1927.	12½	10
18	Fitters (Signal) ..	38	60	34	60					30	60					30	65			30	65
19	Fitter Lascars ..	11½	19½	11½	19½					12	19½					12	20			12	20
20	S. M. Fitter ..	37	115	37	120					37	120					37	125			37	125
21	S. M. Lascars ..	12½	17	12½	17					12½	17					12½	20			12½	20
22	Head Coolies ..	10½	17	10½	20					10½	20					10½	18			10½	18
23	Gardeners ..	10½	10	10½	16					10½	16					11	16			10½	13½
24	Fencing Maistry ..	16	19½	10½	19½					16½	19½					10½	19½			17½	19½
25	Fencing Coolies ..	11½	12½	11½	12½					11½	12½					11½	13			11½	13
26	Painters ..	19½	47	20	47					20	47					19	55			19	55
27	Painters Coolies ..	10½	19½	10½	22					10½	22					11	18			10½	10
28	Brick layer ..	22	47	22	47					22	47					24	45			24	45
29	Brick Coolies ..	10½	14½	10½	14½					10½	15					11	15			11	15

**PREVAILING RATES OF WAGES AND MOVEMENTS IN
RECENT YEARS (I.E.) SINCE 1920—contd.**

Description.	1920.	1929.
OTHER STAFF.	Rs.	Rs.
Duftries	17 12½	17 12½
Waterman	12½	12½
Sweeper	12½	14
Crane Jamadars	45 40	45 48 40
Carpenters	40 28	85 28 38
Painters	28 25	80 25 27½
Soldermen	30	30
Tinkers	20	20
Coopers	20 22	20
Maistries	85 20	25 30 85 15
Lascars	15 A. 1 for R. A. As. 18 per day.
Senior Hamals	18½
Hamals	12½ 18½	As 10 per day minimum wage. Rs. 18½.
Men Coolies	As. 7 per day. As. 8 ..	As. 10 per day minimum wage. As. 7 ..
Woman Searcher..	As. 8 per day.
Women Coolies	As. 6 per day. As. 5 ..	As. 6 ..
Boy Coolies	As. 5 .. As. 6 ..	As. 6 ..
Naicks	16 17	17 22

**PREVAILING RATES OF WAGES AND MOVEMENTS IN
RECENT YEARS (I.E.) SINCE 1920—contd.**

Description.	1920.	1929.
OTHER STAFF—contd.	Rs.	Rs.
Watchmen	12½ 13½	13½ 16 14½
Dressers.. .. .	22 & under	30 & under
Cooks	"	35 & under
Gardeners	"	16 & under
Dhobies	"	16 & under
Mutchee	15—½—17	15—½—17
Lighter	15—½—17	15—½—17
Havildar, Naiques	20 & under	20 & under
Packer	18—½—20	18—½—20
Peons Grade A	18—20	18—20
Do. B	15—17	15—17
Do. C	18—14	18—14
Do. D	12—12½	12—12½
Do. E
Do. F	9½—10½	9½—10½

SCHEDULE VII.

RULES FOR OCCUPATION OF STAFF QUARTERS.

I.—GENERAL.

1. (a) A printed Register of all rentable and non-rentable Staff Quarters, allotted to each Department, will be issued for each Engineering District after each has been verified by the Chief Auditor and Accountant, and will be printed as per sample form given on page 10.

(b) The Register must be kept up to date, any corrections, additions and alterations, that may be issued by the Chief Engineer from time to time being noted, and the authority for each correction, etc., should be quoted therein.

(c) It is the duty of the District Engineer concerned to advise the Chief Engineer of the completion of any rentable building, or of any alteration or addition involving additional expenditure, to enable the latter Officer to issue the necessary addendum to all concerned for insertion in the Register.

2. A building should not be given up to any Department, other than that to which it is allotted, without the prior sanction of the Agent.

3. (a) All buildings of a permanent nature belonging to the Company, whether rentable or non-rentable, should bear a distinguishing No. which must be painted in a conspicuous part of the building, and the corresponding number will be entered in the Register.

(b) In the case of buildings within Station limits the code initials of the Station will be given, and underneath a serial number commencing from No. 1. For example, if a Porter's Block at Bangalore Cantonment is the 15th building its number will be BNC-15.

(c) When a building contains more than 1 unit, each unit in the Block will be distinguished by a separate letter of the alphabet, painted over the front door of the unit; thus, if the Porter's Block referred to above consists of 6 units, they will bear the letters A to F.

(d) Out-houses attached to buildings will neither be numbered nor lettered, being considered as part of the main building in which their capital cost is incorporated.

(e) The numbers for buildings outside Station limits will be allotted as follows:—

South West Line, consecutive Nos. from Madras, thus S W-1,
S W-2, etc.

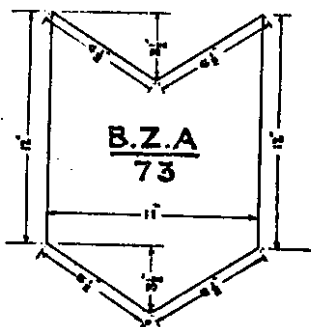
North West Line, consecutive Nos. from Arkonam, thus N W-1,
N W-2, etc.

North East Line, consecutive Nos. from Korukkuppetai, thus
N E-1, N E-2, etc.

METRE GAUGE.

Poona to Londa, P.B-1, P.B-2, etc.
 Kolhapur to Miraj, K.S-1, K.S-2, etc.
 Miraj to Sangli, S.B-1, S.B-2, etc.
 Portuguese Frontier to Bezwada, M.L-1, etc.
 Bezwada to Masulipatam, B.M-1, B.M-2, etc.
 Hubli to Harihar, H.B-1, H.B-2, etc.
 Harihar to Bangalore City, M.S-1, M.S-2, etc.
 Guntakal to Yesvantpur, C.L-1, C.L-2, etc.
 Hotgi to Gadag, B.B-1, B.B-2, etc.
 Mormugao to Portuguese Frontier, W.I.P.-1, etc.
 Hospet to Kottur, K.B-1, K.B-2, etc.
 Gunda Road to Kanivihalli, G.K-1, G.K-2, etc.
 Bellary to Rayadrug, R.B-1, R.B-2, etc.
 Dharmavaram to Pakala, P.D-1, P.D-2, etc.
 Katpadi to Gudur, K.G-1, K.G-2, etc.
 Alnavar to Dandeli, A.D-1, A.D-2, etc.

4. The numbers on buildings will be painted in black letters on a white ground in the form of a shield—vide standard plan and design shown below :—



II.—RULES FOR OCCUPATION, CONSERVANCY AND MAINTENANCE.

1. It is one of the conditions of Railway Service that if Company's quarters are available, the staff are required to occupy them in conformity with the following rules :—

(a) Buildings of all descriptions will be allocated by the Agent for the use of the staff of the various Departments, and the Engineering Department will make over buildings thus allocated to the Departments concerned, taking a receipt in the form mentioned in para (d) below, that such buildings were in good order at the time of being handed over; the form will also show the different fixtures in each building.

(b) Departmental Officers will apportion the bungalows among the men belonging to the Departments entitled to live in them, and no one may occupy a bungalow which does not belong to the Department in which he serves, except by mutual agreement between the Heads of Departments concerned, and subject to the Agent's approval. Such occupation will be recorded in the monthly rent return rendered from each Department to the Chief Auditor and Accountant.

(c) When a building is handed over to the Department to which it is allotted, a signed certificate showing the number and nature of the fittings handed over, and their condition, should be obtained from the occupier. This certificate will be filed in the office of the P. W. Inspector. The fittings should be checked with this certificate once a quarter, and the cost of deficiencies or damages, recovered by the Department concerned, through the District Engineer or Architect. See para II (1) (e) below.

(d) When occupants vacate Company's buildings, the District Officer of the Department to which the building is allotted, should notify the fact on Form G. 12-A (a copy of this form is attached as Appendix A) to the District Engineer concerned, or the Architect, as the case may be, giving as much notice as possible, to enable the fittings of buildings to be checked.

(e) The Senior Subordinate of the Department concerned should also inspect the building in company with the P. W. Inspector, and they should jointly report to the District Engineer any damage other than fair wear and tear, sending a copy of the report of the District Officer concerned. The District Engineer will then assess the damages and refer the matter to the District Officer concerned, who will recover the value of the deficiencies or damages from the out-going tenant.

In the case of electrically equipped bungalows and quarters, advice of occupation, or vacation should be sent by the District Officers concerned (or by the Heads of Departments for Head-quarter Officers stationed in Madras or Perambur) to the officials noted below.

At least 24 hours' notice should be given to enable electric fittings to be checked in the presence of the occupants :—

- (i) For bungalows and quarters at Perambur, Rayapuram and Madras to the Electrical Engineer at Perambur.
- (ii) For bungalows and quarters at out-stations, namely, Bezwada, Arkonam, Jalarpet, Guntakal, Bangalore City, Bangalore Cantonment and Hubli to the respective Electrician stationed at these stations a copy to be sent to the Electrical Engineer, Perambur.

2. The Senior Officer or Subordinate of each Department at a station is responsible for the orderly occupancy of the bungalows of his Department at that station, and for all damage arising from want of proper care of bungalows when temporarily empty.

3. If it is expected that a bungalow will remain empty for any lengthy period, the District Engineer will, on the application of the District Officer or Senior Subordinate of the Department concerned, arrange for it to be placed temporarily under the care of the Local P. W. Inspector.

4. (a) All tenants are under obligation to keep their quarters in a clean state. Defects in drainage or other defects affecting the sanitation and beyond the tenant's power to remedy, should be reported to his District Officer.

(b) No sub-letting will be allowed, and tenants are forbidden to take in lodgers, whether they belong to the staff or not, without the sanction of their Departmental Officers. The Company only undertakes to provide accommodation for the wives and children of its servants, and any tenants desiring to have other dependent relations to live with them must obtain permission.

(c) The windows of all houses, whether occupied by Indian or Anglo-Indian Staff, must be kept open for not less than 8 hours during each day. As this is an important sanitary rule its observance must be enforced.

It is the duty of the Senior Subordinate of each Department at the station to enforce the observance of sanitary measures in houses occupied by employees of his Department, supervision being exercised with due regard to the privacy of occupants. In cases where sanitary measures are not strictly regarded after the occupant has been cautioned, a special report should be made to the District Officer whose attention should also be drawn to all cases of carelessness or inefficiency on the part of the Conservancy Staff, or of wanton injury to or destruction of Company's property by any tenant, whether arising from carelessness, want of cleanliness or malice.

(d) Persons whose conduct is noisy or improper, are liable to ejection from Company's quarters at the order of the Head of the Department, or the Agent, and Station Masters are responsible for the cleanly and respectable conduct of servants living in the Railway compounds.

A person discharged from the service of the Company must quit his quarters on the date from which his discharge has effect, unless his continued occupancy is, for a legitimate reason, permitted by the Head of the Department; but he must not be allowed to remain in occupation longer than a month.

(e) The sweeping out of the houses occupied by the staff is not the duty either of Conservancy servants or Company staff, but must be performed at the expense of the occupants of the house, the litter removed being placed in the receptacles provided for the purpose. The staff are strictly forbidden to employ subordinate servants of the Company for their own domestic purposes.

(f) The erection of walling, boarded work or mat screens under the pandals of bungalows, temporary enclosures against Indian houses, or roofs over the courtyards of the latter is strictly prohibited.

(g) All dogs owned by employees residing on the Company's premises must be provided with a collar. Dogs without collars found roaming, or of an aggressive disposition and a nuisance to employees and their families, will be liable to destruction under the orders of the District Engineer.

(h) Employees residing within Company's premises may only keep cattle within station limits on condition that they are personally responsible for the cleanliness and order of that portion of the premises so used. It is not the duty of the Conservancy Staff. The connection of employees with the Company does not entitle them to free grazing for their cattle.

Goats and pigs are not allowed within station premises. Owners of cows, buffaloes, etc., must prevent these animals from destroying trees and shrubs, and carefully secure them to prevent trespass on the line or damage to Company's property. P. W. Inspectors are authorized to impound all cattle found straying in station compounds.

(i) Quarters which have been occupied by persons suffering from contagious disease, will be cleaned and disinfected promptly in such manner as may be ordered by the Chief or District Medical Officers.

5. White and colour washing of the quarters will be executed free of charge by the Company when required, but ordinarily not more than once a year, and painting as a rule not more than once in three years.

MUNICIPALITIES AND UNIONS.

6. (1) Under the provisions of the Madras City and District Municipalities, Act and the Local Board's Act, notice of vacancy of buildings, their dismantlement, transfer of land or its relinquishment, should be given to the Municipalities and Unions concerned, at or about the time the buildings fall vacant or are dismantled, and lands transferred or relinquished.

(2) Compliance with this provision by the P. W. Inspector of the Sections concerned is necessarily in the interests of the Company, as the remission of taxes in respect of vacant or dismantled buildings and transfer or relinquishment of land are calculated from the dates the notices are actually served on Local Bodies. In the case of vacancies continued from previous half-years, it is essential that notice should be given again at the beginning of the succeeding half-year.

(3) The P. W. Inspector when advising the Local Body of any such vacancy or dismantlement of buildings or transfer or relinquishment of land, should send a copy of his advice to the District Engineer, Deputy Chief Engineer, Chief Auditor and Accountant, and Agent.

(4) With regard to the bills for taxes received from Municipalities and Union Boards, the following procedure will be in force :—

(a) All bills will be received by the Agent direct from the Municipalities and Union Boards.

(b) Where the taxes claimed do not vary from those of the previous year, they will be passed direct to the Chief Auditor and Accountant for payment by the Agent.

(c) New and enhanced claims will be sent to the Chief Engineer by the Agent, and the same will be forwarded to the District Engineers concerned for necessary verification and report.

(5) A half-yearly return of vacant buildings for the half-years ending 31st March and 30th September of each year, must be submitted by the District Engineers so as to reach the Deputy Chief Engineer's Office on the 15th April and 15th October, so that a consolidated report for all Districts to the Agent may be submitted by the Chief Engineer.

7. The District Engineers; Assistant Engineers, or Sub-Divisional Officers and P. W. Inspectors are entitled to inspect periodically, at reasonable hours, all quarters after due notice to the occupant. They will report to the District Officer concerned any case of damage other than that ascribable to fair wear and tear. Occupants must be prepared at any time to make such arrangements as may be necessary for such inspection at 24 hours' notice.

8. (a) (i) With the exception of employees entitled to free quarters, all occupants of Company's quarters must pay rent.

(ii) Rent is calculated at the rate of 6 per cent throughout the Metre Gauge, and on the North East Line of the Broad Gauge, and $7\frac{1}{2}$ per cent for the remaining portion of the Broad Gauge on the assessed value of the premises, subject to a limit of 10 per cent of the employee's salary, including acting and personal allowances, but excluding all other allowances such as furlough and sick leave allowances. This assessed rent appears in column 4 of the Register.

(iii) The assessment of rent to be in the first instance computed on the estimated cost, and be subject to revision and adjustment when the actual cost is certified.

(iv) When improvements to any of the staff quarters which are debitable to New Minor Works are carried out, the Chief Auditor and Accountant will revise the rent of such staff quarters, and the Chief Engineer will thereupon issue the necessary correction memos to all concerned.

NOTE.—(a) (v) As the rents of Officers' bungalows in Madras and Perambur are pooled, paras 8 (a) (ii) and (a) (iii) do not apply to them.

(b) In special cases where houses are provided by the Company for employees for whom Railway houses are not usually found, it shall be competent for the Agent to declare that the 10 per cent limitation shall not apply. For quarters built on special conditions full assessed rent should be recovered.

(c) (1) Rent should be recovered strictly according to Rules.

(2) (i) Rent Rolls on Form G. 12 for Officers' Quarters allotted to his Department should be submitted every month by each District Officer to the respective Head of his Department.

(ii) Each Head of Department will then send to the Chief Auditor and Accountant a Rent Roll with the monthly salary bill, for the Officers of his Department, in which all the buildings allotted to the Officers of his Department are included.

(3) Rent Rolls in Form G. 12 for Subordinate and Menial Quarters allotted to his Department should be submitted each month by each District Officer to the Chief Auditor and Accountant, together with pay sheets.

(4) These Rent Rolls should exhibit all the rentable buildings allotted, whether occupied or vacant, water cess (if any), and conservancy charges (if any). In the case of rents, the Railway to which the amount is creditable should also be stated, i.e., to the M. S. M. Railway proper or to the Branch Line concerned, such as D. K. Railway, B. M. Railway, etc.,

(5) Where a building contains more than one unit, each unit will be shown separately, with the name of its occupant, the period occupied, and rent to be recovered.

(6) Heads of Departments in conjunction with the Chief Auditor and Accountant are responsible for the recovery of rent from the pay of such Officers of their respective Departments as may have been dismissed, resigned or who have died. Similarly District Officers in conjunction with the Chief Auditor and Accountant are responsible for the recovery of rent from the pay of staff who have resigned, or who have died, or who have been dismissed.

(d) All rates and taxes on the buildings occupied by employees will be paid by the Company. The rates and taxes are not to be taken as including rates which are levied for the supply of such commodities as are for the exclusive use and benefit of the tenants, as for instance, electric energy and water.

9. (a) The following classes of employees will be entitled to free quarters when available :—

ENGINEERING.

P. W. Inspectors and their Assistants.
 Signal Inspectors and their Assistants.
 Bridge Inspectors and their Assistants.
 Bridge Foreman.
 Time-keepers on M. G.
 Gangmates.
 Gangmen.
 Keymen.
 Trollymen.
 Gatemen.
 Store Watchmen.
 Line Watchmen.
 Bridge Watchmen.
 Pumpers.
 Signal Fitters and Lascars.
 Bungalow Watchmen if they live in out-houses attached to the bungalows.

NOTE.—Shore Khalasees, Pilot Boat Khalasee, Dredger Khalasee, Driver Boat Khalasee Fire Engine Cleaner, Tindal of the Pilot Boat, Shore Watchmen, Lamp Lighter and Oil Engine Cleaner, are however permitted to occupy Company's quarters free of rent on the understanding that no allowance will be granted in lieu of quarters to employees of these grades. The Dredging Master and the Port Diver at Mormugao are allowed free quarters.

TRAFFIC.

Traffic Inspectors.
 Station Masters.
 Assistant Station Masters.

Station Clerks (who were appointed prior to 1st July 1918) M. G.
Ticket Collectors (who were appointed prior to 1st July 1918)
M. G.

Chief Train Controller.

Assistant Train Controller.

Block Operators and Signalmen.

Telegraph Signallers.

Telegraph Office Inspectors.

Telegraph Traffic Inspectors.

Points Jemadars and Pointsmen.

Gate-keepers.

Luggage Porters.

Shunting Jemadars.

Station Masters' Peons and Menials with the exception of Goods
Shed and Tranship Porters and Watermen.

Watch and Ward Sepoys or Watchmen.

ELECTRICAL.

Electric Telegraph Inspectors.

Sub-Electric Telegraph Inspectors.

Batterymen.

Linemen.

MEDICAL.

Apothecaries.

Sanitary Inspectors.

Compounders where quarters are available.

Sweepers and Hospital Peons wherever quarters are available.

SCHOOLS.

Inspecting School Mistresses.

Head School Mistresses and Assistant Mistresses.

Head Masters and Assistant Masters.

Loco.

Fuel and Shed Watchmen.

Watchmen wherever quarters are available.

STORES.

Watchmen wherever quarters are available.

(b) Employees other than those mentioned in para 9 (a) are not entitled to free quarters.

(c) No single man will be entitled to more than one unit, and no married man will be entitled to more than two units. If accommodation is required in excess of that provided above and is available, rent will be charged at the full rate of 6 per cent, or 7½ per cent, as the case may be, on the Capital cost. The 10 per cent limitation referred to in rule 8 will not apply in such cases.

(d) All employees who occupy Company's quarters and are not entitled to accommodation free of rent, should pay 10 per cent of their salaries on account of rent whether they occupy the whole, or only a portion of the building, and they should only be relieved of the payment of the full 10 per cent, when the amount recovered exceeds the assessed rental of the bungalow.

See also note to para 8 re : rent for Officers' bungalows in Madras and Perambur.

(e) When the necessary accommodation is not available, those entitled to free quarters, may, with the sanction of the Head of the Department, be allowed to draw house allowance at 10 per cent of their salary. In the case of Madras, Perambur, Poona and Ghorpuri, the house allowance is increased to 15 per cent, subject to a maximum of Rs. 25 per mensem.

(f) If a Subordinate is deputed to a special work and given extra pay, it will be decided by the Head of his Department when appointing him to such post, whether the subordinate is eligible for free quarters or an allowance if no quarters are available.

10. It is incumbent on the District Officer to see that all rentable buildings in his charge are occupied, and by the employees for whom they are intended. In other words an employee of a certain denomination drawing low pay should not occupy quarters meant for employees of another denomination with higher pay.

11. (a) When two or more employees of the Railway occupy a bungalow belonging to the Company, the full assessed rent of the building must be recovered from the joint occupants, with the proviso, that no single individual shall be charged more than 10 per cent of his salary.

(b) In the case of men occupying Running Barracks permanently, 10 per cent of salary will be recovered from each man's pay, irrespective of the assessed rent of the buildings they regard as their Headquarters "Home."

12. (a) An Officer or Subordinate absent on full pay should be charged rent, unless called upon to vacate his house or quarters in favour of a "locum tenens", in which case rent would be recoverable from the latter.

(b) Officers and Subordinates absent on leave during which they do not receive more than half pay, may be exempted from payment of rent provided they vacate their houses or quarters.

13. When an Officer or Subordinate vacates his own bungalow in order to take up an acting appointment he should pay rent for one house only. If he draws acting allowances he should pay the rent previously paid by the Officer or Subordinate for whom he acts subject to the usual 10 per cent limitation, except in cases of the buildings for which rents are fixed, but if he does not receive acting allowances he should continue to pay rent for the house which appertains to his own substantive appointment.

14. When a part of any building is used as an Office, or for any other purpose to suit the convenience of the Company, a proportionate reduction in the rent of the premises may be made by the Agent on the recommendation of the Head of the Department to which the occupant belongs.

15. If an employee takes up his residence in Company's quarters before-noon, or leaves them after-noon, he is liable for rent for the entire day. Entry in the afternoon does not render the occupant liable for rent for that day nor does departure in the forenoon.

16. (a) When quarters are vacated for repairs, under proper authority, the sanction of the Agent is necessary for the non-recovery of rent.

(b) No rent will be charged for Running Rooms of Engine Drivers and Guards except as provided for in Rule 11 (b) above, or for premises appertaining to Refreshment Rooms.

CONSERVANCY CHARGES.

17. (a) (1) Subordinates.—Conservancy charges are leviable from the staff occupying Company's quarters in which latrine accommodation is provided, at the rate of 1 per cent of their salaries including acting and personal allowances, subject to a maximum of Rs. 2 per mensem. Overtime and other allowances are excluded for this purpose. Staff Sergeant Instructors of the A. F. I. residing in Company's quarters are also liable to this charge.

(2) Employees whose quarters are not provided with private latrines, and who are therefore obliged to have recourse to a public one as well as those who reside at out-stations where no scavengers are provided by the Medical Department, are exempted from this cess.

(b) Officers residing in Company's bungalows must make their own arrangements for conservancy and no recovery will be made from them under this head.

WATER TAX.

18. (a) Subordinates.—Where piped water is supplied at any station, the employees at that station should pay water tax on the following scale :—

(1) Where water is laid on to bungalows or their compounds, 10 per cent on the rent of the bungalow for which the occupants are liable to pay rent and 1 per cent of salary when occupants are entitled to free quarters.

(2) No charge will be levied when water is not laid into the premises, i.e., when only stand pipes are provided for the common use of their quarters.

(i) Recoveries on account of Conservancy and Water Taps should be shown in the Rent Rolls—vide Rule 2 (b).

(b) (1) For Officers' quarters provided with pipes, the actual quantity of water consumed is to be paid for at As. 8 per 1,000 gallons, plus meter rent.

(2) In places such as Madras where water is supplied by the Municipality to Officers' bungalows, the Municipality allow a certain amount of water free, based on the value of the bungalow. If this amount is exceeded, bills for the excess must be paid by the occupant direct to the Municipality.

SAMPLE PAGE OF REGISTER OF BUILDINGS.

No. allotted and painted on building.	Name of building.	Capital cost.	Assessed rent, if a rentable building.	To what Department allotted.	Date of completion.	Remarks.
		Rs.				

THE MADRAS AND SOUTHERN MAHRATTA RY. CO., LD.
Incorporated in England.

APPENDIX A.

.....Office:

.....

Dated.....

To

.....
.....
.....

DEAR SIR,

VACATION OR OCCUPATION OF QUARTERS.

I beg to inform you that the $\frac{\text{bungalow}^*}{\text{quarters}^*}$ with the undernoted particulars $\frac{\text{will be}^*}{\text{was}^*}$
 $\frac{\text{vacated}^*}{\text{occupied}^*}$ by.....on

Station.....
Description of quarters.....
Register No.....
Department to which allotted.....

Yours faithfully.

* Strike out items not required.

NOTE.—(1) This form to be used by all Departments when advising the District Engineer concerned of vacation or occupation of bungalows or quarters.

(2) Advice of vacation or occupation of bungalows and quarters which are fitted with electric lights and fans should be sent to the officials noted below giving at least 24 hours, previous notice to enable checking of electric fittings in the presence of the occupant :—

(a) At bungalows and quarters at Perambur, Rayapuram and Madras to the Electrical Engineer at Perambur.

(b) Bungalows and quarters at out-stations, namely, Bezwada, Arkonam, Jalarpet, Guntakal, Bangalore City, Bangalore Cantonment and Hubli to the respective Electricians stationed at these stations sending copy to the Electrical Engineer, Perambur.

SCHEDULE VIII.

SCALE OF ACCOMMODATION PROVIDED FOR DIFFERENT CLASSES, AND THE RENT CHARGED.

Type of Quarters.	Areas.									Cost of one unit with 4 feet foundations.		Pay of staff for which type is provided.			Rent at 10 per cent of average salary per annum.
	Living and bed rooms.	Bath and dressing rooms.	Kitchen.	Servants go-down.	Latrine.	Covered verandah and porch.	Open yard.	Coach house.	Total.	At maximum rates.	At minimum rates.	Maximum.	Minimum.	Average.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Sq. ft.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
QUARTERS FOR INDIAN STAFF.															
6	185	16	25	..	12	62	157	..	487	2,580	1,450	70	40	60	72
8 (Existing)	200	30	57	..	10	90	188	..	576	3,680	2,420	114	80	97	116.4
8-A Similar to B. N. R. Type B.	285	28	45	..	14	111	176	..	687	3,750	2,180	114	80	97	116.4
9 (Existing)	205	30	36	..	33	176	180	..	688	4,560	2,760	Over	115	150 say	160
9-A Similar to B. N. R. Type C.	309	26	98	..	33	178	96	..	740	4,800	2,710	180	115	152	182.4
9-1 New Type similar to B. N. R. Type D.	307	26	98	..	33	234	178	..	966	5,680	3,310	240	190	215	258
QUARTERS FOR EUROPEAN AND ANGLO-INDIAN STAFF.															
14	220	30	72	72	24	(a) 126	550	5,620	3,580	100	55	78	98.6
15 (Existing)	288	119	72	72	24	211	786	7,370	4,800	149	101	125	150
15-A	288	104	72	72	24	144	704	6,700	4,280	140	101	125	156
16	616	101	72	72	24	382	1,217	9,700	6,580	289	150	225	270
17	588	428	72	72	24	514	1,698	11,800	7,820	440	300	375	450
18 Excluding Coach house.	1,464	547	72	72	37	829	2,551	19,100	13,150	Over	450	550 say	660
18 Including Coach house..	1,464	547	72	72	37	829	..	108	2,719	20,800	13,800	Over	450	550 say	660

Note.—The out houses consisting of kitchen and one room as servants, quarters and the latrine are two separate buildings.

(a) This includes area of store room 30 sq. ft.

SCHEDULE IX.

SPECIAL AND HOUSE ALLOWANCES.

I.—SPECIAL ALLOWANCE.

With effect from 1st October 1920, an allowance at the rate of 10 per cent of their salary to those in receipt of monthly pay not exceeding Rs. 70 and at the rate of 6½ per cent to those in receipt of monthly pay over Rs. 70 will be granted to the following classes of employees who, when stationed in Madras or Perambur, are not provided with Company's quarters, BUT WHOSE APPOINTMENTS ARE INTERCHANGEABLE WITH THOSE EXISTING AT UP-COUNTRY STATIONS.

LOCOMOTIVE DEPARTMENT.

Chargemen, Drivers, Firemen, Train Examiners, Gas and Vacuum Brake Inspectors, Traffic Yard Shunters and Augwallas.

TRAFFIC DEPARTMENT.

Guards, Brakemen, Ticket Collectors, Station Clerks (other than those who do the duties of Assistant Station Masters), Ticket Examiners, Yard Inspectors and Assistant Yard Inspectors, Train Clerks, Markers, Block Operators, Clerks in Goods Sheds at Rayapuram and Madras Mill Siding, Perambur, Shunting Masters, Cash Witnesses and the Clerical Staff working in the Goods Sheds at Salt Cotaurs.

AUDIT DEPARTMENT.

Travelling Inspectors of Accounts and Stock Verifiers.

ELECTRICAL DEPARTMENT.

Linemen transferable from up-country to Madras and Perambur.

STORES DEPARTMENT.

Depot Storekeeper and Sub-Storekeeper.

This cancels Agent's Circular No. 8150-E, dated 11th-12th March 1913.

II.—HOUSE ALLOWANCE.

(1) With effect from 1st October 1920, employees who are in receipt of monthly pay, who are not in occupation of Company's quarters, or in receipt of an allowance in lieu thereof, AND WHOSE APPOINTMENTS RENDER THEM LIABLE TO TRANSFER, will receive House Allowance as under:—

AT POONA AND GHOHPURI.

10 per cent to employees in receipt of monthly pay not exceeding Rs. 70 per mensem with a minimum of Re. 1.

6½ per cent to employees in receipt of monthly pay above Rs. 70.

(2) With effect from 1st October 1920, employees in receipt of monthly pay who are entitled to free quarters and to a house allowance in lieu, but are not in occupation of Company's quarters, and whose appointments render them liable to transfer will receive House Allowance as under:—

AT MADRAS, PERAMBUR, POONA AND GHOHPURI.

A total House Allowance of 15 per cent limited to a maximum of Rs. 25 per mensem.

Employees in receipt of the Special Madras and Perambur Allowance, or of a Presidency Allowance will not be eligible for the grant of House Allowance in addition.

All Special and House Allowances will cease when the recipient is transferred to stations other than those where such Allowances are payable.

The allowances sanctioned in this Circular are liable to modification at any time at the discretion of the Board of Directors, and are subject to the condition, that the employees spend in house rent not less than the amounts they receive.

SCHEDULE X.

SCALE OF UNIFORM TO TRAFFIC STAFF.

Grade.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
EUROPEANS, ANGLO-INDIANS AND PARSEES.				
Station Masters, Assistant Station Masters, Luggage and Platform Inspectors.	BLACK MOHAIR SUITS.—Coats double breasted with turned down collars, side pockets and four black buttons each side.	1	Every 3 years ..	Only supplied to Station Superintendent and Platform Inspectors at Madras (Central Station) and Station Master and Assistant Station Masters at Bangalore City.
	BLACK MOHAIR COATS do. ..	1	Do. ..	
	WHITE DRILL SUITS.—American do. ..	4	Annually ..	to B. G. } to M. G. } with M. S. M. Buttons. For M. G. stations only.
	Do. do. ..	2	Do. ..	
	SUITS DARK BLUE SERGE.—Quality 'A' double breasted with side pockets and turned down collars and braided on cuff with 4 black buttons each side.	1	Every 2 years ..	
	HELMET.—Pith Kilwood shape with dark blue Muslin puggree.	1	Do. ..	
	CAP.—Black Cloth Military shape—Silver braid round top plain peak and Company's Monogram in silver thread in centre.	1	Do. ..	
	BADGES.—Designation marked in silver thread on black ground to be worn one on each flap of turned down collar.	1 Set.	When unserviceable.	

Guards and Under Guards.	BLUE SERGE SUITS.—Tunic with one breast and two side pockets. Collar 1½" high.	1	Every 8 years B. G.	Also 1 water proof suit every 5 years M. G. only.	
	WHITE DRILL SUITS.—Tunic coats with one pocket on left breast and side pockets. Collar 1½" high.	4	Annually B. G. ..		
	HELMET.—Same as for Station Masters ..	1	Every 2 years ..		
	CAP.—Black cloth with japanned sloping peak and silver braiding round crown "Guard" marked in silver thread above peak.	1	Do. ..		
	BELTS GUARDS.—Black patent leather electroplated mounting with letters "M. S. M." (width of belt 2").	1	When unserviceable.		
	BELTS UNDER GUARD.—Brown leather with strap and buckle "Under Guard" engraved on brass shield.	..	Do. ..		
	BADGES.—Same as for Station Masters ..	1 Set.	Do. ..		
	BLUE SERGE SUITS.—Coats Tunic with one pocket on left breast and two side pockets collar 1½" high.	1	Once in 2 years ..		to M. G.
	WHITE DRILL SUITS.—Coats Tunic with one pocket on left breast and two side pockets collar 1½" high.	3	Annually ..		to M. G.
	Signalmen ..	SUITS WHITE DRILL.—Same as for Station Masters.	4		Do. ..
Ticket Collectors ..	BLUE SERGE SUITS.—As for Guards	1	Every 2 years ..	Metre Gauge. B. G. only to Ticket Collectors at Bangalore Cantt. and Bowringpet. NOTE—Ticket Collectors on M. G. get 2 and not 4 white drill suits annually.
		Travelling Ticket Collectors.	1	Every 3 years ..	
Travelling Ticket Inspectors.	WHITE DRILL SUITS	4	Annually ..	
		Travelling Ticket Examiners.	..	1	
Travelling Ticket Examiners.	HELMETS	1	Do. ..	
	CAPS	1	When unserviceable.	
	BADGES	1 Set.		
Ladies Waiting Room Maids and Waiting Room Ayahs.	FROCKS.—Plain black with white collar and cuff.	..	2	Annually ..	
	WHITE MULL SAREES.—8 Yards each	..	2	Do. ..	
	JACKETS	2	Do. ..	

SCALE OF UNIFORM TO TRAFFIC STAFF—contd.

Grades.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
EUROPEANS, ANGLO-INDIANS AND PARSEES—contd,				
Gentlemen's Waiting Room Attendants.	WHITE DRILL SUITS.—Tunic coats and ordinary trousers.	4	Annually ..	Supplied only to attendant at Central Station, Arkonam and Bezwada.
	CAP.—Same as Ticket Collectors	1	Do. ..	If Anglo-Indian.
	BADGES.—White metal oval shape for breast "M. S. M. Ry., Waiting Room."	1	When unserviceable.	
	TURBANS WHITE MULL.—7 yards	2	Annually ..	If Indian.
INDIANS.				
S. Ms., A. S. Ms., R. S. Ms., R. A. S. Ms., C. Tr. Foreman at Tadepalli.	BLUE SERGE COAT.—Tunic braided with 1 breast and two side pockets with black buttons, upright or turned down collar.	1	Every 8 years ..	Relieving Station Masters, Relieving Assistant Station Masters on Rayapuram District only and Station Masters, Assistant Station Masters on Bangalore Branch.
	BLUE SERGE SUITS.—(Similar to other blue serge of Bangalore branch.)	1	Every 2 years ..	M. G.
		1	Do. ..	M. G. Important stations only, i.e., Station Masters, Harihar, Birur, Davangere and Miraj and Assistant Station Masters, Hubli, Pakala and Belgaum.
	WHITE DRILL SUITS	2	Annually ..	Do. do.
	COATS BLACK ALPACCA.—With side pockets. Collar 1½" upright or turned down collar.	1	Every 2 years ..	
	WHITE DRILL COATS	2	Annually ..	NOTE.—Station Masters, Assistant Station Masters will be supplied 1 water proof suit every 5 years at (1) K. B. I., (2) T. G. T., (3) L. W. R., (4) K. N. P., (5) G. N. J., (6) C. M. Z., (7) N. A. G., (8) M. K. L., (9) D. M. T., (10) D.

						W. R., (11) G. T. L., (12) L. D., (13) C. L. R., (14) K. R. K. P., (15) N. G. V., (16) D. D. S.
		BADGES.—Collar with designation marked in silver thread on black ground.	1 Set.	When unserviceable.		
Passenger Inspector.	}	SUITS BLUE SERGE	1	Every 5 years ..		
		SUITS WHITE DRILL	4	Annually ..		
		PUGGREE BLUE MULL.—7 yards	1	Do. ..		
		PUGGREE WHITE MULL.—7 yards	1	Do. ..		
		BADGES OF RANK.—Same as Station Masters.	1 Set.	When unserviceable.		
Indian Guards	}	SUITS WHITE DRILL.—Tunic	4	Annually B. G. ..	Also one water proof suit every 5 years M. G. only.	
		SUITS WHITE DRILL.—Coats Tunic with one pocket on left breast and two side pockets, collar 1½ inch high.	8	Do. M. G. ..		
		BLUE SERGE SUITS.—Coats Tunic with one pocket on left breast and two side pockets collar 1½ high.	1	Once in 2 years ..	M. G.	
		SUITS BLUE SERGE	1	Every 2 years ..	B. G.	
		BADGES.—Same as for Station Masters	1 Set.	When unserviceable.		
Train Clerks	}	BELTS.—Same as for Anglo-Indian Guards	1	Do. ..		
		WATER PROOF SUITS	1	Every 5 years ..	At Belgaum, Londa, Castle Rock, Hubli, Arsikere, Collem, Tadepalli, only.	
Indian Ticket Collectors and Train Ticket Examiners.	}	BLUE SERGE COAT	1	Every 3 years ..	Staff at Bangalore Cantt. and Bowringpet, only.	
		COATS WHITE DRILL	2	Annually ..		
		BLUE SERGE COAT	1	Every 2 years ..	M. G. only.	
		BADGES.—Same as A. I. T. Collectors	1 Set.	When unserviceable.		
Indian Head Ticket Collectors.	}	SUIT BLUE SERGE.—As for Guard	1	Every 2 years ..	} M. G. only.	
		SUITS WHITE DRILL.—As for Guard	2	Annually ..		
		BADGES.—Same as A. I. T. Collectors	1 Set.	When unserviceable.		

SCALE OF UNIFORM TO TRAFFIC STAFF—contd.

Grades.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
INDIANS—contd,				
Shunting Masters, Jamadars and Yard Inspectors.	WHITE DRILL SUITS.—Tunic with breast and side pockets.	{ 4 2	Annually ..	B. G.
	BLUE SERGE SUIT.. .. .		Do. ..	B. G.
	PUGGREE	1	Every 2 years ..	B. G.
	BADGES.—Metal	1	Annually ..	B. G.
		1 Set.	When unserviceable.	B. G.
NOTE.—Shunting Jamadars at Mormugao Harbour, Vasco-da-Gama, Margao, Collem, Castle Rock and Londa, and Shunting Master at Castle Rock, will be supplied with 1 water proof suit every 5 years.				
Brakemen ..	SUIT BLUE SERGE.. .. .	1	Every 2 years ..	
	SUITS WHITE DRILL.. .. .	8	Annually ..	
	BADGES.—White metal rank on Collar ..	1 Set.	When unserviceable.	
	WATER PROOF SUIT	1	Every 5 years ..	M. G. only.
Indian Refreshment Room Inspectors.	SUITS BLUE SERGE.—with braid	1	Every 2 years ..	
	SUITS WHITE DRILL—without braid	2	Annually ..	
	BADGES.—Oval "Indian Refreshment Inspector" full worked in lace on black cloth.	1 Set.	When unserviceable.	
Indian Refreshment Room, Assistant Inspectors.	WHITE DRILL SUITS.—without braid	2	Annually ..	
	BLUE SERGE SUIT.—Without braid	1	Every 2 years ..	
	BADGES.—Designation in silver thread on black ground.	1 Set.	When unserviceable.	
Indian Car Attendants.	COATS KHAKI DRILL.—Without braid	4	Annually ..	
	BADGES OVAL.—White metal "Indian Refreshment Car Attendant" full and "Indian Refreshment Room Vendor."	1	When unserviceable.	
	CAP—Blue Serge without braid	1	Every 2 years	

Block Operators ..	{	SUITS WHITE DRILL	4	Annually ..	
		BADGES.—To be worn round collar "Block Operators" in white metal.	2	When unserviceable.	
Points Jemadars, Pointsmen, Gatemen, Porters, Masalchees, Telegraph and Station Peons, Brake and Ghat Porters.	{	SUITS KHAKI DRILL.—with cloth buttons and tape for Trousers.	2	Annually B. G. ..	"Platform Jemadar" metal Badge 1 set—when unserviceable will be issued to Platform Jemadar at Bangalore City. B. G. B. G. Except Masalchees. B. G. and M.G., M. S. M. Buttons to Blouse. B. G. and M. G. M. G.
		KHAKI TURBAN PLAIN	1	Every 2 years ..	
		CAPS.—for Porters instead of turbans with "Porter" stitched in red letters.	1	Annually ..	
		BELT.—Leather waist with white metal badge engraved Designation.	1	When unserviceable.	
		(BLOUSE AND TROUSERS).—Blue Dungry Suits.	2	Annually ..	
		TURBANS.—Blue black with white border 7½ yards.	1	Do. ..	
Porters at Salt Cotaurs.	{	KHAKI TURBAN MULL.—for Gatemen under "Engineering Department."	6 Yds.	Do. ..	
		DRAWERS.—Khaki short	2	Annually ..	
Licenced Porters. Cooly	{	BLOUSE.—Blue dungry	1	When unserviceable.	} At the cost of the men.
		BADGE.—White metal badge with strap showing designation.	1	Do. ..	
Platform Vendors .. Pilotman ..	{	Do. do.	1	Do. ..	
		BADGES.—Pilotman Red Armlet with black letters.	1	Do. ..	
Lavatory Boy ..	{	WHITE DRILL SUITS	4	Annually ..	
		TURBANS WHITE MULL.—6 yards	2	Do. ..	
Lavatory Boy at Hubli and Belgaum.	{	SUITS KHAKI DRILL	2	Do. ..	
		BADGES.—of rank white metal	1 Set.	When unserviceable.	

SCALE OF UNIFORM TO TRAFFIC STAFF—contd.

Grades.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
INDIANS—contd.				
Conservancy staff attending Trains and Carriage Cleaners.	JUMPER BLUE DUNGRY	2	Annually ..	
	SHORTS do.	2	Do. ..	
	BLUE SERGE SUIT.. .. .	1	Do. ..	for M. G. only.
	DRILL COATS	4	Annually ..	Suits will be white or Khaki drill as required.
	DO. TROUSERS	4	Do. ..	Aluminium badge and set of buttons on first appointment; replacement to be paid for unless a satisfactory explanation of loss can be furnished or the broken articles produced.
Head Offices, and Broad Gauge and Pakala Districts Officer's peons.	TURBANS.—3 yards each	4	Do. ..	
	TURBANS.—5 yards each for Head Office	4	Do. ..	
	CUMMERBANDS	2	Do. ..	
	RED BAIZE SHOULDER BELT.—(border according to Department.)	1	Every 2 years ..	A brass badge is allowed for one Office Peon of each Head-quarter Officer.
Office Peons	DRILL COATS	2	Annually ..	Suits will be white or Khaki drill as required.
	DO. TROUSERS	2	Do. ..	Leather waist belt with aluminium badges as required, but not more frequently than once in 8 years.
	TURBANS.—3 yards each	2	Do. ..	One set of buttons on first appointment, replacements to be paid for unless a satisfactory explanation given or broken articles produced.
	BLUE SERGE COAT	1	Every 2 years B. G.	

Peons required to accompany Heads of Departments to Simla may receive the following equipment.	SERGE COAT	1	Every 2 years ..	
	DO. TROUSERS	1	Do. ..	
	FLANNEL SHIRTS	2	Do. ..	
	WOOLLEN SOCKS	2 pairs.	Do. ..	
	BLANKET	1	Do. ..	
	LEATHER SHOES	1 pair.	Do. ..	
Metre Gauge Districts, excepting Pakala, Officer's Peons.	DRILL COATS	2	Annually ..	Suits will be white or khaki drill as required. Aluminium badge and set of buttons on first appointment, replacements to be paid for unless a satisfactory explanation given or broken articles produced.
	DO. TROUSERS	8	Do. ..	
	TURBANS.—3 yards each	4	Do. ..	
	CUMMERBANDS	2	Do. ..	
	BLUE SERGE COAT	1	Do. ..	
	RED BAIZE SHOULDER BELT.—(border according to Department.)	1	Every 2 years ..	
Craneman, Loading and Unloading Foreman at Salt Cotaurs.	WHITE DRILL SUITS.—with breast and side pockets.	4	Annually ..	
Gate Constables S.9.	KHAKI SUITS	2	Annually ..	
	HELMET.—Khaki with one spare cover ..	1	Do. ..	

WATCH AND WARD.

Inspectors	COATS.—Tunic Khaki (Military Officers pattern with shoulder straps.)	2	Annually ..	
	SHORTS.—Khaki	4	Do. ..	
	SHIRTS.—Khaki Twill	2	Do. ..	
	HAT.—Pigsticker	1	Do. ..	
	CAP.—Black cloth Military shape silver braid round top with plain peak and Company's monogram in silver thread in centre.	1	Every 2 years ..	
		TURBAN.—Pith Khaki silk and lace	1	Annually ..
Subadars, Jamadars.	COATS.—Khaki same as for Inspectors without shoulder strap.	2	Annually ..	
	SHORTS.—Khaki	8	Do. ..	
	KULA.—Khaki	1	Do. ..	
	PUGOREE.—Grey with gold lace border ..	1	Do. ..	

SCALE OF UNIFORM TO TRAFFIC STAFF—contd.

Grades.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
WATCH AND WARD—contd.				
Havildars and Naiks.	COATS.—Tunic Khaki High Collar	2	Annually ..	
	SHORTS.—Khaki	3	Do. ..	
	PUTTIES.—Khaki	1 pair.	Do. ..	
	KULA.—Khaki	1	Do. ..	
	PUGGREE.—Grey with silver border	1	Do. ..	
Sepoys	BLOUSE.—Tunic Khaki Sepoy pattern	2	Annually ..	
	KNICKER.—Bookers	2	Do. ..	
	PUTTIES.—Khaki	1 pair.	Do. ..	
	TURBANS.—Grey Pith	1	Do. ..	
Gatemen	SUITS.—Khaki	2	Annually ..	
Watchmen	SUITS.—Khaki	2-3	Do. ..	
	TURBAN.—Khaki 3 yards each	2	Do. ..	
Peons (Officers)	SUITS.—Khaki	2	Annually ..	
	Do. —White Drill	2-4	Do. ..	
	TURBAN.—Mull, 10 yards, 6 yards	2	Do. ..	
	Do. Khaki, 6 yards	2	Do. ..	
	CUMMERBAND	2	Do. ..	
Peons	SUITS.—Khaki	2	Do. ..	
	Do. White Drill	2	Do. ..	
	TURBAN.—Khaki, 6 yards, 3 yards	2	Do. ..	
	Do. —Mull, 6 yards	2	Do. ..	
	OVERCOAT	1		
CAP FOR RAINY SEASON	1			

To be renewed when worn out.

Dressers	{	DRESSERS COATS	2	Annually	..	
		TURBAN.—white	2	Do.	..	
Sanitary Peons	{	SUITS.—Khaki	2	Annually	..	
		TURBAN.—White	2	Do.	..	
Battery men (Telegraph.)	{	SUITS.—Khaki	2	Annually	..	
		TURBAN.—Khaki, 5 yards each	2	Do.	..	
Inspector of Watch and Ward.	{	COATS.—Khaki superior 1st quality	8	Annually	..	
		TROUSERS.—Khaki	8	Do.	..	
		FORAGE.—Cap	1	Once in 3 years	..	
		SILVER.—Crown Tudor pattern	1			
		TURBANS.—Tasa silk 7 yards long with gold lace $\frac{1}{4}$ " wide and 4 yards long.	1	Annually	..	To be renewed when required.
		COATS.—Serge Khaki	1	Once in 3 years	..	
		TROUSERS.— do.	1	Do.	..	
	{	HELMET.—Khaki with pigsticker with puggree.	1	Annually	..	
Sergeants	{	COATS.—Khaki superior 2nd quality	2	Annually	..	
		TROUSERS do.	2	Do.	..	
		SILVER.—Stars	1 pair.		..	To be renewed when required.
		HELMET.—Khaki Pith Pigsticker with puggree.	1	Annually	..	
		TURBANS.—Khaki 6 yards long with gold lace.	2	Do.	..	
Head Watchmen	{	COATS.—Khaki Tunic quality for Warrington No. 2.	2	Do.	..	
		TROUSERS.—Khaki drill ordinary No. 2	2	Do.	..	
		TURBANS.—Khaki mull 6 yards long with gold lace $\frac{1}{4}$ " wide 8 yards long.	2	Do.	..	
		KULA.—Khaki	1	Do.	..	

SCALE OF UNIFORM TO TRAFFIC STAFF—contd.

Grades.	Pattern of Uniform.	No. supplied.	Period of Supply.	Remarks.
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WATCH AND WARD—contd.

Watchmen (Indian).	COATS.—Khaki drill quality B. II with low collar.	2	Annually	..
	TROUSERS.—Khaki drill quality B with tape round waist.	2	Do.	..
	TRIPLE CHEVRON.—With white band on red cloth for 2nd grade Watchmen.	2	Do.	..
	DOUBLE CHEVRON.—With white band on red cloth for 3rd grade Watchmen.	2	Do.	..
	PUTTIES.—Khaki	1 pair.	Do.	..
	TURBANS.—Khaki mull 6 yards long with one shamla with red frings.	2	Do.	..
	OVERCOATS.—Warm	1	Once in 2 years	..
CUMBLIES	1	Once in 3 years	..	
Pointsmen, etc., in Yard Shop.	COATS.—Blue drill thick	1	Annually	..
	TROUSERS.— do.	1	Do.	..
	BADGES.—Cotton "Maistry", etc.	1	Do.	..
Train Examiner and Assistant Train Examiner when accompanying State Saloons.	TROUSERS.—White drill	10		
	COATS	10		
	TROUSERS.—Serge blue	2		
	COATS.—Serge blue	2		
	TRAIN.—Examiner Cap black	1		
	A. T. X. R. felt cap	1		
	WATER PROOF.—Over coats	2		
	WOOLLEN.—Stockings	2 pairs.		
	SHOES.—Leather brown	2		
	PUTTIES	2 pairs.		
	BADGES.—Train Examiner	2		
Do. —Assistant Train Examiner	2			
Buttons M. S. M.	10			
BLANKETS	2			

Lascars	{	TROUSERS.—Khaki	2 each.
		COATS do.	2 "
		TROUSERS.—Serge blue	1 "
		COATS do.	1 "
		TURBANS.—Khaki (each 7 yards)	1 "
		BADGES.—Lascar M. S. M.	1 "
		BUTTONS	5 "
		BELTS.—Leather	1 "
BLANKETS	1 "		

NOTE.—The issue is so regulated as to meet the actual needs of the different departments.

SCHEDULE XI.

FREE PASS RULES AND SPECIAL TRAVELLING CONCESSIONS.

CIRCULAR No. E. P. 1.

MADRAS, 15TH AUGUST 1925.

I.—DEFINITIONS.

1. For the purpose of these rules the term **FAMILY** includes :—

- (a) Wife.
- (b) Sons or step-sons under 18 years.
- (c) Unmarried and widowed daughters and step-daughters of any age wholly dependent.
- (d) Married daughters under 16 years wholly dependent.

2. The term **DEPENDENT RELATIVE** means :—

- (a) Mother, if a widow,
 - (b) Sister, unmarried or widowed,
 - (c) Brother under 18 years,
- who are residing with and wholly dependent on the employee.

N. B.—Special cases calling for exceptional treatment will be considered by the Agent.

3. The term **SERVANT** means :—

A servant or any person who acts as such.

4. The term **attendant** means :—

A person who travels in the same compartment as pass holders to look after them.

II.—DESCRIPTION OF PASSES.

5. Free passes will be of Five descriptions :—

- (a) General (Silver).
- (b) Periodical (Book or Card).
- (c) Ordinary (Cheque).
- (d) Telegraphic.
- (e) Metal armlets.

III.—OFFICERS ENTITLED TO ISSUE PASSES.

6. The following concessions are granted by the Agent only :—

AGENT.

- (a) All first class passes.
- (b) Complimentary passes of all kinds.
- (c) Passes to the staff of other Railways and their families.

(d) Passes to the staff of the Government Telegraph, Postal and Railway Police Departments and also to the M. & S. M. Railway Auxiliary Force under Rules 35 (c) and (d), except as prescribed under Rules 9, 37 (c), (d), (e) and (g) and 39 (d).

(e) Passes to the Government Examiner of Accounts and Government Inspector of Railways, and their staff, under Rule 35 (f).

(f) Passes to governesses and European and Anglo-Indian nurses in the employment of officers of the Railway, and to Hospital nurses, under Rule 39 (b).

(g) Passes to dependent relatives under Rule 38 (b) (xi).

(h) School Passes, under Rules 35 (i) and 38 (b) (ii).

(i) Passes for inspectresses and teachers of Railway Schools under Rule 38 (b) (iii).

(j) Passes for motor cars, horses, cattle and carriages, under Rule 39 (j).

(k) Passes for tombstones, under Rule 39 (k).

(l) Passes for retired employees after 12 months from date of retirement, under Rule 39 (c).

(m) Passes and season tickets at half public rates to contractors, under Rule 37 (f).

(n) Passes to Construction and Survey staff under Rule 38 (b) (iv).

(o) Passes over foreign Railways, under Rule 41.

(p) Passes to employees of the Railway Co-operative Society, under Rules 35 (g) (iii) and 38 (b) (vii).

(q) All passes and concessions not specified as within the competence of Departments.

DEPARTMENTS.

7. Heads of Departments and officers nominated by them are authorized to issue over the Home Line passes other than first class as below. Each Head of Department should notify the Agent and Chief Auditor what pass-issuing powers are delegated by him to his district or other officers.

(a) Periodical and cheque duty passes to any servant of the Company employed in their respective Departments under Rules 35 (a) and metal armlets by the Engineering Department under Note (ii) to Rule 33, and 37 (a).

(b) Privilege passes under Rule 38 (a).

(c) Cheque passes to :—

(i) Any employee of the Company when joining appointment, on transfer, on resignation or dismissal. Such pass may include his wife, family and a maximum of four dependents.

(ii) Any employee proceeding on leave. Such pass may include his wife and family, and also may include two dependents if he is going on long leave necessitating break-up of establishment.

(iii) Wives and children of deceased employees to enable them to return to their homes, and for their luggage and furniture according to the status of the employee, vide Rule 39 (c) (i).

(iv) Retired employees under Rule 39 (c) (ii).

(v) Contractors under Rule 37 (f).

(d) (1) Periodical Provision passes or occasional cheque passes to one station only, which must be the nearest centre of supply, may be issued at discretion by Heads of Departments to Officers and employees who are obliged to reside at a distance from any centre of supply, for bazaar packages, and for servants when sent for supplies. The free conveyance of such packages is subject to the condition of their containing bona fide supplies for personal use and not for sale.

(2) When such packages are sent by train, they must be booked on a Free Parcels Way Bill form and not on a Free Service Way Bill form. The pass issuing Officer should furnish the Chief Auditor and Accountant with a list of provision passes issued by him showing the stations between which they are available, dates of availability, and the name of the person in whose favour they are issued.

(3) Provision passes should be endorsed "available once a week only". Where for special reasons, it is desirable to delete this remark Heads of Departments may do so under their signatures, but the Agent and the Chief Auditor and Accountant should be furnished with particulars of such cases.

(4) Periodical provision passes should be made available for three months only in the case of subordinates, and for six months only in the case of Officers. Returns of such passes should be submitted monthly to the Agent. When no such passes have been issued a nil return should be sent.

(e) Entertainment passes under Rule 39 (f).

(f) Residential Free passes to :—

(i) All Perambur workmen, Engineering workmen in Madras and Architect's district, the Signal Engineer's staff working in the Madras area and Electrical Department workmen employed in Madras, who have to travel by the Company's trains to and from their work. In the case of Head-quarters staff living in the suburbs (Trivellore—Ponneri), Residential Free passes are granted to those who are already enjoying them.

Residential Free Passes are available only by Local trains and should be endorsed "Not available on Sundays or $\frac{\text{Workshop}}{\text{Office}}$ holidays," except those issued to workmen employed in Madras or its vicinity but not in offices or workshops. A return of all suburban free passes issued by Heads of Departments must be sent half-yearly to the Agent.

(g) Passes for anti-rabic patients under Rule 39 (h).

(h) Passes for teams of employees under Rule 39 (e).

(i) Passes for belongings of staff on transfer under Rule 39 (j).

(j) Season tickets (monthly or quarterly) to clerks and other employees both permanent and temporary who do not hold Residential free passes, at the following rates :—

(i) At a special rate of 6 annas a month to cover a distance not exceeding 10 miles to those whose pay does not exceed Rs. 15 a month. Tickets at this rate will not be issued for distances exceeding 10 miles.

(ii) At one-fourth of the rate charged to the public to those whose pay exceeds Rs. 15 a month, but does not exceed Rs. 30 a month, subject to a minimum charge of 6 annas for a monthly or Rs. 1-2-0 for a quarterly ticket.

(iii) At one-third of the rate charged to the public to those whose pay exceeds Rs. 30 a month.

(iv) At one-third of the rate charged to the public to those who travel 2nd class under the Free Pass Rules.

(v) At one-half of the rate charged to the public to those who reside at stations beyond Trivellore on the South-West Line, Ponneri on the North-East Line, or on any other section of the Railway.

Employees holding residential free passes or season tickets, will be allowed to use all trains except the Mails, Express Trains, and Nos. 15, 16, 21 and 22. Rules regarding dates of issue applicable to the public will apply also to such season tickets.

FOREIGN RAILWAY OFFICERS.

8. The undermentioned Officers of Foreign Railways are authorized to issue passes over this Railway for any Railway employee or for a member of an employee's family who is required to go to hospital for anti-rabic treatment, with attendant if necessary. All such passes will be available by mail trains and endorsed "For anti-rabic treatment." A return of such passes issued will be sent to the Chief Auditor of this Railway direct by the issuing officer.

Agents	}	..	{	S. I.	}	Railways.
Heads of Departments.				B. N.		
District Officers	}	..	{	G. I. P.	}	
Medical Officers				B. B. and C. I.		
				N. G. S.		

and the Manager, Mohpani Colliery of the G. I. P. Railway.

NON-RAILWAY OFFICERS.

9. (a) The Director-General of Posts and Telegraphs is authorized to issue cheque passes to officers and employees travelling on bona fide Railway Mail Service. He may depute this power to officers of the Railway Mail Service not below the rank of an Assistant Superintendent, intimating the fact to the Chief Auditor and Accountant of the Railway.

(b) Cheque passes to officers and employees serving under them for bona fide Railway duty are also issued by the officers of the Government Telegraph Department of and above the rank of Deputy Superintendents.

(c) The Superintendents, Railway Police, may issue passes to their policemen on duty under Rule 37 (g).

IV.—RULES APPLICABLE TO ALL PASSES.

10. Passes of any description can only be used by the person in whose favour they are issued, and each pass must bear the name or title of the person as well as, with the exception of general passes, the class by which he is to travel and the dates on or within which the pass is available.

CLASS OF PASS ALLOWED.

11. The following rules regulate the class of passes granted on the home line :—

(a) **First Class.**—All officers of the Company, their families and persons holding an equivalent position.

NOTE.—Office Superintendents and Sub-Divisional Officers, irrespective of salary, and employees drawing Rs. 500 and above a month are eligible for second class passes when they travel on duty. When travelling on leave or transfer, they may be granted first class passes (not available by mail except for journeys of 500 miles or over). Such passes will be issued by the Agent only.

(b) **Second Class.**—Employees drawing Rs. 105 a month and over, and members of their families.

EXCEPTION.—(1) This limit is not applicable to employees who were eligible for second-class passes prior to 1st January 1920, to School Mistresses in Railway Schools and to female typists.

(2) Assistant Surgeons when travelling on duty will be entitled to travel second class, but when travelling on privilege passes will be subject to the conditions applying to other employees.

(3) Audit Ticket Inspectors when travelling on duty will be allowed to travel second class, and Travelling Inspectors of Accounts may travel second class when there is no intermediate class accommodation on the train.

(c) **Intermediate Class.**—Employees drawing Rs. 75 and less than Rs. 105 a month, and members of their families. When no intermediate class accommodation is available, intermediate class pass-holders should travel third class.

(d) **Third Class.**—All other staff.

NOTE.—(1) The rate of pay actually drawn, and not the maximum of an incremental grade, will determine the class of pass to which an employee is entitled.

(2) For the purposes of these rules the salary of an employee includes acting and personal allowances, but not travelling allowance.

12. Second, Intermediate and Third class Privilege Passes are not generally available by Mail trains between any stations on the following sections or by Express trains between Madras and Bangalore :—

(a) Madras and Bangalore City—South-West Line.

(b) Madras and Cuddapah—North-West Line.

NOTE.—A free pass-holder entraining or detraining at any station between Madras and Cuddapah will be excessed full mail fare and penalty if he travels by mail.

(c) Madras and Waltair—North-East Line.

(d) Poona and Bangalore City—Metre Gauge.

CHANGE OF CLASS.

13. The holder of a third class pass by other than mail train can, if the journey is 300 miles or over, travel by mail train on paying the difference of fare before starting. Similarly, when the holder of a second, intermediate or third class pass wishes to travel in a higher class than that for which the pass is available, he may do so on paying the difference between the fare of the journey for which he holds a pass and the fare of the class in which he desires to travel.

14. In both the above cases free luggage allowance as for a pass-holder will be granted, and the booking clerk will issue an excess fare ticket on collection of the difference in fares, and will hand over the pass and the excess fare ticket to the pass-holder, both to be given up at destination.

LUGGAGE AND SERVANTS ALLOWED.

15. The following table shows the number of servants and the quantity of luggage admissible to each class of pass-holder. Any baggage in excess of these limits must be paid for as ordinary luggage unless covered by special entry on the pass :—

Class of pass-holder.	No. of servants admissible in Third class.	Luggage admissible for	
		Each adult.	Each child.
First	2	3 maunds.	1½ maunds.
Second	1	2 „	1 „
Intermediate	1	1 „	20 seers.
Third	30 seers.	15 „

16. Third class pass-holders when travelling on duty or transfer may be allowed a pass for a servant. This concession may be extended to employees drawing Rs. 40 and over, in cases of illness or when their families are travelling alone, and also to employees with large families who have put in a fair term of service, generally not less than ten years.

17. (a) Bicycles may be carried at owner's risk by employees holding first, second or intermediate class passes, subject to the limit of free allowance of luggage covered by the pass. A bicycle will be counted as one maund of luggage.

(b) Motor cycles may not be carried free, unless specially included in the pass or unless a special pass is held.

18. Under exceptional circumstances, baggage up to a maximum of 5 maunds first class, 3 maunds second class and 2 maunds inter. and third class may be included in duty and privilege passes.

CHECK ON USE OF PASSES.

19. All passes of every description must be examined by Station Masters or Ticket Collectors as carefully as ordinary tickets.

Any employee who is unable to produce a pass, or whose pass is out of date, will be required to pay full fare and penalty in the same way as any ordinary passenger who may be unable to produce his ticket.

SAFE CUSTODY.

20. Passes are printed and stored by the Chief Auditor and issued by him to authorized officers on requisition.

Pass-granting Officers should not ask for more blank periodical and cheque passes than they require, and, in the case of periodical passes, they may only retain 5 per cent of their total annual issue as spare to meet emergencies, any balance being returned to Audit.

Requisitioning officers are solely responsible for the safe custody of blank passes issued to them.

21. Cancelled free passes must not be destroyed but should be sent to the Chief Auditor and Accountant with the Returns. [See Rule 28.]

ALTERATION OF PASSES.

22. When passes over the home line require alteration as regards the date up to which they can be used, they need not be returned for correction but the necessary alteration may be made by the Head of a Department or Officer nominated by him, provided that Officer signs his name and designation in full below the alteration and advises the issuing officer.

In no case should a pass be extended for more than three months beyond the original date of issue.

23. Permission to break journey may be allowed by endorsement on passes at the discretion of the issuing officer. When the date of the return journey is doubtful, a period within which the journey may be completed should be entered in the pass.

24. Passes issued but not used are, except in special circumstances, to be counted against the number for which an employee is eligible.

PENALTIES.

25. The following are the penalties for Passes lost or not returned as required by Rules :—

Silver passes	Rs. 5
Periodical Book or Card passes as under :—					
Staff drawing Rs. 20 and over	„ 2
Do. less than Rs. 20	„ 1

Fees to be charged to the Government Railway Police, Postal or Telegraph Departments for the loss of station to station passes according to the distances for which they are available.	Rupee 1 for every 50 miles with a minimum of Rs. 2 and a maximum of Rs. 5.
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The amount recovered as penalty for the loss of home line passes should be credited to the earnings of the Railway.

26. When a cheque pass is lost the holder should immediately report the loss to the issuing officer. Any pass issued to replace it counts against the number of passes to which the employee is entitled.

RETURNS.

27. A list of silver passes in possession of officers should be submitted yearly to the Agent's Office, at the close of each official year.

28. Each officer authorized to issue free passes must furnish to the Audit Office, by the 10th of each month, a return (in the prescribed form) of passes issued by him during the preceding month.

29. These returns will be scrutinized and compared with collected passes. The Chief Auditor and Accountant will bring to the notice of the Agent any case in which it appears to him that passes have been irregularly issued or used.

V.—RULES FOR EACH CLASS OF PASS.

SILVER PASSES.

30. A General or Silver Pass entitles the holder to travel free in first class by any mail or passenger train and to carry free in the same train two servants in the third class and three maunds of luggage. It also entitles him to travel on duty by brake-van of a goods train or on an engine in case of necessity. It will have the official title of the holder engraved upon it.

31. Silver Passes are issued by the Agent to the superior officers of the Company and to such persons as may be entitled, *ex officio*, or for special reasons, to travel first class over any part of the Company's system. They are also granted to certain officers of other Railways under a reciprocal arrangement.

32. The holder of a Silver Pass must surrender it when he leaves the Company's service, or when he is promoted or transferred to an appointment to which a different Silver Pass is allotted. Gold Passes are not issued.

PERIODICAL PASSES.

33. Periodical Passes will not be issued for periods less than a fortnight or longer than a financial year. They bear the name and designation of the holder and entitle him to travel free in any mail, passenger or mixed train in the class of carriage mentioned and at any time within the dates and between the stations for which they are available. The limits between which such periodical passes are made available will be strictly in accordance with those of the ordinary duties of the employee in whose favour they are issued.

NOTE.—(i) In the case of gangs, the name of the mate or the number of his section and number of men to accompany him will be sufficient.

(ii) Metal Armlets are issued to certain employees of the Engineering Department, such as Trollymen and District Artizans, in place of card passes. These armlets have embossed on them the designation of the employee authorised to use them, also a number, and the names of the stations between which the holders are entitled to travel free.

Metal Identification disc badges issued to Permanent-Way Staff by the Engineering Department are for identification purposes only. These badges must not be used, nor regarded as free passes.

34. The holder of a Periodical Pass must return it to the issuing officer the day after it expires. He must also return his pass to the issuer if he ceases to hold office or if he goes on leave and a substitute is appointed for him.

35. The persons to whom Periodical Passes may be given are :—

(a) Employees of the Company whose duties require them to travel frequently over the line or certain portions of it.

(b) Employees of other Railways when they are on duty connected with the M. & S. M. Railway.

(c) Employees of the Postal and Government Telegraph Departments, whose duties necessitate constant travelling over the line or over certain portions of it, in accordance with the Rules laid down in the State Railway Open Line Code. The issue of these passes will be strictly confined to the persons specified in the Code, and to the portions of the Railway within the respective circles or beats of the holders.

NOTE.—All Card Passes issued on Telegraph service should be endorsed as "available by Brake Vans of Goods Trains."

(d) Executive officers, Railway Police, over portions of the line within their beats.

(e) Permanent staff of the Railway Rifles under Rule 39 (d).

(f) Employees of the Officers of the Government Inspectors of Railways, Government Examiner of Railway Accounts and other officers and employees permanently or temporarily attached to and actually employed on the M. & S. M. Railway and whose duties demand frequent travelling over the line or certain portions of it.

(g) Also at the discretion of the Agent to—

(i) Ministers who constantly minister to the spiritual wants of the employees of the Railway.

(ii) Refreshment Room Contractors and their employees, Out-Agency Contractors and their employees, Clothing and Book-stall Contractors and their employees.

(iii) Employees of the Railway Co-operative Society available by the trains to which the supply wagons are attached.

(h) Wives, families and servants of Officers of the Company on the open line and on construction.

(i) Children of Railway employees to attend school and Inspecting School Mistresses of Railway Schools. Children of employees of less than ten years' service, who either reside at stations where educational facilities already exist, or for their own convenience prefer to live at stations where there are no schools at all, will not be granted this concession, but Season Tickets at half the rates which are allowed to Company's employees under Rule 7 (j), will be sanctioned in such cases by the Agent on the recommendation of the Heads of Departments.

(j) Provision Passes to officers and other employees of the Railway under Rule 7 (d).

(k) Residential Free Passes under Rule 7 (f).

CHEQUE PASSES.

56. (a) Ordinary or Cheque Passes are for a single journey, and separate passes are required for each direction. They entitle the holder to travel free in the class of carriage named, on or before the dates specified on the passes to the stations for which they are granted.

NOTE.—Such ordinary or cheque pass will not be out of date, if the journey covered by such pass is commenced, (not necessarily completed), on the date of expiry, provided there is no break of journey.

(b) Employees of the Company to whom ordinary passes are issued will be held responsible for giving them up at the end of the journeys to which they pertain, and, in the event of their passes not being asked for by the station staff, they will at once return them to their superiors from whom they were received, with a report of the circumstances under which they were not collected. All receipts for passes collected should be returned to the office of issue.

DUTY PASSES.

37. Duty passes will be issued to :—

(a) Employees who are required to travel occasionally on duty.

(b) Employees on appointment, transfer or leaving the service with their families and not more than four dependents.

NOTE.—(1) Dependents include, for the purposes of this rule any relation for whose maintenance an employée is responsible, and who is residing with him at the time of his transfer.

(2) The wives and families may be allowed the same concession and the same class of passes as are authorised for the employees themselves.

(c) Assistant Director-General of the Post Office when travelling on bona fide Postal Service.

(d) Employees of the Railway Mail and Sorting Service other than those entitled to Card Passes when they travel on duty.

(e) Persons other than those above mentioned, whose duties are connected with the Railway Telegraph but do not involve frequent travelling on the Railway.

NOTE.—Officers travelling in the course of duty and who are eligible for travelling allowance for the performance of that duty are not entitled to a Free Pass.

(f) No passes can be issued to a contractor on open line unless the provision of a pass is specified in his contract. New contractors and their agents are allowed the concession of season tickets at half the public rates by the Agent.

NOTE.—A District Engineer or an Assistant Engineer who desires to interview a contractor, whose section does not include the Headquarters of the District, may issue a Cheque Pass to enable the Contractor to travel from any station on his section to the place of meeting selected by the District Engineer or Assistant Engineer.

(g) Second and third class passes on transfer account only may be issued to the Railway Police staff by the Superintendent of Railway Police, provided the transfer is from one Railway charge to another, and not from the Railway to the District or vice versa. They may include one dependent subject to the total number of family members not exceeding six.

The following kit passes are admissible :—

Inspectors-1 wagon (B. G.) or 2 (4-wheeled) M. G. wagons.	
Sub-Inspectors- $\frac{1}{2}$ wagon (B. G.) or 1 (4-wheeled) M. G. wagon.	
Head Constable	10 maunds.
Constable	5 ..

NOTE.—Live Stock Passes are inadmissible.

PRIVILEGE PASSES.

38. Privilege Passes are passes granted to staff when not on duty, and also those granted to their families.

(a) Employees will not be granted these passes over the home line until they have completed one year's service. These should ordinarily be limited to two double or four single journey passes over the Company's own line in any calendar year. If, owing to the exigencies of service, an employee to whom leave and passes have been sanctioned is prevented from availing himself of such leave, a Free Pass may be given to enable his family to travel in advance, a separate pass being furnished to the employee when he can be spared to proceed on leave; for the purpose of this rule the separate passes issued will be treated as one pass. Privilege Passes should be made available by the shortest route which should be shown on the pass together with the number of persons travelling.

NOTE.—(i) Privilege Ticket Orders over the Home Line are issued to all employees with one year's service and over, subject to a maximum of four a year.

The issue of Privilege Ticket Orders to employees in any one calendar year is confined to four single journey or two return journey, whether over the Home Line or Foreign Lines.

(ii) "The only deviation from the principle of the shortest route rule permitted, is in the case of employees wishing to travel between Renigunta and Jalarpet, who may be granted passes available either via Arkonam and Katpadi, or via Pakala and Katpadi, and vice versa; similarly staff travelling between Pakala and Madras may be granted passes available either via Katpadi and Arkonam or via Renigunta and Arkonam and vice versa."

(b) The persons to whom Privilege Passes may be given are:—

(i) Employees of the M. & S. M. Railway and their families going on leave. Candidates and apprentices can have passes for themselves only and not for families.

(ii) Children of employees going to or returning from school, for two outward and two return journeys a year during long vacations. In cases of children under 15 years, passes for parents or guardians are issued to enable them to accompany the children to and from their schools.

School Passes are not to be counted against the number of passes for which an employee is eligible under Rule 38 (a).

(iii) After one term's service, School Teachers and Inspectresses of the M. & S. M. Railway will be allowed by the Agent the privilege of free passes over the home line for both the Christmas and Summer vacations. After two years' service, teachers qualify for one set of foreign line passes a year. When either the mother, sister or other female relative of a school mistress is residing with her, home line passes may include such relation in addition to the teacher herself.

(iv) Free passes to staff employed on Construction or Survey may, when they go on leave, be granted by the Agent at his discretion. In order to be eligible for the grant of free passes over the home line, an employee on Construction should have put in at least one year's continuous service.

NOTE.—Credit Orders should be issued only in cases when the employee is entitled to travel on duty at the Company's expense. The order should be limited to staff actually employed on Construction or Survey and not to their wives, families and dependent relatives, or for bicycles, dogs, etc.

(v) Menials being monthly paid employees are entitled to privilege passes over the home line only after 12 months' service, but not for dependent relatives, and they are not allowed passes for distances of over 100 miles.

NOTE.—In cases where the journey exceeds 100 miles, through third class passes covering the entire journey may be issued on collection of $\frac{1}{3}$ rd fare for the distance in excess of 100 miles. The procedure to be similar to that adopted in the case of third class foreign line passes issued over Railways where this restriction applies (vide Note (2) to Rule 6 (d), Appendix A).

(vi) "Daily paid workmen, other than coolies, of over one year's service may be granted two sets of privilege passes for themselves, their families and dependent relatives at the discretion of the Head of their Department. Such passes should not be issued to coolies nor to permanent employees whose pay is 10 annas a day or less."

The following may be given free passes after 12 months' service, providing their substantive pay exceeds 10 annas per diem :—

Fitter and Lifter Coolies, Lascars or Khalasies, Augwallas and Apprentices. But passes in favour of dependents of Apprentices will not be granted.

NOTE.—(1) The term "cooly" is applied to menials employed as unskilled labourers, such as cleaners, fuel coolies, shed coolies.

(2) Workmen are allowed to carry their tools with them free when travelling on duty, if provision is made on their passes.

(vii) Employees of the M. & S. M. Railway Co-operative Society and the Urban Bank and their families, subject to the limit of one set of passes a year each man, provided they have at credit one year's service. Passes for menials are not allowed.

(viii) Government Examiners, Government Inspectors and their staff with their families.

(ix) Employees of English and Foreign Railways and certain other Railways in India and of the Bombay Steam Navigation Company, and their families.

The employees of Railways in East Africa and Mesopotamia on leave to India on production of approved credentials will be allowed to travel at half fares.

(x) Employees of the M. & S. M. Railway and their families in cases of resignation, discharge or retirement, and families of deceased employees to enable them to return to their homes.

(xi) Passes in favour of any two dependent relatives will normally be issued by the Agent. When an employee is going on long leave entailing break-up of his establishment, they may be issued by the Department concerned. Such passes may be inclusive of the employee and his family but they will be counted as a full issue against his allowance.

Candidates and apprentices are not entitled to passes for dependents.

(xii) Provision passes under Rule 7 (d).

NOTE.—The age and sex of children should be given in pass application forms. This information should in addition be entered on passes by the issuing authority.

SPECIAL PASSES.

39. Special cheque passes will be issued as follows :—

(a) All complimentary passes at the discretion of the Agent.

(b) (i) ~~Passes over the home line~~ are allowed to Childrens' Governesses and ~~European and Anglo-Indian nurses~~ in the employment of Officers of the Railway for the following journeys :—

- (1) On first arrival in the country from port of debarkation to Headquarters of the Officers concerned.
- (2) To port of embarkation on return to Europe.
- (3) On transfer.
- (4) On journeys to and from Hill Stations.

When journeys are made to Hill Stations served by foreign railways, the Agent is prepared to apply to such railways for the grant of a concession rate of half the public fare.

(ii) Hospital nurses, when proceeding to attend cases of illness amongst employees of the Railway or their families, are allowed second class passes over the home line.

(c) (i) Passes for employees on retirement and their families and also for families and effects of deceased employees may be issued by Departments once within a period of three months after retirement or decease.

(ii) In deserving cases, Heads of Departments may issue home line passes once within the year in favour of retired employees and their families who apply for them within 12 months after date of retirement.

(iii) Retired employees will not be entitled to this concession after the expiry of 12 months from the date of retirement. Exceptional cases will however be considered by the Agent if recommended by Heads of Departments.

(d) Second and Third class passes to members of the Railway Rifles travelling on duty will be issued by the Agent. To avoid delays, Officers commanding up-country detachments will be supplied with signed cheque passes on application by the Commandant to the Agent, which the Officer will countersign and issue to members of his Company proceeding on Auxiliary Force duty, including those going to Company Head-quarters for musketry, etc., to Staff Sergeant Instructors and Lascars and their families on transfer, and also to Bandsmen for up-country engagements and on first joining the Rifles. Second and Third class privilege passes are also issued by the Agent to members of the Auxiliary Force (Railway battalion) staff and their families. A return of all passes issued must be sent monthly to the Chief Auditor.

The Company does not exchange passes with foreign lines for members of the Auxiliary Force.

(e) Heads of Departments may also grant passes to Cricket, Hockey and Football teams composed of the Company's employees.

(f) Occasional cheque passes for short distances may be issued by Heads of Departments or Officers nominated by them to European and Anglo-Indian employees and to their families at road-side stations to enable them to attend places of worship, entertainments in Railway Institutes and Railway Auxiliary Force sports. These passes will not count as privilege passes under Rule 38.

(g) Medical Officers may issue cheque passes in accordance with these Rules to any employee or to any member of the family or any dependent of an employee, who is under the medical treatment of the Railway Medical Staff, or who is about to return home after such treatment or medical examination, as well, as to any attendant required for the patient.

(h) When a Railway employee, irrespective of status, or a member of an employee's family, is required to go to hospital for anti-rabic treatment, any Officer may issue passes for the patients, with attendant if necessary. Such passes will be available by mail trains and endorsed "For anti-rabic treatment". They may, if necessary, be issued over foreign railways.

(i) Free third class tickets or passes can be issued to indigent persons other than Government servants travelling over the Madras and Southern Mahratta Railway on the requisition of a Government servant empowered in that behalf by the Government of Madras or Bombay or by the Mysore Durbar or the Kolhapur or Sangli States, as the case may be, for the outward journey and on the requisition of the Officer-in-charge of the Pasteur Institute or Hospital, for the return journey. The concession will also be extended to attendants in the case of women, children or aged persons.

(j) Cheque passes will be issued by Departments to employees of the Railway proceeding to join appointment on transfer or on termination of service for the conveyance of additional luggage, domestic animals and furniture, up to a maximum of two wagon loads on the Broad Gauge and four wagon loads on the Metre Gauge for officers and half that allowance for subordinates. Passes for luggage and furniture issued under this rule should be available by goods train only.

Passes will also be issued by Departments on behalf of officers on transfer or on termination of service for one horse-box and one motor-truck if required. On other occasions concession of one-third tariff rates, or a free pass in special cases, may be granted for horses and motor cars of officers on application to the Agent.

NOTE.—Officers' kit passes, except on transfer or termination of service will be issued by the Agent.

(k) In special circumstances, passes for the carriage of tombstones will be granted by the Agent over the Home Line to Railway employees, but weights in excess of one ton will not be allowed.

40. (a) (1) When employees are required to proceed on urgent duty, and when ordinary passes cannot reach them in time if despatched by train, telegraphic messages may be sent to them by District Officers.

(2) In more urgent cases, however, such messages may be issued by Permanent-Way Inspectors, Traffic Inspectors, Signal and Bridge Inspectors, Senior Subordinates of the Electrical Department, Loco Foremen, Train Examiners, Waltair and Raichur, and Drivers-in-charge, Hotgi, Bowringpet and Nandalur, and Station Masters of certain important stations (such stations to be determined by the Chief Transportation Superintendent and Traffic Manager). Such cases should be immediately reported to their respective District Officers by letter, and the urgency explained in each case.

When an employee is sick and unable to travel, and it is necessary for the Assistant Surgeon to attend him at the place of his sickness the code word "ENIVOL" meaning "Medical attendant necessary" will continue to be used as at present.

(3) Immediately a telegraphic message is received, the addressee must exchange it for an ordinary ticket, and proceed at once to the station concerned.

(4) The telegram must not be used as a pass, but should be sent to the Audit Office by the station, together with the classification, in support of the ticket issued free of charge.

(5) The holder will receive the free allowance of luggage admissible in accordance with the class of pass issued.

(6) Returns of all such Telegraphic or Memo Passes, including those issued by Subordinate Officials, should be submitted monthly by District Officers to the Chief Auditor and Accountant.

(b) (1) In cases of sickness of staff (Traffic, Loco, Engineering, etc.), requiring medical treatment, the Station Master of the station at which the employee is working, will wire to the District Officer concerned the code word "EXSLEP" meaning "Sick and able to travel and proceeding to Railway Hospital," prefixing thereto the name and designation of the employee. The District Officer will issue a Telegraph Pass, sending a copy thereof to the Assistant Surgeon in charge of the Railway Hospital or Dispensary concerned.

(2) To cover the journeys of employees pronounced to be unfit for duty, or fit for duty with medical treatment, cheque passes as necessary, will be issued by the Chief Medical Officer or the District Medical Officer, both for the employee's return to his station, and for his later journey for medical treatment. To avoid delays the Assistant Surgeons will, on application to the District Medical Officer, be supplied with signed cheque passes, these the Assistant Surgeon will countersign and issue to sick employees.

Returns of all such passes issued during the preceding month must be furnished to the Chief Medical Officer, and the Chief Auditor and Accountant by the 10th of each month. When no passes have been issued a "Nil" return should be sent.

V.—PASSES OVER OTHER RAILWAYS.

41. (a) Ordinarily, passes are interchanged with other Railways for officers and employees of the Railway and their families in accordance with the rules mutually agreed to.

(b) All applications for passes over other Railways must be made through the usual channel to the Agent and must reach him at least 15 days before the passes are required.

NOTE.—The Company does not allow refunds in cases where the delay in the issue of passes does not rest with this Railway.

(c) For officers, including those holding honorary rank and their families, application may be made for passes by any train without restriction as to the number of passes allowable in a year.

(d) For whole time or permanent subordinate employees and their families, application for passes will be considered only if the employee has completed two years' continuous service on the railway. Two single journey passes or one return pass will be allowed annually. Passes returned unused will not (except in special circumstances) be replaced.

NOTE.—(1) A single journey pass means one issued by a direct route from the starting station to one destination station.

(2) Over Foreign Railways, i.e., Railways out of India, concessions are obtainable on presentation of certificates of identification issued by the Agent.

EXCEPTION.—The Company does not exchange passes with other Railways for Employees on Construction, Government Railway Police, Chaplains, Employees of the Railway Co-operative Society and Urban Bank, and Officers and men of the Auxiliary Force.

(e) The special conditions under which Passes may be issued by the Agent to Company's employees over other Railways will be found in Appendix A to these Rules.

42. Pass-holders must give precedence to ticket-holders of the same class when there is any difficulty in accommodating passengers in trains at the starting station.

43. All employees to whom passes are issued must, in the event of their not being made use of, return them to the issuing officer within three days of the expiry of the period for which their passes are current.

APPENDIX A.

RULES FOR THE INTERCHANGE OF FREE PASSES OVER FOREIGN RAILWAYS.

A reciprocal arrangement has been made with the undermentioned Railways, whereby Railways can issue passes to their employees over Foreign Railways:—

- Assam—Bengal Railway.
- Bengal—Nagpur Railway.
- B. B. & C. I. Railways.
- B. & N. W. Railway.
- Burmah Railways.
- Eastern Bengal Railway.
- East Indian Railway.
- Great Indian Peninsula Railway.
- H. E. H. the Nizam's Guaranteed State Railways.
- Mysore Railways.
- North-Western Railway, including Kalka—Simla Railway.
- * Oudh and Rohilkhand Railway.
- † South Indian Railway.
- ‡ Darjeeling—Himalayan Railway.

* The O. & R. Railway do not allow Free Passes for Stations beyond Hardwar and up to Dehra Dun. The Agent is however authorized to issue passes over the section provided the cost of fares is recovered through pay-sheets and remitted in cash to the Chief Auditor of the O. & R. Railway.

† The South Indian Railway do not allow Free Passes to employees over the Nilgiri Railway other than Heads of Departments.

‡ Six sets of passes per annum are interchanged with the Darjeeling—Himalayan Railway for Officers and their families only. Passes for subordinates are not admissible.

Joint staff working at Junction Stations with the South Indian Railway, Great Indian Peninsula Railway, H. E. H. the Nizam's Guaranteed State Railways, Bengal—Nagpur Railway and Mysore Railways, and whose salaries are Rs. 75 a month and below have been exempted from the operation of Note to Rule 6 of this Appendix.

Passes are exchanged with the Barsi Light Railway, Jodhpur Railway, Bikaner Railway, Baroda State Railway, Bhavnagar State Railway, Rohilkhand—Kumaon Railway and Ceylon Government Railway, and Bombay Steam Navigation Company on application to the respective Agents.

The Secretary, Railway Board, is authorized to issue Free Passes to his staff.

The issue of such passes will be regulated by the following Rules :—

(1) Passes to be issued to whole time or permanent employees of Railways only.

Passes to be issued on home line forms by the Agent's Office and stamped " Issued by the M. & S. M. Railway over—Railway ".

(2) One through pass to be issued for the whole journey except in cases where home line rules are more liberal than the interchange rules in which case one pass may be issued over the home line and another over the foreign line or lines.

(3) A monthly return of passes issued to be submitted to the Chief Auditors of all the Railways over which passes have been issued.

(4) Period of availability to be limited to two months from the date of issue and if that date is exceeded a fresh pass to be issued.

(5) Officers, including those holding honorary rank, and their families to be eligible for first-class passes by any train without restriction as to the number of passes allowable.

Such passes may include not more than two dependent relatives, the total number of persons allowable on a pass being limited to five individuals (exclusive of servants).

(6) Passes are admissible to all subordinate employees whose pay is Rs. 40 or over, and to all clerical staff, including their families, as follows :—

- | | | | | | |
|-----|---------------|------------------------------|----|----|---------------|
| (a) | Those drawing | Rs. 126 and over | .. | .. | Second class. |
| (b) | Do. | Rs. 76 and less than Rs. 126 | .. | .. | Inter class. |
| (c) | Do. | Rs. 40 and less than Rs. 76 | .. | .. | Third class. |

(d) Clerical staff, i.e., all staff other than menials, even if drawing less than Rs. 40 are entitled to third class passes.

Note.—(1) Over the Madras and Southern Mahratta, Bengal Nagpur and East Indian Railways third class passes are limited to a maximum distance of 300 miles, which distance may cover any portion of the journey.

(2) In cases where the journey exceeds 300 miles over the East Indian Railway, the Bengal Nagpur Railway and the Madras and Southern Mahratta Railway, the issuing railway should issue a Free Pass for the entire journey and collect and credit the individual railway concerned with fares at one third of the ordinary rate for the distance in excess of 300 miles.

(e) Not more than two dependent relatives to be included in a pass and the total number of persons allowable on a pass to be limited to five individuals (exclusive of servants).

NOTE.—Passes may be issued to dependent relatives whether accompanied by the employee or not.

(f) Two single journey passes or one return pass to be allowed in a year to subordinate staff who have completed two years' continuous service on railways.

(g) When no intermediate class accommodation is available, intermediate class pass-holders must travel third class.

NOTE.—The term "year" in Rule 6 (f) means a period of 12 calendar months starting from the date on which an employee becomes eligible for the grant of passes.

(7) Second class passes will be available by mail trains in the following cases :—

(a) Employees drawing Rs. 400 and over.

(b) Employees drawing Rs. 126 and less than Rs. 400, when travelling 600 miles and over.

(c) On medical certificate at the issuing Agent's discretion.

(8) Inter and third class passes to be stamped "Not available by mail" also second class passes not complying with Rules 7 (a), (b) or (c).

(9) Passes once issued, but not availed of, are (except in special circumstances) to be counted against the number for which an employee is eligible.

(10) (a) Children of employees going to and returning from school will be given School Passes, such passes being ordinarily given for two outward and two return journeys a year.

(b) In the case of boys under 15 years, and girls irrespective of age, a parent or guardian may be included in the pass and be given a pass for himself (herself) when returning from a school after taking a child there, or when proceeding to a school to bring a child back".

(c) School passes are not to be counted against the number admissible to an employee under Rule 6 (f).

NOTE.—There is no age restriction in the case of children attending school or college provided a certificate to that effect is presented.

(11) Passes will not be issued to employees travelling on duty.

NOTE.—(1) This rule does not apply to the Secretary, Indian Railway Conference Association, or his staff, and the Agent, East Indian Railway, is authorized to issue passes to them under these rules.

(2) It was subsequently agreed that the Secretary, Indian Railway Conference Association, be empowered to issue passes to the staff of his office signing them "for Agent, East Indian Railway".

(12) Each first class pass will cover two servants in third class and each second class one servant in third class.

(18) The following free luggage allowance is permissible under these rules for each adult travelling and half the allowance for each child over three and under 12 years of age :—

1st class	..	8 maunds.	Inter class	..	1 maund.
2nd class	..	1½ „	3rd class	..	20 seers.

(14) A pass in accordance with these rules may be issued to an employee, who is retiring at or over the age of 55 or on medical certificate or to his widow, family and dependents in the event of his decease, to the railway station in India nearest his home or place of retirement provided that such application is made within three months of retirement or within three months of the decease of the employee.

(15) Any case not covered by these rules should be referred to the Agent of the Railway concerned.

NOTE.—(1) The term “ family ” includes the following :—

- (i) Wife,
 - (ii) Sons or step-sons under 18 years,
 - (iii) Unmarried and widowed daughters and step daughters of any age.
 - (iv) Married daughters under 16 years.
- provided the above reside with and are wholly dependent on the Employee,

The term “ dependent relative ” includes the following :—

- Mother, if a widow,
 - Sisters (including step-sisters) unmarried or widows,
 - Brothers (including step-brothers) under 18 years,
- who are residing with and wholly dependent on the employee,
- (2) The age and sex of all children should be entered on passes. Those under the age of three years are not to be included in the limit of 5 individuals prescribed in Rule 6 (e).
 - (3) The term “ salary,” for the purpose of these rules, includes substantive pay and personal and acting allowances only.
 - (4) For the purpose of these rules “ single journey pass ” means one issued by direct route from the starting station to one destination station.
 - (5) The term “ guardian ” in rule 10 (b) need not necessarily be interpreted in its legal sense. A guardian should be an adult dependant family member, a dependent relative, paid nurse, governess or an Indian domestic. When none of these are available, a pass may be given to another person at the Agent's discretion.
 - (6) The staff of the Railway Board, Government Inspectors, Government Examiners, the Chief Mining Engineer, the Director of Wagon Interchange, the Coal Transportation Officer and the Secretary, Indian Railway Conference Association, shall be entitled to passes and Privilege Ticket Orders in accordance with the rules sanctioned by the Indian Railway Conference Association, and for the purpose of issue of the same, the staff of the Railway Board shall be considered as attached to the North Western Railway and of the other Departments to the East Indian Railway, subject to the approval of the Agents of those Railways. Government Inspectors, Government Examiners and their staffs shall be considered as attached to the railways noted below :—

GOVERNMENT INSPECTORS AND THEIR STAFFS.

Circles Nos. 1 and 2	..	Eastern Bengal Railway.
Do. No. 2-A	..	Burma Railways.
Do. No. 3	..	Oudh and Rohilkhand Railway.
Do. No. 4	..	North Western Railway.
Do. No. 5	..	Bombay, Baroda and Central India Railway.
Do. No. 6	..	Great Indian Peninsula Railway.
Do. No. 7	..	Madras and Southern Mahratta Railway.

GOVERNMENT EXAMINERS AND THEIR STAFFS.

East Indian and Bengal Nagpur Railways	Bengal Nagpur Railway.
Bengal and North Western and Rohilkhand and Kumaon Rail- ways	Bengal and North Western Rail- ways.
Assam Bengal Railway ..	Assam Bengal Railway.
Burma Railways	Burma Railways.
Great Indian Peninsula and Bom- bay, Baroda and Central India Railways.	Bombay, Baroda and Central India Railway.
South Indian and Madras and Southern Mahratta Railways ..	Madras and Southern Mahratta Railway.

SCHEDULE XII.

TRAVELLING ALLOWANCE RULES AS SANCTIONED FROM 1ST JULY 1908.

(CORRECTED UP TO 31ST AUGUST 1922.)

OPEN LINE STAFF.

1. Scales of Daily Allowance to be drawn by employees when travelling on duty.

Description.	Rate per day.
	Rs. A.
Agent	10 0
Chief Engineer	7 8
Chief Mechanical Engineer	7 8
Chief Transportation Superintendent and Traffic Manager..	7 8
Chief Auditor and Accountant	7 8
Controller of Stores	7 8
Chief Medical Officer	7 8
Chief Electrical Engineer	7 8
Senior Deputy Agent.. .. .	7 8
Junior do.	7 8
Senior Deputy Chief Engineer.. .. .	7 8
Junior do.	7 8
Senior Deputy Transportation (Power General)	7 8
Junior do. (Power operating)	7 8
Senior Deputy Transportation Superintendent (Commercial)	7 8
Do. (Traffic General) Junior Deputy Transportation Superintendent (Traffic Operation)	7 8
Deputy Chief Auditor and Accountant	7 8
Officers drawing Rs. 1,000 and over	6 8
Do. " 500 and under Rs. 1,000	5 8
Do. under Rs. 500	4 8
Probationers of all departments in the superior grade	4 8
Subordinates drawing Rs. 501 and over	5 0
Do. " 401 to 500	4 8
Do. " 301 to 400	4 0
Do. " 201 to 300	3 0
Do. " 101 to 200	2 0
Do. " 51 to 100	1 0
Do. " 25 to 50	0 12
Do. below Rs. 25	0 8
Menials drawing over Rs. 15	0 6
Do. Rs. 15 and below	0 5

Description.		Rate per day. Rs. A.
Travelling Inspectors of Accounts.	} Rs. 401 and above ..	5 0
Stock Verifiers		4 8
Traffic Inspectors		3 8
Telegraph Inspectors		3 0
Inspecting Signallers		2 0
Traffic Canvassers		2 0

(This will have effect from 1st January 1923.)

NOTE.—An employee of any grade acting in a higher grade will be entitled to draw the full allowance of whichever of the two appointments has the higher allowance, but this arrangement will not apply to employees acting for others absent on Language Leave.

2. When travelling on Foreign Lines, or when halting at Stations on Foreign Lines, Officers will draw an allowance of Rs. 5 per day, in addition to Home Line Allowance, while Subordinates will draw double the Home Line Allowance.

3. Employees travelling on duty over a Foreign Railway for whom free passes have not been issued may, in addition to the Daily Allowance permissible under these rules, be granted the fares for themselves, and for the servants and baggage accompanying them, to which they would ordinarily be entitled under the Company's Free Pass Rules.

4. When travelling off the Line of Railway by Road or Canal, employees of the Company are entitled to Mileage Allowance, subject to rule 16, in addition to the Home Line Allowance, as follows :—

Officers	8 annas per mile.
Subordinate drawing Rs. 100 and upwards a month	4 do.
Subordinates drawing less than Rs. 100 a month	2 do.

NOTE.—(a) Peons and office menials will not draw mileage, but when necessary, may be allowed actual expenses in lieu.

(b) Fractions of a mile to be omitted in the total charge for mileage.

5. When the allowance permissible for journeys over Foreign Lines, by Road or Canal, may prove insufficient, the case may be dealt with specially by the Agent, whose sanction must be recorded in the Minutes of an Official Meeting.

6. Daily Allowance is claimable under the following Rules :—

For absence from Head-Quarters—

Not exceeding 6 hours	No allowance.
Exceeding 6 and not exceeding 12 hours	Half a day's allowance.
And for every period of 12 hours or part of 12 hours after the first ..	Do.

In other words—

An absence of 0 to 6 hours	..	No allowance.
Over 6 and up to 12 hours inclusive.	..	Half a day's allowance.
Over 12 do. 24 do.	..	Full day's allowance.
Over 24 do. 36 do.	..	One and a half days' allowance.
Over 36 do. 48 do.	..	Two days' allowance.

7. The allowance may only be drawn for absence from Head-Quarters on duty.

NOTE I.—(a) Inspectors of Maintenance are not entitled to allowances on their own Sections except when under special circumstances, they are absent from Head-Quarters for more than 4 hours between 9 P. M. and 5 A. M., such absence being certified by their Controlling Officers.

(b) The same rule is also applicable to the Time-keepers on the Metre Gauge with effect from April 1918.

NOTE II.—Re-sleeping Maistries and Works Maistries, when doing the duties of Permanent-way Inspectors and Time-keepers, will be entitled to Night Allowance. Their journals should be certified by the Chief Engineer.

8. When compelled to proceed to England on Sick Leave on Medical Certificate covenanted subordinates and those engaged in India who occupy posts usually filled by recruitment under covenant from England, will draw an allowance of Rs. 10 towards the expenses of the journey (exclusive of a free Railway Pass or an allowance in lieu thereof) from the man's station to the port of embarkation; and 15 shillings towards those from the port of debarkation in England to the man's home in addition to third class Railway fare. They are entitled to the same allowance on the outward journey when returning to India to rejoin their appointments.

9. Daily paid workmen absent from their head-quarters on duty will be given an extra allowance equivalent to 25 per cent of their daily rate for each period of 24 hours' absence; this allowance will not be admissible for periods of less than 8 hours' absence. The maximum number of consecutive days for which this allowance can be claimed on account of halting in any one place is 30.

NOTE.—The following classes of men of the Engineering department who are paid monthly—viz., Section Maistries, Fitters, Blacksmiths, Carpenters and other tradesmen, will draw daily allowance at the rate of 25 per cent of pay as given above.

10. The following classes of employees of the Locomotive and Carriage Workshops and Running Sheds on daily rates of pay, who are placed on a consolidated footing and paid for 30 days in a month,—viz., Chargemen, Store and Tool-keepers, Storekeepers, Storemen, Fuel-keepers and Coal Checkers may draw Travelling Allowance in accordance with rules for other subordinate staff.

11. The Head-Quarters of an employe is the Station which is declared to be the Head-Quarters of the appointment which he holds, or, in the absence of such declaration the Station where the records of his Office are kept. In the Presidency Town of Madras the place of business is the Head-Quarters.

12. An employee with Head-Quarters in Madras cannot draw the allowance except when proceeding outside Municipal limits.

NOTE.—Permanent-way Inspectors are exempted from the operation of this clause for purposes of drawing night allowance.

18. The allowance is earned from the time a journey is commenced by an employee, till his return to Head-Quarters. For purposes of calculating the allowance due, a journey by rail commences with the advertised time of departure of the train by which an employee leaves Head-Quarters, and ends at the actual hour of his arrival on return to Head-Quarters. In cases where the train by which an employee returns to Head-Quarters is late, a note to that effect must be made in the "remarks column" of the journal.

NOTE.—Daily Allowance to a Superior Officer on tour may not be drawn for more than 10 days of a halt at one place. In special cases, however, exemption from the operation of this rule may be granted by the Agent up to a limit of 30 days.

14. Bona fide charges for conveyance hire incurred by Subordinates in the performance of their duties may be passed under the sanction of the Agent, in addition to the Daily Allowance, if earned, but this rule will not apply when the special allowance has been drawn under rule 2.

15. Mileage Allowance earned in Madras is chargeable from or to Head-Quarters.

16. When Mileage Allowance is claimed, the time spent on the Road or Canal journey must be excluded from the total time absent from Head-Quarters, for which Daily Allowance is claimable.

17. Officers transferred temporarily to other stations to take up the duties of officers absent on leave (casual or any other leave), may not draw Daily Allowance for the period of stay at those stations while holding the charge.

18. A Subordinate transferred temporarily from one station to another, may not draw Daily Allowance continuously for a longer period than two months. Transfers for over two months will be treated as permanent for the purpose of this rule.

19. An Officer attending an obligatory Departmental, or Language Examination is entitled to Travelling Allowance to cover two attendances only.

19-A. Such members of the Company's staff as are members of the Institute of Engineers (India) may draw travelling allowance under the Rules when attending the General or Local meetings of the Institution with the approval of the Administrative Officer under whom they may be serving.

20. When an employee is promoted or reverted with retrospective effect, no revision of Travelling Allowance drawn during the period intervening between the date of promotion or reversion and that of its notification is admissible.

SURVEY AND CONSTRUCTION STAFF.

21. Consolidated monthly Travelling Allowance is intended to cover all travelling expenses except as under rule 22, and will be drawn in accordance with the following scale :—

Designation.	Fixed monthly allowance. Rs.
Engineer-in-Chief, Deputy Chief Engineer or Superintending Engineer for Surveys and Construction ..	250
Executive Engineer	200
Assistant Engineer	180

This consolidated allowance will cease altogether when the district is opened for public traffic, and will take effect from the date an Officer joins his appointment on the Railway.

22. When an Officer drawing the consolidated Travelling Allowance is ordered by the Agent to travel by rail, dak or boat, by sea or river steamer, outside his district, actual transport expenses (including the carriage of horses, tents and servants) will be paid in addition to the consolidated Travelling Allowance, subject to the following restrictions and limitations :—

(a) Travelling by rail, sea or river steamer—

- (i) By rail, actual expenses* up to, but not in excess of, double first class for himself only.
- (ii) By sea or river steamer, first class for himself only, less table money.
- (iii) The actual train or steamer fare for the number of tents, horses, and servants, which the Agent has included in the order directing him to make the journey, not exceeding the following scale :—

Designation.	Number of horses.	Camp equipage.	Number of servants.	Remarks.
		MDS.		
Engineer-in-Chief, Deputy Chief Engineer or Superintending Engineer.	3	30	3	} Company's servants, Peons, Khalassies, etc., transferred under Agent's orders, may be taken in addition.
Executive Engineer ..	3	25	3	
Assistant Engineer ..	2	25	3	

- (iv) When railway or steamer passes are obtained, the value of such passes to be deducted.

(b) Travelling by dak or boat—

- (i) Actual expenses up to, but not in excess of 8 annas a mile, where special means of conveyance have to be employed other than that kept up by the Officer making the journey.

NOTE.—For the purposes of rule 22, the Engineer-in-Chief, Deputy Chief Engineer or Superintending Engineer of Surveys and Construction will only be considered within his "District" while travelling within the limits of the Construction Divisions under his control.

23. When the prescribed number of horses is not kept up, viz.—

Executive Engineer	8 horses.
Assistant Engineer	2 ..

a deduction of Rs. 50 per horse must be made from the full consolidated allowance for every horse under the full number prescribed.

NOTE.—An Officer employed in Construction Districts is allowed the use of a trolley when paying a crew of not less than four trollymen out of his fixed Travelling Allowance; such payment to be considered as equivalent to the upkeep of one horse of the number prescribed in rule 23. A boat and four men will be considered as equivalent to the upkeep of one horse for the purpose of the Travelling Allowance rules, also a tonga and two pairs of bullocks.

24. The consolidated allowance will only be allowed to Officers on privilege leave to the following extent, viz., actual expenses incurred in keeping horses at Head-Quarters on the line, provided that the number of horses for which the payment may be made does not exceed that shown against each grade in para 23 of these rules.

25. In charging mileage, fractions of a mile to be omitted.

26. Bills of Executive and Assistant Engineers will be countersigned by the Engineer-in-Chief, or Superintending Engineer, before submission for audit, and those of the Engineer-in-Chief, Deputy Chief Engineer, or Superintending Engineer, by the Agent.

27. **EXPENSES ON FIRST JOINING THE RAILWAY.**—An Officer will be allowed his actual expenses* from the port of debarkation to his future Head-Quarters, up to a limit of double first class fare by rail, carriage of horses, servants, and tents; as per rule 22 (a) (when taking them under the Agent's order) and 8 annas a mile by road when travelling by dak, and the same allowance will be granted to an Officer transferred from Government Service in India.

28. Subordinates will be granted allowances under the following rules :—

(a) Upper and Lower Subordinates, Inspectors of works, Bridge Inspectors in charge of at least 5 miles of line in addition to a bridge, Divisional Storekeepers, and Cash-keepers, or other Subordinates on the establishment, whose duties necessitate the maintenance of a horse or frequent travelling, will draw a fixed allowance in accordance with the following rules :—

* In rules 22 and 27 actual expenses to include the actual cost of locomotion for an Officer himself including charges for ferry, and other tolls, but not including charges for hotels, dak bungalows, or for the carriage of stores or conveyance, or for presents to coach, men, nor any allowances for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants, or the like. A detailed statement of actual expenses incurred must be submitted for audit, and must bear a certificate.—“ I certify that my actual expenses were not less than the amount of my bill for travelling expenses for— sent herewith.”

				Fixed monthly rates. Rs.
Drawing Rs. 800 and above	50
Do. ,, 200, and under Rs. 800	40
Do. ,, 100, and under Rs. 200	80
Do. ,, 50, and under Rs. 100	20
Do. under Rs. 50	12-8

(b) Subordinates not in receipt of fixed allowances will draw Travelling Allowances when travelling on duty, in accordance with the following scale :—

Description.				Rate per day. Rs. A.
Subordinates drawing Rs. 501 and over	5 0
Do. ,, 401 to 500	4 8
Do. ,, 301 to 400	4 0
Do. ,, 201 to 300	8 0
Do. ,, 101 to 200	2 0
Do. ,, 51 to 100	1 0
Do. ,, 25 to 50	0 12
Do. below Rs. 25	0 8

0 to 6 hours, Travelling Allowance inadmissible.

Over 6 and up to 12 hours inclusive, half a day's Travelling Allowance.

Over 12 and up to 24 hours inclusive, full day's Travelling Allowance.

Over 24 and up to 36 hours inclusive, one and a half day's Travelling Allowance.

Over 36 and up to 48 hours inclusive, two days' Travelling Allowance and so on.

NOTE.—Subject to the conditions and exceptions laid down in C. S. R. articles 1056—1058, no Travelling Allowance may be drawn by a subordinate for more than 10 days of a halt at one place.

(c) When travelling by road or canal, subordinates will be entitled to mileage allowance, as below, in addition to the Daily Allowance; but the time occupied on the road or canal journey must be deducted in calculating the Daily Allowance :—

Subordinates drawing Rs. 100 per mensem and upwards, 4 annas per mile.

Subordinates drawing less than Rs. 100 per mensem, 2 annas per mile.

(d) Peons and menials, who do not come under the category of Lower Subordinates, will draw Travelling Allowance under rule 1 for open line staff.

GENERAL.

29. An employee summoned to give evidence in a Court of Law, in a case in which the Company is interested, or, to which it is a party, may draw Daily or Travelling Allowance under these rules; but he must obtain from the Court any travelling or subsistence allowance to which he is entitled by the rules of the Court, and pay the same to the credit of the Company. An employee summoned to give evidence under other circumstances is not entitled to a Free Pass, or to any Allowances other than those admissible by the rules of the Court. If in this case, 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 the Company, before drawing full pay for the day or days of absence.

30. All claims for Travelling Allowance by Open Line Staff will be made on Form G. 6, and for Survey and Construction staff on P. W. D. Forms 22-A and 22-C. The information required in these forms should be fully given, and the forms signed and submitted through the Controlling Officer for his countersignature.

31. Controlling Officers are Heads of Departments, as regards District Officers, Travelling Allowance journals; and District Officers, as regards those of their Assistants, and of the Subordinate Staff working under them. Journals of Heads of Departments should be countersigned by the Agent.

32. Controlling Officers must see that Travelling Allowance journal shows clearly, the date and hour of each departure from and return to Headquarters, as well as, the Stations visited and the object of each journey.

33. Controlling Officers may not depute to any other Officer, the duty of countersigning Travelling Allowance journals.

34. The Agent's sanction is necessary before Travelling Allowance can be claimed for journeys off the Home Line.

35. Travelling Allowance is admissible for absence on Auxiliary Force duty as under :—

Class of employees.	Travelling to and from Camp.	At Camp.
Officers	Travelling Allowance on the usual scale under rule 1 ..	Nil.
Running Staff—Loco. Dept...	Average Overtime	Average Overtime.
Train Staff—Traffic Dept. ..	Average Mileage	Average Mileage.
Other Staff	Travelling Allowance on the usual scale under rule 1 ..	Nil.

NOTE.—Average overtime for Running Staff of Locomotive Department will be 50 per cent of their pay, and the average mileage of Traffic Train Staff will be calculated at an average rate per day on the mileage allowance earned by the employee in a preceding complete month.

36. Employees travelling on transfer are not entitled to Daily Allowance for halts made in the course of the journey, unless such halts are made in connection with their duty. Travelling Allowance is admissible to an employee, who, on transfer, takes privilege leave only after giving over charge of his office and before joining his new office, or who is transferred during leave ; such Travelling Allowance must be calculated from his old Station, or from the place where he receives the order of transfer, whichever would entitle him to the lower Travelling Allowance.

37. Any contingency which may arise and is not provided for in these rules will be dealt with in conformity with the Civil Service Regulations.

SCHEDULE XIII.

REWARDS FOR SUGGESTIONS AND IMPROVEMENTS.

With a view to encouraging the staff to make suggestions and inventions for the better working of the Railway to enlist their co-operation in promoting progress, the Board have permitted the award of gratuities to employees who advance suggestions which are found to be of practical value to the company.

Heads of Departments will receive suggestions from their employees in a sealed cover (marked " Suggestions ") which on receipt will be registered in a suggestion book. Each suggestion will be carefully considered by the Head of Department concerned, who after satisfying himself of its practical value will forward it to the Agent with his remarks and recommendations. A suggestion must in all cases be stated in full detail to indicate the method of working.

The Head of Department will keep the matter confidential until the merits of the suggestion have been investigated.

The suggestions may refer to all branches of Railway working, such as advertising, office methods and appliances, facilities and comforts of Passengers, Traffic working, Signalling, Mechanical and all the other obvious branches of operation.

The amount of the reward will depend on the merit of the suggestion, and the maximum amount will be Rs. 250.

The Company shall have the right to make use of all such suggestions in any manner they may think fit.

If the suggestion is not original, it should be stated how the knowledge has been gained, where the method is being or has been practiced, and whether if it be an invention, it has been patented.

Should any employee make a suggestion of such merit or novelty as needs protection in his and the Company's interests, the matter will be referred to the Agent, and if it be considered desirable, the employee will be advised as to the procedure he should adopt to obtain a patent for his protection.

SCHEDULE XIV.

PROVIDENT FUND RULES—(COMPARISON WITH STATE RULES).

**STATEMENT SHOWING THE DIRECTIONS IN WHICH THE PROVIDENT FUND RULES OF THE
M. & S. M. RAILWAY DIFFER FROM THOSE OF THE STATE RAILWAY AND
THE PROPOSALS FOR IMPROVEMENT.**

(i) State Railway Provident Fund Rules.	(ii) Corresponding M. & S. M. Railway Revised Provident Fund Rules.	(iii) Difference between (i) and (ii).	(iv) Proposed alterations in the M. & S. M. Railway Revised Provident Fund Rules.
<p align="center">RULE 3 (a) & (b).</p> <p>(a) Temporary Engineers filling sanctioned cadre posts on the Open Line of Railways are permitted to subscribe to the State Railway Provident Fund. This concession is only granted for such time as the temporary Engineers actually fill sanctioned cadre posts on the Open Line, SHOULD THEY BE TRANSFERRED TO CONSTRUCTION OR SURVEY AT ANY TIME THEIR SUBSCRIPTIONS MUST CEASE DURING SUCH PERIODS but their accounts will remain open and will be credited with interest according to the rules of the Fund.</p> <p>(b) In cases however where the transfer of such an Officer to Construction or Survey is purely temporary and the Officer will revert on completion of such temporary duty to the Open Line, the Railway Board will in each case decide whether the Officer may be permitted to continue his subscriptions to the Provident Fund during the period.</p>	<p align="center">RULE IV.</p> <p>TEMPORARY ENGINEER OFFICERS ENGAGED FOR CONSTRUCTION WORKS, WHETHER EMPLOYED WHOLLY ON CONSTRUCTION OR TEMPORARILY to replace permanent staff on the Open Line, MAY SUBSCRIBE TO THE PROVIDENT FUND and participate in the full benefits thereof. The bonus contributions on the deposits of any of the Officers employed on Construction Works will be charged to the Capital Account of the line or Construction Works on which they are employed.</p> <p>NOTE.—This concession does not apply to Temporary Engineers engaged solely for Surveys.</p>	<p>In the case of temporary Engineers of State Railway their subscription to Provident Fund ceases if they are transferred to Construction or Survey. Unless otherwise decided by the Railway Board under Rule III (B), our rule allows Temporary Engineer Officers to subscribe in all cases except when engaged solely for Surveys.</p>	

RULE 4.

The Railway Board may at their discretion admit any individual temporary employee to the benefits of the State Railway Provident Fund.

RULE 6 (c).

No employee whose salary is less than Rs. 15 per mensem is allowed to subscribe to the Fund. An employee whose emoluments ARE NOT LESS THAN RS. 15 BUT LESS THAN RS. 20 PER MENSEM is allowed the option to subscribe to the Fund. Once, however, the option is availed of future subscription is compulsory.

RULE 11.

Both subscriptions and voluntary deposits made by deductions from emoluments at the time of audit, should be considered as paid into the Fund on the 1st of the month succeeding that for which the emoluments, from which deductions are made, are due. Deductions from emoluments paid in arrears in consequence of promotion given with retrospective effect should be considered as having been made on the 1st of the month in which the arrears are drawn. In the case of reversions made with retrospective effect the write back of the amount originally received in conformity with the rules, should be considered as having been made on the 1st of the month in which the recovery is affected.

There is no rule corresponding to this in our Rules.

RULE II-J (iii).

Who is on the permanent staff (i.e.), whose services are terminable at not less than a month's notice, whose salary is not less than Rs. 30 PER MENSEM or if paid at daily rate, whose daily rate is not less than Re. 1-2-0 a day.

See also Rule VII (a).

No corresponding rules

It is compulsory for employees of State Railway to become members of Provident Fund if their salary exceeds Rs. 20 per mensem. The limit fixed in our Rules is Rs. 30.

We are following this rule though it is not given in our Provident Fund Rules. Departments often put questions regarding subscriptions to the Provident Fund and it will help matters if this rule is added. This may be introduced as Rule VIII-A, in our Provident Fund Rules.

**STATEMENT SHOWING THE DIRECTIONS IN WHICH THE PROVIDENT FUND RULES OF THE M. & S. M. RAILWAY
DIFFER FROM THOSE OF THE STATE RAILWAY AND THE PROPOSALS FOR IMPROVEMENTS—contd.**

(i) State Railway Provident Fund Rules.	(ii) Corresponding M. & S. M. Railway Revised Provident Fund Rules.	(iii) Difference between (i) and (ii).	(iv) Proposed alterations in the M. & S. M. Railway Revised Provident Fund Rules.
<p align="center">RULE 19-A.</p> <p>Any bonus or interest directed to be paid to Government of the Railway Administration by the Agent under the provisions of Rule 18 or 19 (e) shall, after any amount due under a liability incurred by the member to Government or the Railway Administration has been met, be credited to the Fine Fund of the Railway in the case of members falling under Rule 2 (a), and to the head to which bonus is debited in the case of others.</p>	<p align="center">LAST SENTENCE OF RULE XVIII.</p> <p>“ Any bonus, contribution and interest withheld from a dismissed depositor under this rule, less any outstanding or other debts due to the Railway under Rule XIX shall be credited to the Fine Fund of the Railway.”</p>	<p>No provision made in our rule for cases where bonus and interest fare debited to Capital or a Survey Estimate—vide Rules III and IV.</p>	<p>The words “ or to the head to which bonus is debited in cases where they were charged to Capital or a Survey Estimate ” might be added after the word “ Railway ” in Rule XVIII.</p>
<p align="center">RULE 19 (g).</p> <p>In giving effect to the above concessions the charges to Revenue in any year should be limited to the actual disbursements made to members retiring during the year and no immediate credit by charge to Revenue or the interest head should appear in individual accounts except in the cases of members who are after the 5th February 1921, transferred from one Railway to another including a State Railway worked by a Company in which cases the Railway from which a member is transferred will credit the Railway to which he is transferred with—</p>	<p>No corresponding rule</p>	<p>....</p>	<p>This rule is introduced for the first time. This is the procedure laid down in Railway Board's letter No. 400-F-16 of 5th February 1921 and this might be introduced as Rule XII(g) in our Provident Fund Rules.</p>

- (i) Provident Fund balance standing at member's credit including interest to date of transfer.
- (ii) Arrears of Provident Fund, Bonus accruing in respect of service on it.
- (iii) Compound interest on (ii) to date of transfer.

RULE 22.

In case of leave granted preparatory to retirement, a member may be permitted at the discretion of the Agent or of the Head of a Department or of a District Officer to withdraw up to 90 PER CENT OF HIS ASSETS IN THE PROVIDENT FUND, this sanction being subject to the condition that if in any exceptional case he does not retire at the end of the leave the full amount withdrawn must be refunded as a condition of continued employment. This payment will not affect the rules in regard to subscriptions during such leave or the right to bonus and interest on the balance. The recalculation of the Provident Fund assets with a view to affording retrospective benefits admissible under Rule 19 will only be made on final retirement, the preliminary payment being made on the amount at credit of the member irrespective of this benefit.

RULE XV-C.

In case of leave granted preparatory to retirement a member may be permitted at the discretion of the Agent to withdraw up to 90 PER CENT OF HIS ASSETS IN THE FUND ON THE LAST DAY OF THE MONTH PRECEDING THE DATE OF THE APPLICATION FOR WITHDRAWAL this sanction being subject to the condition that if in any exceptional case he does not retire at the end of the leave the full amount withdrawn must be refunded as a condition of continued employment. This payment will not affect the rules in regard to subscriptions during such leave or the right to bonus contributions and interest on the balance. The recalculation of Provident Fund assets with a view to affording retrospective benefits admissible under Rule XII will only be made on final retirement, the preliminary payment being made on the amount at credit of the member irrespective of this benefit.

....

The clause " on the last day of the month preceding the date of the application for withdrawal " in lines 3 and 4 of our rule may be deleted so as to obviate elaborate calculations being made for reckoning 90 per cent of Provident Fund. Note (2) to Rule 22 of State Railway Rules might be introduced as Note to Rule XV-C.

**STATEMENT SHOWING THE DIRECTIONS IN WHICH THE PROVIDENT FUND RULES OF THE M. & S. M. RAILWAY
DIFFER FROM THOSE OF THE STATE RAILWAY AND THE PROPOSALS FOR IMPROVEMENT—contd.**

(i) State Railway Provident Fund Rules.	(ii) Corresponding M. & S. M. Railway Revised Provident Fund Rules.	(iii) Difference between (i) and (ii).	(iv) Proposed alterations in the M. & S. M. Railway Revised Provident Fund Rules.
<p>NOTE 1.—Powers under this rule are vested in the Chief Auditors of State Railways and Government Examiner of Railway Accounts in the case of Non-Gazetted Subordinates under their control and in the Accountant-General, Railways in the case of other Non-Gazetted Subordinates and all Gazetted Staff under his control.</p> <p>NOTE 2.—In working out the amount of 90 per cent of assets no elaborate calculations are intended to be made, 90 PER CENT OF THE TOTAL CREDITS APPEARING IN THE LEDGER ACCOUNT SHOULD ONLY BE MADE.</p> <p align="center">NOTE TO RULE 25.</p> <p>If the Account Officer has received notice of an attachment, assignment or encumbrance affecting the disposal of a member's assets in the Provident Fund or any portion thereof, he should hand over to the member when he quits service only that portion of the amount which is not affected by the attachment, assignment or encumbrance, and should obtain the orders of the Government</p>			
	<p>According to the Provident Fund Act a compulsory deposit in any Government or Railway Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to any attachment. I do not know for what</p>

of India regarding the disposal of the balance.

RULE 52.

When an account is closed, it must be removed from the Provident Fund Ledger to a separate list. The balances on such accounts closed during the year will not be removed from the books of the Railway Department but will in accounts for March, be transferred to "Deposits". Any item so transferred, not exceeding one rupee, remaining unclaimed by the 31st March of the subsequent year, and all items remaining unclaimed by the 31st March of the THIRD SUCCEEDING YEAR, will be credited to Revenue. The list of "Closed accounts" should be consulted when applications for refund are received by the Auditor and the refund should be noted in the list to prevent a double payment.

RULE XXVI.

If at the expiry of a period of SEVEN YEARS from the date of termination of a depositor's service with the Railway, no claim has been received for payment of the amount standing to his credit in the Fund, the amount shall be credited to the Railway Revenue Account. A register of all amounts so credited shall be maintained and the Chief Auditor and Accountant shall have power in any special case, to reverse the credit so given to the Railway Revenue Account on a claim being established.

According to our rule we credit to Revenue unclaimed balances only after 7 years. On the State Railway unclaimed balances are credited to Revenue after 3 years.

reason this note to Rule 25 of the State Railway Rule has been inserted, and I have addressed the Controller of Railway Accounts in the matter. Our Solicitors have addressed the High Court to write to the lower Courts to stop the practice of issuing Attachment Orders on Provident Fund.

We may follow State Railway procedure and alter rule accordingly.

SCHEDULE XV.

APPEALS.

CIRCULAR No. E. 1659.

MADRAS, 1ST MAY, 1929.

CIRCULAR.

I.—APPEALS TO HEADS OF DEPARTMENTS.

1. The Staff are entitled to appeal to the Head of the Department to which they belong, against a decision of a Superior Officer, if they consider that there are adequate grounds for so doing: appeal petitions must however fulfil the following conditions—

(a) Appeals must be submitted through the usual channel to the immediate Superior Officer within one month from the date of the receipt of the decision appealed against, and should be accompanied by a copy of such decision.

(b) Appeals must be legibly written or typed on half margin foolscap paper, and must bear the signature, designation and full address of the employee, and must contain a concise statement of facts, with a separate paragraph, if necessary, for each point raised.

(c) Appeals must be couched in temperate language. The Superior Officer may return an appeal containing intemperate, offensive, or insubordinate language to the appellant for modification and return.

2. Provided the above conditions are fulfilled, a Superior Officer will, as soon as possible, forward appeal petitions to the Head of the Department, recording in the margin of the appeal his remarks against each point raised, or attaching such remarks on a separate note, as may be required.

II.—APPEALS TO THE AGENT.

Staff are entitled to appeal to the Agent against the decision of the Head of their Department if they consider that they have good grounds for so doing. Appeal petitions must conform with the conditions detailed in para. I (1), and must be forwarded to the Agent through the Head of the Department.

SCHEDULE XVI.

CONTRACT AGREEMENT.

THIS AGREEMENT made the Twentieth day of November 1926 between the Madras and Southern Mahratta Railway Company, Limited, a Company incorporated in England and having their principal office in India at Park Town, Madras (hereinafter called "the Company") of the one part and Messrs. G. Ramaswamy Naidu and Son of Triplicane, Madras (hereinafter called "the Contractors") of the other part.

WHEREAS the Contractors have agreed with the Company to transport or tranship goods, packages, baskets and boxes of all descriptions (hereinafter called "the Packages") arriving at Gudur station either by the Company's Railway or any other Railway connected therewith from one wagon into another wagon as may be required by the Company to enable the packages to be carried to their destination upon the terms and conditions hereinafter set forth.

NOW IT IS HEREBY mutually agreed between the Company and the Contractors as follows :—

(1) The Contractors will make all arrangements for the transport or transhipment of the packages arriving at Gudur station as aforesaid when necessary to such wagons of the Company's Railway or any other Railway connected therewith as directed by the Company and for that purpose will maintain and provide at their own expense sufficient labour both skilled and unskilled as may be necessary for the proper and due performance of this contract.

(2) The Contractors shall carry out and perform all shunting of wagons by hand or otherwise, all weighing, re-weighing, sorting and stacking the packages and all other work required for the due performance of such transport or transhipment.

(3) If on account of weight or size of the packages they cannot be so transported or transhipped by hand, the Contractors shall be entitled to use the crane belonging to the Company for the transport or transhipment thereof.

(4) The Contractors shall and will during the continuance of this agreement be responsible to the Company for the safe and proper transport or transhipment of all the packages delivered into their charge and will indemnify the Company against all loss or damage which the Company may sustain by reason of wrong or dilatory transport or transhipment or damage to or loss of the packages by any other cause whatsoever.

(5) In case of any neglect or refusal on the part of the Contractors to provide and have in readiness sufficient skilled or unskilled labour for the transport or transhipment of the packages as aforesaid the Company shall be at liberty to make other arrangements for such transport or transhipment in such manner as it may think fit at the cost and expense of the Contractors.

(6) The Contractors shall not transfer or sublet the rights given under this agreement without the consent in writing of the Company first had and obtained.

(7) The Company will pay to the Contractors as and by way of remuneration for their services according to the weight handled, the amount so to be paid being based on the scale specified in the schedule hereunder written.

(8) On the execution of this agreement the Contractors will deposit the sum of Rs. 500 with the Company as security for the due fulfilment of their obligations and duties hereunder and the Company shall pay to the Contractors interest thereon half yearly at the rate of 3 per cent per annum. On the completion or sooner determination of this agreement the Company will repay the said sum with the interest thereon at the rate aforesaid less any monies due and owing by the Contractors to the Company in respect whatsoever.

(9) PROVIDED ALWAYS and it is hereby agreed by and between the parties hereto that if there shall be any breach or non-observance on the part of the Contractors of any of the terms, covenants, and conditions herein contained and on their part to be observed and performed, the Company may at any time thereafter with or without previous notice, notwithstanding anything herein contained, as to the period of this agreement terminate the same, but without prejudice to any claim which the company may have against the Contractors and in such case the said sum of Rs. 500 with any interest that may have accrued due thereon shall be forfeited by the Contractors to the Company.

(10) This agreement shall remain and continue to be in force until terminated by either party giving to the other three calendar months' notice in writing of their intention so to do.

IN WITNESS whereof for and on behalf of the Madras and Southern Mahratta Railway Company, Limited and the Contractors have hereunto set their respective hands and seals the day and year first above written.

THE SCHEDULE ABOVE REFERRED TO.

Description of Goods.	Rate per		
	1,000 maunds.		
	Rs.	A.	P.
1. General goods	8	0	0
2. Heavy materials—bones, coal and firewood	8	7	0

Signed, sealed and delivered }
by the abovenamed. }

Proprietor,
G. Ramaswamy Naidu & Son.

Signed, sealed and delivered }
by the abovenamed. }

In the presence of }

Signed, sealed and delivered }
by the abovenamed. }

For and on behalf of the Madras and Southern
Mahratta Railway Company, Limited.

Signed, sealed and delivered }
by the abovenamed. }

In the presence of }

THIS AGREEMENT made the Twentieth day of November 1926 between The Madras and Southern Mahratta Railway Company, Limited, a company incorporated in England and having their principal office in India at Park Town, Madras (hereinafter called "the Company") of the one part and Messrs. G. Ramaswamy Naidu and Son of Triplicane, Madras (hereinafter called "the Contractors") of the other part.

WHEREAS the Contractors have agreed with the Company for the carriage and delivery of packages, parcels, baskets and boxes of all descriptions consigned at Coaching rates to Madras through the Company's Railway from the Central Station and from all other stations belonging to the Company within the Municipal limits of Madras (hereinafter referred to as "the stations") to the respective Consignees as from the 20th day of November 1926, upon the terms and conditions hereinafter set forth.

NOW IT IS HEREBY mutually agreed between the Company and the Contractors as follows:—

(1) The Contractors will carry and convey in suitable and efficient conveyance all such packages, parcels, baskets and boxes of whatsoever kind and description (hereinafter called "the Packages") as shall be required by the Company and shall safely deliver the same to the respective Consignees to their addresses in Madras in the same state and condition as the same shall be when delivered into the charge of the Contractors.

(2) The Contractors shall call for the packages, at the stations between the hours of 6 A.M. and 6 P.M. each day and shall take charge of and deliver all perishable goods in priority to non-perishable goods immediately on their arrival at the stations.

(3) For the purposes of such carriage the Contractors shall maintain and provide at their own expense efficient and suitable conveyances and vehicles.

(4) On receipt of each package the Contractors shall sign the Delivery Agents' Parcel Delivery Book as a token of having received the same from the Company and shall obtain a duplicate copy of the entry or entries in the said book called Parcel Delivery Book and on delivery of each package shall obtain the signature of the consignees in the Parcels Delivery Sheet. On delivery of such package; the Contractors shall obtain from the Consignees all charges due in respect thereof and shall duly account for the same to the Company.

(5) Any of the packages not delivered on the day on which it is taken delivery of by the Contractors from the Company as aforesaid shall be taken delivery of again by the Contractors and delivered as early as possible on the following day. In the event of any of the packages not being delivered on account of any defective address or the consignee not being found or for any other reason, such package shall be returned to the Company by the Contractors and a receipt for the same obtained by the Contractors.

(6) The Contractors shall and will during the continuance of this agreement be responsible to the Company for the safe delivery of all the packages delivered into their charge and will indemnify the company against all loss or damage which the company may sustain by reason of non-delivery, wrong delivery, or delay in the delivery of any package handed to the Contractors for delivery as aforesaid.

(7) In the case of any neglect or refusal on the part of the Contractors to provide and have in readiness sufficient vehicles and conveyances for the delivery of all the packages as aforesaid the Company shall be at liberty to make other arrangements for such delivery in such manner as they may think fit at the cost and expense of the Contractors.

(8) The Contractors shall not transfer or sublet the rights given under this agreement without the consent in writing of the Company first had and obtained.

(9) The Contractors shall collect carting or delivery charges from the Consignees in accordance with the scale specified in the schedule hereunder written and retain the same as and by way of remuneration for their services.

(10) On the execution of this agreement the Contractors will deposit the sum of Rs. 1,000 with the Company as security for the due fulfilment of their obligations and duties hereunder and the Company shall pay to the Contractors interest thereon half yearly at the rate of 8 per cent per annum. On the completion or sooner determination of this agreement the Company will repay the said sum with interest thereon at the rate aforesaid less any monies due and owing by the Contractors to the Company in any respect whatsoever.

(11) PROVIDED ALWAYS and it is hereby agreed by and between the parties hereto that if there shall be any breach or non-observance on the part of the Contractors of any of the terms, covenants, and conditions herein contained and on their part to be observed and performed, the Company may at any time thereafter with or without previous notice, notwithstanding anything hereinbefore contained as to the period of the agreement, terminate the same but without prejudice to any claim which the Company may have against the Contractors, and in such cases the said sum of Rs. 1,000 with any interest that may have accrued due thereon shall be forfeited by the Contractors to the Company.

(12) This agreement shall remain and continue to be in force until terminated by either party giving to the other three calendar months' notice in writing of their intention so to do.

IN WITNESS whereof
 behalf of the Madras and Southern Mahratta Railway Company, Limited,
 and the Contractors have hereunto set their respective hands the day and year
 above written.

THE SCHEDULE ABOVE REFERRED TO.

RATES FOR CARTING.

Weight.	PER PARCEL.			
	Up to 1 mile.	Above 1 mile and up to 2 miles.	Above 2 miles and up to 4 miles.	Above 4 miles and up to 5 miles.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Up to 10 seers	0 1 6	0 1 6	0 2 6	0 3 6
Above 10 seers and up to 20 seers	0 1 6	0 2 3	0 3 6	0 4 9
Every additional 10 seers or fraction of 10 seers ..	0 0 6	0 0 9	0 1 0	0 1 3

Signed, sealed and delivered }
by the abovenamed.

Proprietor,
G. Ramaswamy Naidu & Son.

Signed, sealed and delivered }
by the abovenamed.

In the presence of }

Signed, sealed and delivered } For and on behalf of the Madras and Southern
by the abovenamed. } Mahratta Railway Company, Limited.

Signed, sealed and delivered }
by the abovenamed.

In the presence of }

AN AGREEMENT made and entered into on the between
the Madras and Southern Mahratta Railway Company, Limited, Incorporated
in England and having their principal office in India at Park Town, Madras
(hereinafter called "the Company") of the one part and Messrs. G. Rama-
swamy Naidu and Son, Triplicane, Madras (hereinafter called "the
Contractors") of the other part.

WHEREAS the Contractors have agreed with the Company for the carriage
and delivery of packages, parcels, baskets and boxes of all descriptions
consigned at Coaching rates to Bangalore Cantonment, Bangalore City,
Cuddapah, Nellore, Rajahmundry and Godavari stations through the
Company's Railway to the respective Consignees upon the terms and condi-
tions hereinafter set forth.

Now it is hereby mutually agreed between the Company and the
Contractors as follows :—

(1) The Contractors will carry and convey in suitable and efficient
conveyances all such packages, parcels, baskets and boxes of whatsoever
kind and description (hereinafter called "the Packages") as shall be
required by the Company and shall safely deliver the same to the respective
consignees to their addresses at the above mentioned stations in the same
state and condition as the same shall be when delivered into the charge of
the Contractors.

(2) The Contractors shall call for the packages at the stations
immediately on their arrival by day trains and shall take charge of and
deliver all perishable parcels in priority to non-perishable parcels immedia-
tely on their arrival at the stations.

(3) For the purposes of such carriage the Contractors shall maintain
and provide at their own expense efficient and suitable conveyances and
vehicles.

(4) On receipt of each package the Contractors shall sign the Delivery
Agent's Parcel Delivery Book as a token of having received the same from
the Company and shall obtain a duplicate copy of the entry or entries in the
said book called the Parcel Delivery Book, and on delivery of each package
shall obtain the signature of the Consignees in the Parcels Delivery Sheet.

On delivery of such package the Contractors shall obtain from the Consignees all charges due in respect thereof and shall duly account for the same to the Company.

(5) Any of the packages not delivered on the day on which it is taken delivery of by the Contractors from the Company as aforesaid shall be returned by the Contractor to the Company and shall be taken delivery of again by the Contractors and delivered as early as possible on the following day. In the event of any of the packages not being delivered on account of any defective address or the Consignee not being found or for any other reason, such package shall be returned to the Company by the Contractors and a receipt for the same obtained by the Contractors.

(6) The Contractors shall and will during the continuance of this agreement be responsible to the Company for the safe delivery of all the packages delivered into their charge and will indemnify the Company against all loss or damage which the Company may sustain by reason of non-delivery, wrong delivery, or delay in the delivery of any package handed to the Contractors for delivery as aforesaid.

(7) In case of any neglect or refusal on the part of the Contractors to provide and have in readiness sufficient vehicles and conveyances for the delivery of all the packages as aforesaid the Company shall be at liberty to make other arrangements for such delivery in such manner as it may think fit at the cost and expense of the Contractors.

(8) The Contractors shall not transfer or sublet the rights given under this agreement without the consent in writing of the Company first had and obtained.

(9) The Contractors shall collect carting or delivery charges from the Consignees in accordance with the scale specified in the Schedule hereunder written and retain the same as and by way of remuneration for their services.

(10) The Contractors have deposited Rs. 500 with the Railway Company as Security for the due fulfilment of their obligations and duties hereunder and the Company shall pay to the Contractors interest thereon half-yearly at the rate of 8 per cent per annum. On the completion or sooner determination of this agreement the Company will repay the said sum with interest thereon at the rate aforesaid less any moneys due and owing by the Contractors to the Company in any respect whatsoever.

(11) PROVIDED ALWAYS and it is hereby agreed by and between the parties hereto that if there shall be any breach or non-observances on the part of the contractors of any of the terms, covenants and conditions herein contained and on their part to be observed and performed, the Company may at any time thereafter with or without previous notice, notwithstanding anything herein before contained as to the period of the agreement, terminate the same but without prejudice to any claim which the Company may have against the Contractors, and in such case the said sum of Rs. 500 with any interest that may have accrued due thereon shall be forfeited by the Contractors to the Company.

(12) This agreement shall remain and continue to be in force until terminated by either party giving to the other three calendar months' notice in writing of their intention so to do.

IN WITNESS whereof for and
on behalf of the Madras and Southern Mahratta Railway Company, Limited,
and the Contractors have hereunto set their respective hands the day and year
above written.

SCHEDULE ABOVE REFERRED TO.

RATES FOR CARTING.

Weight.	Any distance up to 2 miles.	Per Parcel above 2 miles and up to 4 miles.	Above 4 and up to 5 miles.	Above 5 miles and up to 6 miles.
Up to 10 seers	0 1 6	0 2 6	0 3 6	0 4 0
Above 10 and up to 20 seers.	0 2 6	0 3 6	0 4 9	0 5 3
" 20 " 30 " "	0 2 9	0 3 9	0 5 0	0 5 6
" 30 " 40 " "	0 3 0	0 4 0	0 5 3	0 5 9
" 40 " 50 " "	0 3 3	0 4 6	0 5 6	0 6 0
" 50 " 60 " "	0 3 6	0 4 9	0 5 9	0 6 3
" 60 " 70 " "	0 3 9	0 5 3	0 6 3	0 6 9
" 70 " 80 " "	0 4 0	0 5 6	0 6 6	0 7 0
For every additional 20 seers or part thereof over 80 seers	0 1 0	0 2 0	0 2 6	0 3 0

Signed, sealed and delivered
by the abovenamed. }

Proprietor.

Signed, sealed and delivered
by the abovenamed. }

In the presence of }

Signed, sealed and delivered } For and on behalf of the Madras and Southern
by the abovenamed. } Mahratta Railway Company, Limited.

Signed, sealed and delivered
by the abovenamed. }

In the presence of }

AGREEMENT made this _____ day of _____ 1928 between the Madras and Southern Mahratta Railway Company, Limited, Incorporated in England and having their principal office in India at Park Town, Madras (hereinafter called the Company) on the one part and K. T. Partha (hereinafter called "the Contractor") on the other part for the supply of Coolies for the handling of traffic at Mormugao Harbour upon the terms and conditions following, i.e.:—

(1) The Contractor shall supply and the Company shall employ throughout the period from October 1st, 1928, to May 31st, 1929, a minimum of 800 coolies daily of which 200 shall be men coolies accustomed to handle bags of groundnuts, and the remainder men or women coolies suitable for handling manganese ore.

(2) The Contractor shall be paid by the Company for the above mentioned coolies at the rate of Annas 15 per man and Annas 11 per woman per day. Any additional coolies beyond the number stated above in clause (1) which the Company wish to employ and which the Contractor shall supply, shall be paid for by the Company at the rate of Re. 1 per man and Annas 12 per woman per day.

(3) The Company shall make payment in cash weekly within three days of the presentation by the Contractor of a bill showing in detail the number of coolies employed daily. The Muster Roll taken by the Company shall be accepted by the Contractor as conclusive evidence as to the number of coolies employed.

(4) The Company shall not be responsible to any individual cooly for the payment of wages, the issue of passes or any other thing.

(5) The Company shall provide free Third Class passes over the M. & S. M. and W. I. P. Railways to all coolies recruited by the Contractor and used on the Company's services, for their journey to Mormugao Harbour on taking up appointment. The Company shall provide the Contractor with third class passes up to a maximum of 80 coolies in any one month to return to their homes on account of sickness and resignation. The Company shall provide the Contractor with one Second Class return journey pass from Mormugao Harbour to Bellary in each month, such passes to be used by the Contractor only and to be issued in his name. The Company shall issue passes for individual recruiting Muccadams when required, but such passes shall not cover more than three persons in any one month.

(6) The Contractor shall be responsible for housing all coolies engaged by him.

(7) The Company shall provide free Medical attendance for coolies on the same terms as for their ordinary staff.

(8) The Company shall issue passes for provisions from Bellary to Mormugao Harbour by Goods train, but not more than one pass covering one C. G. N. Wagon shall be issued in any one month and such pass must be for provisions only.

(9) The Contractor shall provide a sufficient number of trained Muccadams to supervise the work of the gangs. These Muccadams shall be provided at the rate of one Muccadam to each gang of 12 coolies and will be paid at the rate of Re. 1 per day. In addition, the Contractor shall provide at least two competent supervisors capable of speaking English to superintend the work as a whole. These Supervisors shall be paid and maintained by the Contractor at his own cost.

(10) The Contractor shall be responsible for maintaining discipline among his coolies who must obey all orders given to them by duly authorised officials of the Company. The Contractor shall take suitable action on any

complaints regarding the work or conduct of the coolies, Muccadams or Supervisors when such complaints are properly preferred by the Company.

(11) The Contractor undertakes not to supply labour to other firms at Mormugao or to enter into other contracts for the supply of labour without the sanction of the Company and until the Company has been supplied with as many coolies as are required for the work of the Company.

(12) The Contractor shall be responsible to the Company for the safe and proper transport or transshipment of all the packages delivered into his charge for this purpose and shall indemnify the Company against all loss or damage which the Company may sustain by reason of wrong or dilatory transport or transshipment, or damage to or loss of the packages by any other cause whatsoever, occasioned by him.

(13) The Contractor shall not transfer or sublet the rights given under this agreement without the consent, in writing, of the Company having first been obtained.

(14) If the Contractor fails to have ready for work on any one day the minimum number of coolies required by Clause (1) above, he shall pay to the Company as penalty charge for the non-fulfilment of the contract a sum of As. 3 for each man and As. 2 for each woman cooly short supplied for every day such short supply continues. Half the penalty charges shall be levied if the short supply is for half a day only.

(15) On the execution of this agreement the Contractor shall deposit the sum of Rs. 2,000 with the Company as security for the due fulfilment of his obligations and duties hereunder and the Company shall pay to the Contractor interest on cash so deposited half yearly at the rate of per cent per annum. On the completion or sooner determination of this agreement the Company shall repay the said sum with interest thereon at the rate aforesaid, less any monies due and owed by the Contractor to the Company in any respect whatsoever.

(16) If there shall be any breach or non-observance on the part of the Contractor of any of the terms, covenants and conditions herein contained and on his part to be observed and performed, the Company may at any time thereafter with or without previous notice notwithstanding anything herein contained as to the period of the agreement, terminate the same but without prejudice to any claim which the Company may have against the Contractor, and in such case the said sum of Rs. 2,000 with any interest that may have accrued thereon shall be forfeited by the Contractor to the Company.

(17) If any dispute or difference shall arise between the parties hereto as to the meaning of any clause of this agreement, the matter shall be referred to the decision of the Chief Transportation Superintendent and Traffic Manager of the Company and his decision shall be final.

(18) This agreement shall remain and continue to be in force until terminated by either party giving to the other three calendar months' notice in writing of their intention to do so.

Signed by the abovenamed for and }
on behalf of the Madras and Southern }
Mahratta Railway Company, Limited. }

In the presence of

Signed by the abovenamed Contractor.

In the presence of

SCHEDULE XVII.

INDEBTEDNESS.

CIRCULAR.

**IN SUPERSESSION OF SOUTHERN MAHRATTA RAILWAY AGENT'S CIRCULAR
No. 44, DATED 24TH SEPTEMBER 1885, AND MADRAS RAILWAY AGENT
AND MANAGER'S CIRCULAR, DATED 1ST FEBRUARY 1904.**

It having been brought to notice that several of the Company's servants are so deeply in debt that they are in consequence not able to discharge their duties as efficiently as the Company has the right to expect, and, since a condition of financial embarrassment exposes them to temptation, it is notified that for the future the following rules will be observed—

(1) Any railway servant on a monthly salary, whose pay is continuously under attachment for one year or is attached for a sum which under ordinary circumstances it will take more than one year to repay, will be required to resign the Company's service. To prevent this rule bearing hardly on old servants, Heads of Departments will, in the cases of men having over twelve years' service, report to the Agent if, in their opinion, there are any strong reasons for suspending the operation of the rule.

(2) Any railway servant on monthly pay, who has recourse to the Insolvent Debtors' Act, will be dismissed from the Company's service, unless it appears that the embarrassment of the Insolvent was the result of unforeseen misfortunes, or of circumstances over which he could exercise no control. Heads of Departments are required to report to the Agent all cases coming under this rule, and after careful investigation to record their opinion as to the cause of insolvency.

SCHEDULE XVIII

LEAVE RULES.

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SCHEDULE XVIII.—contd.

LEAVE RULES.

(THIRD EDITION.)

Revised up to 1st August 1923.

PREAMBLE.

The following rules regulate the grant of leave to the employes of the Company :—

A.—SUPERIOR LEAVE RULES.

Applicable to—	EXCEPTIONS.
(i) Officers in superior grades ..	As regards furlough on full pay for certain Indian Officers, see Rule 10-C ; and as regards Temporary Engineers for whom there are special rules, 21 and 22.
(ii) Subordinates covenanted from England.	As regards furlough on full pay for Covenanted Subordinates of Indian Domicile recruited in England, see Rule 10-C.
(iii) European subordinates engaged in India, holding permanent appointments on salaries of not less than Rs. 250 per mensem, or on incremental scales of pay, the sanctioned maximum of which is not less than Rs. 250.	As regards furlough on full pay, see Rule 10-C.

NOTE.—An employee of the subordinate grade promoted to the Officer's grade may carry forward any privilege leave earned under the subordinate leave rules. The service to be carried forward in order to count for furlough on such promotion shall be one-half of his service in the subordinate grade, subject to a maximum of four years.

B.—SUBORDINATE LEAVE RULES.

Applicable to—	EXCEPTIONS.
All other employes	(1) Menials and petty establishment mentioned in Rules 46 (a) & (b) for whom there are special rules.
	(2) Daily paid employes who draw overtime, see Rule 47.

I.—SUPERIOR LEAVE RULES.

1. (a) Except where otherwise specified in the rules below, the following descriptions of leave may be sanctioned by the Agent when they are due :—

- (i) Furlough.
- (ii) Sick leave and short periods of absence on account of sickness.
- (iii) Furlough on full pay.
- (iv) Special leave on urgent private affairs.
- (v) Privilege leave.
- (vi) Language leave.
- (vii) Leave without pay.

(b) Study Leave is also admissible to Officers under certain circumstances and its grant is regulated by orders published separately.

FURLOUGH AND ALL OTHER LEAVE WITH ALLOWANCES.

2. The total amount of furlough, sick leave, and leave on urgent private affairs with allowances which may be granted, is limited to six years.

3. Furlough earned may not exceed one-fourth of active service.

4. Active service, for the purpose of calculating the furlough due to an employee, includes, besides time spent on duty in India, privilege leave, language leave, short absences from duty on sick leave or otherwise, when no deduction from pay is made, also time spent on the journey in cases of compulsory recall to duty under Rules 33 (c) and (d) (ii) but excludes every other kind of leave.

5. The furlough due to an employee at any particular time, is the furlough earned (Rule 3) less any furlough, sick leave, or leave on private affairs with allowances, which he may have already had.

6. Furlough may not be granted to an employee until he has rendered at least seven years' active service.

NOTE.—The provision in this rule may be relaxed in any exceptional case with sanction of the Home Board.

7. Furlough will not ordinarily be granted to an employee until he has rendered three years' continuous service since his last return from furlough or sick leave. With the special sanction of the Agent, however, and if previous leave has been restricted, he may be granted at any time by the Agent, the furlough due (Rule 5) up to the limit of 18 months. Furlough due in excess of this period up to a limit of two years in all, may be sanctioned by the Board.

NOTE.—The restriction of the grant of leave by the Agent to a limit of 18 months does not apply to cases of leave taken prior to retirement. In such cases the Agent can sanction furlough, or combined leave up to a total limit of two years.

8. (a) To an officer who has rendered three years' continuous service, sick leave for a period not exceeding 18 months, may be granted by the Agent at any time on the production of a medical certificate from the Company's Chief Medical Officer, or other Medical Officer approved by the Agent,

declaring that he is of opinion that sick leave is necessary for a certain period, and at the end of such time the officer will probably be fit to resume his duties, provided the Agent is satisfied that the sickness has not been caused by any misconduct of the officer.

NOTE.—(1) Continuous service means the service of an officer since his last return from furlough lasting more than three months, or if he has not had such leave, since the beginning of his active service. No leave may be included in continuous service except privilege leave, special leave and Language Leave.

(2) The restriction of the grant of leave by the Agent to a limit of 18 months does not apply to cases of leave taken prior to retirement. In such cases the Agent can sanction furlough or combined leave up to a total limit of two years.

(b) An extension of the sick leave granted under this rule, up to a limit of two years in all, may be sanctioned by the Board.

(c) In the case of an employee who has not rendered three years' continuous service, sick leave (i.e., Furlough on Medical certificate) may be granted as follows :—

- (1) If the furlough due exceeds a year, to the extent due not exceeding two years ;
- (2) If the furlough due does not exceed a year, for not more than one year.

9. Furlough and sick leave, in the case of an employe who has rendered three years' active service, may be extended on medical certificate to not more than three years.

10-A. A European officer in a superior Grade, an Indian officer in a superior Grade who is already admitted to the Superior Leave Rules or a Covenanted Subordinate of Non-Indian domicile recruited in England subject to the Superior Leave Rules may be allowed during furlough a leave allowance equal to his full pay subject to the following conditions :—

(a) Full pay will be granted during furlough to a total period not exceeding one year in an employee's whole service.

(b) When an employee has taken furlough on full pay he will be treated as having taken furlough on half-pay for twice the period actually taken on full pay.

(c) The maximum period of furlough on full pay in each separate period of leave is eight months.

(d) The period during which an employee may draw during furlough, full pay in lieu of the allowances ordinarily admissible, should be so regulated that at the termination of the period he will still have six months' furlough due to him : but this condition is not absolute and may be relaxed at his discretion by the authority granting the furlough.

(e) Privilege leave to the extent due may be prefixed to furlough on full pay, subject to a maximum of eight months for the two kinds of leave combined on each occasion of such combination.

(f) Furlough on half pay may be granted in continuation of furlough on full pay, or of combined privilege leave and furlough on full pay.

10-B. Full pay may be allowed to an employe on furlough on Medical Certificate, subject to the conditions in Clauses (a) to (c) and (e) and (f) of Rule 10-A above and to the following conditions :—

- (i) That the furlough is "due", and that after taking it the officer will still have 6 months' furlough at his credit; and
- (ii) That the grant of furlough on full pay does not operate to curtail the actual period recommended by the Medical Board—i.e., that it is followed by an extension of furlough on half pay.

10-C. Indian officers now in the Company's service, who pending final settlement of their conditions of service as regards leave, & etc., are subject to the subordinate leave rules, covenanted subordinates of Indian domicile recruited in England, and European subordinates engaged in India—vide Preamble A (iii), are also entitled to the concessions in rules 10-A and B, provided they proceed out of India or Ceylon, or, take furlough on medical certificate.

11. Special leave for a period not exceeding six months on urgent private affairs may be granted at any time, provided that an employe who has once been granted special leave must render six years' active service before he can again be granted such leave.

12. (a) An employe absent on furlough (including furlough on Medical Certificate) may be granted leave allowances not exceeding half his substantive pay, excluding all allowances, except Personal Allowance, up to a maximum period of two years at one time.

(b) The allowances admissible for any extension of leave beyond two years are limited to one-fourth of substantive pay as above defined.

(c) An employe on special leave may be granted leave allowances equal to half his substantive pay as above defined, for a period not exceeding six months of such leave during his service.

(d) The allowances are also subject to the following maxima :—

	Amount in Sterling per month. £	Amount in Rupees per month. Rs.
(i) During furlough on full pay ..	200	2,000
(ii) During furlough (including furlough on Medical Certificate and special leave)	100	1,000

SHORT PERIODS OF ABSENCE ON ACCOUNT OF SICKNESS.

18. (a) An employe actually laid up by sickness may be allowed leave of absence, either in instalments or in one period, to the extent of thirty days in each calendar year, without deduction of pay.

(b) Any excess over this must be treated as privilege leave, if such leave is due, or as sick leave proper, or as a combination of the two as in Rule 18, and any continuous absence exceeding 80 days must in any case be so treated.

(c) Absence on full pay in the case of sickness counts as duty for the purposes of privilege leave.

PRIVILEGE LEAVE.

14. Leave of absence on full pay may be granted to an employee to the extent of one calendar month for every eleven complete calendar months on duty without interruption.

NOTE.—(1) An employee with less than 11 months' service from date of appointment is not entitled to Privilege leave.

(2) Privilege leave allowances, when such leave is taken by itself, are not payable out of India.

15. Interruption of duty means absence on furlough, sick leave, special leave, and any absence treated as leave without pay. Absence on privilege leave though not counting as duty is not an interruption of duty for the purpose of earning privilege leave.

16. The calculation of privilege leave due should be made as follows :—

One calendar month for every complete eleven calendar months on duty without interruption and one day for every eleven days of the balance.

17. Privilege leave may be accumulated to the extent of four calendar months, and to an employe who has been on duty without interruption for eleven calendar months, the whole or any part of the privilege leave due may be granted.

18. Privilege leave up to a maximum of four months can be combined with any other leave, provided that if combined with leave other than special leave, the combined leave should not be for more than 21 months in all. An extension up to a limit of two years in all, may be sanctioned by the Home Board. If combined with special leave, the total leave should not exceed six months.

LANGUAGE LEAVE.

19. Leave in India on full pay up to a maximum of three months in all may be granted to an officer required by the rules of the Company to pass in any vernacular language. This leave may be taken in instalments, and in combination with privilege leave, and will only be granted when the exigencies of the service permit and cannot be claimed as a right.

LEAVE WITHOUT PAY.

20. Leave without pay may be given at any time at the discretion of the Agent when no other leave is due to an employee. It may ordinarily be granted in combination with privilege leave only, but it may be granted in continuation of other leave when special circumstances render it necessary.

LEAVE TO TEMPORARY ENGINEERS.

21. The leave rules for Officers (superior leave rules) are applicable to Temporary Engineers so far as privilege and sick leave are concerned.

22. On the special recommendation of the Head of the Department, the Agent may grant to Temporary Engineers, on the completion of the works for which they were engaged, or on the termination of their agreements, the privilege leave for which they are then eligible.

GENERAL CONDITIONS.

23. (a) All leave granted under the foregoing rules shall commence from the date of an employee making over charge, if charge is made over before noon, and if charge is made over afternoon, from the day following. Similarly, all leave shall terminate on the day preceding that on which charge is resumed if charge is resumed before noon, and if charge is resumed afternoon, on the day charge is so resumed.

(b) (1) If however a Sunday or one or more gazetted holidays fall on the day or days immediately preceding the day on which the leave begins, or on the day or days immediately following the day on which the leave ends, the employee may make over charge on the afternoon of the last working day immediately preceding such Sunday or holidays, and may resume charge on the forenoon of the first working day immediately following such Sunday or holidays.

(2) If holidays are prefixed to leave, the leave and the consequent re-arrangement of allowances, if any, take effect from the first day after the holidays on which the office is open for business, and if holidays are affixed to leave, the leave is treated as having terminated on, and the 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.

(3) In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, the Agent shall decide which Officer shall be held to have been in charge, and to whom the salary of the office for the Sunday or holiday shall be paid.

(c) Officers when proceeding on leave should report to the Agent through the Heads of their Departments.—

- (1) The date from which they avail of the leave sanctioned to them.
- (2) The date of sailing from India, and
- (3) Their address when in India, in England, the Colonies, or elsewhere out of England.

24. It must be distinctly understood that no leave of any kind can be claimed as a right. Leave will be granted only, when in the opinion of the sanctioning authority it can be given without detriment to the service of the Company, or if medically recommended.

25. All applications for leave must be made officially to the Agent through the Head of the Department to which the applicant belongs. Applications for leave must be submitted in the prescribed form through the Chief Auditor and Accountant, who will certify that the leave applied for is due before passing on the application to the Agent.

26. An employe visiting England on leave must report his arrival personally, or in writing, to the Secretary of the London Office of the Company, and furnish an address through which he can be promptly communicated with. He may return to duty in India only after obtaining the permission of the Home Board. If the leave has been leave on medical certificate, this permission will not be granted until the employe has been passed by the Company's Consulting Physician in London as medically fit to return to India. The employe is himself responsible for arranging, through the London Office, for this examination in due time.

27. The Agent will decide whether an employee returning from leave before its expiry without the permission of the Board, shall be permitted to resume duty.

28. An employee going to Australia or the Colonies, or remaining in India on sick leave must, before resuming duty, obtain the necessary fit certificate from any one of the Company's Medical Officers or any Government Civil Surgeon.

29. An employee on leave of any kind wishing to extend or commute his leave must submit his application in sufficient time to permit of the necessary references being made in the ordinary course by post. Telegraphic references, rendered necessary by disregard of this rule, will be made at the cost of the employee.

30. Excepting in the case of employee entitled to free passages under their agreements, all travelling expenses of employees going on leave or returning to duty must be defrayed by themselves.

31. Employees absent on leave may draw their leave allowance monthly, as it becomes due.

32. A last pay certificate is to be prepared and sent to the Board for every employee proceeding on leave to England under these rules, except in the case of privilege leave taken by itself, and a copy of it will be given to the employee concerned to be produced for purposes of identification, should occasion require. The last pay certificate will give particulars of the employee's service, including leave already taken, leave sanctioned and extensions of the same which are permissible. It will also contain full details of leave allowances payable to the employee, and place and method of payment. It will also record any advances or other outstandings against the employee.

33. An employee recalled to duty before the expiry of leave of any kind is entitled to no concessions if the return to duty is optional. 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 has subsequently become eligible, as soon as he can be spared from duty ; and

(b) if the leave from which he is recalled is out of India—

(i) to the cost of a passage to India and travelling allowance from the port of debarkation, to the station to which he is recalled,

(ii) to leave allowances during the voyage to India and up to the date of joining his appointment, at the rate permissible for the unexpired portion of the leave, without consuming his leave,

(iii) on the return journey to England, if the leave is resumed within a year of the date on which he can be spared, to allowances at the rate admissible for leave granted without consuming his leave till arrival in England—i.e., the leave, when resumed, begins on the day following that of arrival in England.

(c) The period of the voyage out, as well as the return voyage when leave is resumed within a year, counts as active service and as such it may be treated as service for furlough and sick leave, but not as duty for privilege leave.

(d) if the leave from which he is recalled is in India—

- (i) to travelling allowance for the journey from the place at which the order of recall reaches him,
- (ii) to be treated (if the recall is from leave other than privilege leave) as on duty from the date on which he starts for the station to which he is ordered, but he is entitled until he rejoins his appointment to draw leave allowances only.

NOTE.—(1) If the amount of the leave curtailed is less than one month, the privileges under paragraph (b) (i) above may be given or withheld at the discretion of the Agent, or Home Board, according as the leave is in or out of India.

- (2) An employee recalled from leave in the United Kingdom shall be refunded the cost of his passage home at the Company's expense if he has not completed either half the period of his leave by the date of leaving the United Kingdom or recall, or three months, whichever period is shorter.

84. Appointments vacated by employees proceeding on furlough or combined leave prior to retirement, can be filled up permanently, subject to the condition that the application of this rule shall be restricted to appointments the holders of which have attained the age of fifty-five years. That is to say, permanent appointments may be made in the vacancies created by employees taking leave preparatory to retirement after fifty-five, from the date of the expiry of the privilege leave portion, if any, of such leave and in the case of employees taking leave which will carry them up to or over fifty-five years, from the date on which they attain that age, or the date of the expiry of the privilege leave portion, whichever is later.

(a) Leave, prior to retirement, in excess of 6 months, granted to an Officer after reaching 55 years of age, will ordinarily be subject to a reduction of 6 months for each year of extension of service that may be sanctioned. This rule will not however apply to those Officers, who on the 1st April 1919 were 45 years of age or over.

(b) Temporary Service followed without a break by permanent service may be reckoned as continuous permanent service for the purpose of calculating leave under the Company's Leave Rules.

(Vide Railway Board's No. 7388-E, dated 17th November 1928.)

II.—SUBORDINATE LEAVE RULES.

85. The following descriptions of leave may be granted to Subordinates including Locomotive Drivers, Shunters and Firemen :—

- (i) Privilege leave.
- (ii) Sick leave.
- (iii) Special leave on urgent private affairs.
- (iv) Leave without pay.

86. European subordinates drawing less than Rs. 250, or on an incremental scale of pay, the sanctioned maximum of which is less than Rs. 250, and non-Europeans will be ordinarily granted leave under the following rules. In special cases of long and meritorious services, at the discretion of the Agent such subordinates may be given, as a reward, leave under the Superior Leave Rules

PRIVILEGE LEAVE.

37. Employees drawing a salary of Rs. 250 and upwards or on an incremental scale of pay, the sanctioned maximum of which is not less than Rs. 250, will be granted privilege leave under Rule 14 et seq.

38. (a) Privilege leave may be granted to all other employees drawing less than Rs. 250 per mensem or on an incremental scale of pay, the sanctioned maximum of which is less than Rs. 250, calculated as follows :—

One calendar month for every complete eleven calendar months on duty without interruption or one day for every eleven days. Privilege leave in excess of this period may be accumulated at the rate of one day for every further 24 days' continuous active service up to limit of sixty days after thirty-four months of such service, but no privilege leave can be earned by service while two months of such leave are due.

(b) Employees promoted from this class to a higher class may carry over the leave earned in the lower class.

(c) Privilege leave cannot be claimed as a right. Its grant is subject to the exigencies of the service.

NOTE.—(1) An employee with less than 11 months' service from date of appointment is not entitled to Privilege leave.

(2) For the purpose of calculating Privilege leave due to employees who have not completed 11 months' service since the return from last leave, the basis will be one day for every 11 days.

39. Privilege leave in all cases carries with it full pay. It can be combined with any other leave, and leave without pay may be granted in continuation of it.

40. If privilege leave is combined with leave other than special leave the total period should not be for more than 21 months. An extension up to a limit of two years in all may be sanctioned by the Home Board. If combined with special leave, the total leave should not exceed six months.

SICK LEAVE.

41. (a) Sick leave on half pay will be granted to the extent of two months in any one calendar year during the first seven years of an employees service ; after seven years' service, sick leave may be granted subject only to the limitation in Rule 44. The maximum limit of three years in total service may not be exceeded. (Pay during sick leave cannot be claimed as a right, and will be granted only to those whose conduct and attention to duty have been satisfactory.)

(b) Applications for sick leave will not be considered unless accompanied by a satisfactory medical certificate from one of the Company's Medical Officers, or from a Commissioned Government Medical Officer, covering the full period for which such leave is applied for, except at places where there

is neither a Company's Medical Officer nor a Commissioned Government Medical Officer, when the certificate may be signed by the Chief Medical Officer of the place, who need not be a Civil Surgeon.

NOTE.—(1) Sick certificates by the Company's Medical Subordinates recommending sick leave for over one month must be countersigned by the Company's Chief Medical Officer, or District Medical Officer.

(2) Sick leave on half pay, limited to 60 days in one calendar year may be granted to drivers, shunters, and firemen, without prejudice to privilege leave.

(3) The maximum period of sick leave admissible to an employee at one time is one year.

SPECIAL SICK LEAVE.

42. (a) Employees of all classes (except those in receipt of salaries exceeding Rs. 250 a month) who may be injured in the performance of their duties, are eligible for leave on full pay for a period not exceeding six months.

NOTE.—Labourers in workshops employed on daily wages when temporarily absent from work in consequence of injuries sustained while on duty in workshops will be granted allowances to the following extent :—

(1) Fifty rupees.

(2) One month's pay.

(3) In cases where the absence is less than a month, the pay which the absentee would have earned during the period of leave if he were present on duty.

(b) Men absent from duty on account of Small-pox, either in themselves or their families, who have fully complied with the Vaccination Rules in force at the time, may be granted full pay for the period of such necessary absence as may be certified to by the Chief Medical Officer, irrespective of any other leave which may be to their credit under these rules.

NOTE.—Employees quarantined on account of Plague or Cholera by the Municipal authorities will be entitled to the same privileges as conferred by this rule on employees quarantined on account of small-pox. All quarantine certificates must be signed by Railway Medical Officers. The period of quarantine for pay under this rule will count from the last day of exposure to infection, but no pay will be granted unless the case of infectious disease is reported at once either to a member of the Railway Medical Staff or to the employees immediate superior.

(c) Should vaccination render any employee temporarily unfit for duty he will receive full pay for such time as he is so rendered unfit, on production, of the necessary certificate from the proper Medical Officer.

(d) Men placed in quarantine by the Medical Department on account of infectious disease (other than Small-pox) in their homes, are treated in all respects as if they were themselves absent on medical certificate, so long as they are kept in quarantine, but in such cases they may, as an alternative to quarantine, be required to shift their quarters or comply with any other reasonable regulation so as to be available for work.

SPECIAL LEAVE ON URGENT PRIVATE AFFAIRS OR ON RETIREMENT.

43. (a) Special leave on urgent private affairs for a period not exceeding six months, may be granted after seven years' service but an employee, who has once been granted special leave, must render six years' active service before he can again be granted such leave. The grant of leave under this rule is contingent on the return of an employee to duty after the expiry of the leave except in cases covered by rule 43 (b).

(b) An employee may be granted in the following circumstances and preparatory to retirement, the privilege and special leave or special leave only to which he may be entitled subject to the proviso that the total leave thus granted shall not exceed six months in all.

- (i) If certified unfit for further service by one of the Company's Medical Officers prior to attaining the age of 55 years.
- (ii) On attaining the age of 55 years.
- (iii) At or before the expiry of an extension of service granted after attaining the age of 55 years.

(c) An employee on special leave may be granted leave allowances equal to half his substantive pay for a period not exceeding six months of such leave during his service.

44. The maximum amount of sick leave and leave on urgent private affairs is limited to three years in total service.

LEAVE WITHOUT PAY.

45. (a) Leave without pay may be granted at any time when no other leave is due to an employee and when special circumstances render it necessary as provided for in Rule 20.

(b) Leave without pay may also be granted to subordinate employees who are not engaged exclusively on in-door work to such extent and at such intervals as the exigencies of the service will admit, up to a maximum limit of four months at any one time. Such leave of absence will not entail a forfeiture of any privilege leave at the credit of the employee at the commencement of the leave, and it will count as service towards increments of pay, but not as service towards leave. An interval of eleven months' duty is not required between return from leave without pay under this rule and the commencement of subsequent privilege leave.

MENIALS.

46. (a) Augwallas or Stokers and menials (including Gang Maistries who have put in one year's active service, but excluding Engineering Gangmen, Keymen, Watchmen, Trolley coolies and Gatemen) who do not draw overtime, may be granted 15 days' leave on full pay in each calendar year.

(b) Engineering Keymen, Gangmen, Watchmen, Trolley coolies and Gatemen may at the discretion of the District Engineers be granted leave on full pay up to a maximum of 15 days in each calendar year subject to the following conditions :—

- (1) They must have put in one year's continuous service.
- (2) This leave is not cumulative and cannot be claimed as a right. It will only be granted with due regard to exigencies of Railway Service, and is intended to cover absences on account of sickness, holidays, and special leave for marriage and other domestic ceremonies.
- (3) Leave with and without pay can be combined.
- (4) Except in the case of Holidays, 90 days must ordinarily elapse between one period of leave on full pay and the next.
- (5) Leave on full pay is not admissible in the case of temporary men.

WORKMEN ON DAILY WAGES.

47. (a) Workshop and other Staff on daily wages include those of the Locomotive and Carriage Department at Perambur, Hubli and out-station Running Sheds, those of the Electrical Department at Perambur and Arkonam including the Electrical Power House Staff and those of the Engineering Department at Akonam. Such of them who are not eligible for leave under any other leave rules and who have put in one year's continuous service with a regular attendance will be eligible for leave with pay for 15 days in each calendar year to cover casual leave or absence on account of sickness.

NOTE.—(1) Regular attendance will be considered to include a total absence of not more than 40 days in a calendar year.

(2) Temporary coolies will not be eligible for leave under these rules.

(b) This leave is not cumulative and cannot be claimed as a right. It should be understood that the Railway work is not to be inconvenienced in any way by the grant of such leave.

(c) Except in case of sickness all leave must be applied for and sanctioned before it is taken. Leave may be granted to cover periods of sickness provided it is supported by a Medical Certificate.

(d) Not less than one day's leave will be granted for any period of absence on one day.

(e) Holidays and days when shops are closed, except Sundays, may be allowed to be booked as leave with pay against the leave allowance for the year if the employee so wishes it, provided that the number of such days leave, added to the number of shop working days, does not exceed 26 days in a month.

(f) No substitute may be employed to carry on the duties of an absentee on leave with pay.

(g) Leave with pay is admissible to an employee only on the condition that he returns to duty on the expiration of the same and unless this is complied with, any leave that may have been granted to the employee should ordinarily be treated as cancelled. Cases of this sort must be carefully watched and reported at once, each case being dealt with on its merits.

(h) Extension of leave with pay can be sanctioned when required, subject to the maximum of 15 days in a calendar year as prescribed in (a).

(i) Leave with and without pay may be combined.

(j) Except in the case of Shop Holidays, 30 days must ordinarily elapse between one period of leave with pay and the next.

(k) Foremen are authorised to grant leave with pay to their staff under these rules.

LEAVE ALLOWANCES TO RUNNING STAFF.

48. (a) For the purpose of calculating leave allowances to the Running Staff, the running allowance, i.e., overtime allowance of the Locomotive Staff and mileage allowance of the Traffic Staff, should be reckoned together with the pay.

(b) The running allowance in such cases will be the average allowance actually drawn during the last 12 working months preceding the commencement of leave limited to 75 per cent of the average pay for the same period.

(c) The expression "Running Staff" includes only full time Drivers, Shunters, Firemen and Augwallas of the Locomotive Department and Guards, Brakesmen and Ghat or Brake Porters of the Traffic Department.

GENERAL.

49. (a) Leave admissible to employees under the Subordinate Leave Rules may be granted at the discretion of Heads of Departments or Officers to whom they may depute the authority. This power should be carefully exercised and leave granted by them should be strictly in accordance with Rules. In the case of Subordinate staff on Rs. 250 and over, whose leave is regulated under the superior leave rules, leave applications should be submitted to the Chief Auditor and Accountant for certification.

(b) Leave, prior to retirement, in excess of six months, granted to a subordinate after reaching 55 years ago, will ordinarily be subject to a reduction of six months for each year of extension of service that may be sanctioned. This rule will not however apply to those subordinates who on 1st April 1914 were 45 years of age or over.

(c) Leave under Subordinate leave rules may be granted to men on the temporary list under Agent's sanction.

(d) Temporary Service followed without a break by permanent service may be reckoned as continuous permanent service for the purpose of calculating leave under the Company's Leave Rules.

(Vide Railway Board's No. 7388-E, dated 17th November 1928.)

(e) Chargemen, Train Examiners, Muccadams, Section Maistries and other daily paid employees who do not draw overtime will be granted leave under the subordinate leave rules.

50. By pay in these rules is to be understood an employee's substantive rate of pay per mensem or per diem, exclusive of all allowances (other than personal), extras or overtime. Thus for those rated by the day, pay or half-pay will be allowed for the number of working days included in the absence, Sundays and holidays being excluded, except in the case of those whose duty requires them to work regularly on those days. In other words, the calculated pay for the period of leave, whether the employee is to be deemed entitled to the whole or only half of it, cannot exceed that claimable for a similar period at work.

SCHEDULE XIX.

RAILWAY SCHOOLS.

CONDITIONS OF SERVICE FOR INDIAN TEACHERS IN THE COMPANY'S RAILWAY SCHOOLS FOR INDIANS.

MEDICAL CERTIFICATE OF FITNESS.—Before appointment, every Teacher must produce a Medical Certificate of fitness for the service from the Company's Medical Officer.

SALARIES OF TEACHERS.—The Salaries of Teachers will be as follows :—

HEAD MASTERS :—

Secondary Grade trained ..	Rs. 45—2½—60.
Higher Elementary Grade trained ..	„ 40—2½—55.

ASSISTANT MASTERS :—

Secondary Grade trained ..	Rs. 80/85—2½—55.
Higher Elementary Grade trained ..	„ 25—1½—30/85—2½—50.
Untrained Teachers (who have passed III Form) ..	„ 25—1½—30-85.
Lower Elementary Grade trained ..	„ 20—1½—30.

ALLOWANCE.—A special allowance for teaching drawing and gymnastics is given in certain cases.

PROVIDENT FUND.—All Teachers are required to become subscribers to the Provident Fund.

QUARTERS.—When quarters are provided by the Railway, no rent will be charged, but Teachers will be required to occupy them. An allowance of 10 per cent of the salary of the teachers is given in cases where no free quarters are provided.

HOLIDAYS.—The sanctioned holidays to be observed in the case of these are :—

	No. of days.
Tamil New Year's day	1
Telugu do.	1
Sravanam or Avani Avittam	2
King Emperor's Birthday	1
Vinayaka Chathurthi	1
Krishnajayanti	1
Mahalaya Amavasya	1
Sarasvathi Puja or Dasara	2
Deepavali	1
Sivarathri	1
Midsummer (dates to be advised by Agent)	89
Christmas (do. do.)	32

All new moon days will be half-holidays, the school being open from 7 to 10 A.M. only.

SICK LEAVE.—Teachers may be allowed by the Agent sick leave on Medical Certificate not exceeding 60 days in one Calendar year, on half pay.

CASUAL SICK LEAVE.—Teachers may be allowed by the Managers Casual sick leave on Medical Certificate not exceeding 10 days in a Calendar year, on full pay.

FREE PASS CONCESSIONS.—After one term's service, Teachers may be allowed the privilege of free passes for themselves and their family over the home line for both the Christmas and Summer Vacations. After two years' service Teachers qualify for one set of foreign line passes. Condition of the issue of these passes are the same as for the General Staff of the Railway.

NOTICE OF TERMINATION OF SERVICE.—Unless specially arranged when engaged, or in cases of misconduct, a Teacher's services will only be terminated at the end of a school term, three months' previous notice being given. Similarly, a Teacher can only terminate his services at the end of a school term, three month's previous notice being given.

SCHOOL DEPARTMENT.

**FORM TO BE FILLED UP BY APPLICANT FOR EMPLOYMENT AS
TEACHER IN A RAILWAY SCHOOL.**

1. Give name in full and address	_____
2. State age	_____
3. What is your nationality ?	_____
4. What is your religion ?	_____
5. Are you married or single ?	_____
6. Are your parents alive and what is your Father's occupation ?	_____
7. Have you any sisters living ?	_____
8. Where were you educated ?	_____
9. What examinations have you passed, and when ?	_____
10. Do you hold a complete Trained Teacher's Certificate? State grade and where trained and say whether qualified to teach in European Schools, i.e., whether you hold your certificate under the Code of Regulations for European Schools	_____
11. Have you had any experience in teaching ? Give particulars	_____
12. Have you certificates for the following ? Give full particulars—	_____
(a) Music	_____
(b) Singing	_____
(c) Drawing	_____
(d) Kindergarten	_____
(e) Physical training	_____
(f) Needlework and domestic economy,	_____

In the event of my appointment as a Teacher in a Madras and Southern Mahratta Railway School, I agree to accept the conditions of service set forth on the back of this Form.

I hereby declare that the answers to the questions written above are correct.

Signature _____

Date _____

**FOR THE INFORMATION OF APPLICANTS THE FOLLOWING
EXTRACTS FROM THE GENERAL RULES FOR RAILWAY
SCHOOLS ARE GIVEN.**

MEDICAL CERTIFICATE OF FITNESS.

Before appointment, every Teacher must produce a Medical Certificate of fitness for the service from the Company's Medical Officer. Applicants who prefer examination by Lady Medical Officers must obtain the counter-signature of the Company's Medical Officer on the Certificate.

SALARIES OF TEACHERS.

The salaries of Teachers will be as follows :—

HEAD MISTRESSES :—

	Rs.
1st Class (Graduates)	120—10—150.
1st „	115—10—135.
2nd „	100—10—110—5—115.
3rd „	90—10—110.

ASSISTANT MISTRESSES :—

Graduates	100—10—110.
High and Middle Grade	75—5—90.
Primary Grade	60—5—70.
Pupil Teachers	85.

MUSIC ALLOWANCE.

Teachers holding recognised Certificate for Music of Intermediate Grade (Practical) will be granted an allowance of Rs. 5.

PROVIDENT FUND.

All Teachers are required to become subscribers to the Railway Provident Fund.

QUARTERS.

When quarters are provided by the Railway, no rent will be charged, but Teachers will be required to occupy them. Male relatives or male friends are not permitted to occupy these quarters under any circumstances, and may not visit them without first obtaining the sanction of the School Manager concerned.

HOLIDAYS.

The sanctioned holidays to be observed are—

	No. of days.
Easter—Maundy Thursday, Good Friday and Easter Monday	3
King-Emperor's Birthday	1
Midsummer	39
Empire Day	1
Christmas	32
Michaelmas Holidays	5
Total ..	81

SICK LEAVE.

Teachers may be allowed by the Agent sick leave on Medical Certificate not exceeding 60 days in one calendar year, on half pay.

CASUAL SICK LEAVE.

Teachers may be allowed by the Managers Casual sick leave on Medical Certificate not exceeding 10 days in a calendar year, on full pay.

FREE PASS CONCESSIONS.

After one term's service, Teachers may be allowed the privilege of free passes over the home line for both the Christmas and Summer Vacations. After two years' service Teachers qualify for one set of foreign line passes. When either the sister, mother, or other female relation of a School Mistress resides with her permanently, the home line passes may include such relation in addition to the Teacher herself.

NOTICE OF TERMINATION OF SERVICE.

Unless specially arranged when engaged, or in cases of misconduct, a Teacher's services will only be terminated at the end of a school term, three months' previous notice being given. Similarly, a Teacher can only terminate her services at the end of a school term, three months' previous notice being given.

Teachers must understand that if they accept service under the Madras and Southern Mahratta Railway Company, they are liable to be sent to any school on the line.

SCHEDULE XX.

**RULES FOR THE INTER-RAILWAY SPORTS
COMPETITIONS.**

To co-ordinate all games for Inter-Railway Competitions the All-India Committee have divided Railway into four groups :—

- | | |
|---------------|-------------|
| (a) Calcutta. | (c) Lahore. |
| (b) Bombay. | (d) Madras. |

The idea is to encourage a higher standard of Sport in all forms and at the same time reach the masses, who cannot all hope to represent their Railways in the first teams.

As a beginning it is proposed to make a start, with the Inter-Railway Association Football and Inter-Railway Boxing Tournaments.

The Football Tournament will commence with the four group Tournaments, leading up to the Semi-Finals and Finals of the Tournaments, the winners of each group being expected, to come up to Simla and play in the Semi-Finals and Finals, which will be played off there for the "Rainy" and the "Hindley" trophies which will be presented to the winning team and the team which is the Runner-up respectively.

The Winner and Runner-up Teams of the Inter-Railway Tournament will represent Indian Railways in the Durand Cup, and colours will be presented. This of course will not debar other Railway Teams from independent entrance to the Durand or any other Competition.

It is also hoped that Group Challenge Trophies will be offered for each Group Competition.

All Railways parties to the I. R. C. A. are eligible for entering Teams in the Group Tournaments.

If more Groups are found necessary these will be added later.

OUT OR INTER-STATION COMPETITIONS.

With the idea of encouraging sports amongst all classes of Staff even those who cannot get into the Railway "Big sides", it is proposed to organize Inter-District or Inter-Divisional Football competitions if none already exists on all Railways.

Local Sports Committees will run these competitions and these competitions will be separate to the Group Competitions.

The chance of finding "Latent talent" is also a great factor, in the encouragement of Local Competitions. There is no doubt that the result of these smaller competitions will be as great if not of greater use in the encouragement of and development of Sport amongst Indian Railway men than the higher groups.

It is hoped that these smaller competitions will be given a good start off.

BOXING.

The Boxing will be under Railway B. A. Rules which are identical to the A. B. A. Rules except that any genuine Railway employee is eligible even though he has fought as a professional.

The competitions will be in four Groups similar to the Football and Group Teams composed of the Winners of each weight, will go up to Simla and box in the All-India Railway Boxing Championships at Simla.

These Competitions will be run by and under control of Local Group Committees.

Dates for Group Football and Boxing Competitions will be fixed in conjunction with Local Sports authorities.

SCHEDULE XXI.

COMPARATIVE STATEMENT

COMPARATIVE STATEMENT OF CASES TREATED DURING
THE YEAR ENDING 31st MARCH 1928 AND
31st MARCH 1929.

Months.	Typhoid Fever.	Small-pox.	Measles.	Plague.	Malaria.	Cholera.	Dysentery.	Diarrhoea.	Accidents and other Diseases.	Total.
1927.										
April ..	11	4	36	..	673	6	140	411	9,761	11,042
May ..	1	3	16	..	699	..	147	510	10,068	11,444
June ..	9	1	16	..	732	12	160	707	9,831	11,468
July ..	2	..	21	..	849	9	413	899	11,781	13,974
August ..	11	..	27	..	1,057	12	488	870	12,436	14,901
September ..	10	3	34	..	1,321	8	306	736	15,695	18,118
October ..	6	..	63	..	2,095	1	209	849	16,783	20,006
November ..	10	1	53	..	2,220	3	260	858	15,808	19,215
December ..	6	..	28	1	1,809	4	328	900	15,225	18,301
1928.										
January ..	15	14	37	..	1,609	6	349	860	15,615	18,595
February ..	3	16	56	..	1,342	16	283	688	14,724	17,138
March ..	10	7	88	..	1,544	1	229	535	16,228	18,637
Total ..	99	49	472	1	16,040	78	3,312	8,823	163,955	192,829
1928.										
April ..	7	8	10	..	1,205	3	202	155	15,336	16,926
May ..	3	3	1,180	2	244	141	17,247	18,320
June ..	4	9	3	..	1,011	11	243	168	16,173	17,622
July ..	4	5	4	..	1,339	30	533	440	19,256	21,661
August ..	6	2	1	..	1,454	55	772	386	18,781	21,457
September ..	12	5	1,649	6	446	218	18,273	20,609
October ..	6	4	1	2	2,296	8	354	178	18,965	21,814
November ..	7	2	..	1	3,393	7	407	170	19,493	23,480
December ..	2	3	2,339	2	323	162	17,382	20,713
1929.										
January ..	4	6	2	1	2,266	2	292	213	18,163	20,949
February ..	7	12	7	..	1,700	12	253	170	16,684	18,850
March ..	2	19	3	..	1,573	1	309	133	18,289	20,379
Total ..	64	76	31	4	21,906	139	4,433	2,534	214,045	243,280

N.B.—These figures include employees, members of families, dependents, servants and other persons treated by the Rialway Company's Medical Staff.

SCHEDULE XXII.

PROVIDENT FUND RULES.

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SCHEDULE XXII—contd.

PROVIDENT FUND RULES.

(THIRD EDITION, 1929.)

DEFINITIONS.

1. These revised rules are based mainly on Railway Board's Resolution No. 400-F. 16 of 13th October 1917 and subsequent modifications thereof and Provident Fund Act No. XIX of 1925. They were brought into force from 1st April 1926.

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

(a) "The Secretary of State" means the Secretary of State in Council of India.

(b) "Railway" means the Railways belonging to, or worked, by the Madras and Southern Mahratta Railway Company, Ltd.

(c) "Agent" means the Agent of the Madras and Southern Mahratta Railway Company, Ltd.

(d) "Chief Auditor and Accountant" means the Chief Account Officer who audits the pay bills of the depositor concerned.

(e) "Provident Fund" means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions credited in respect of such subscriptions or deposits and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund.

(f) "Railway Provident Fund" means a Provident Fund constituted by the authority of a Railway Administration for any class or classes of its employees.

(g) "Dependant" means any of the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent.

(h) "Compulsory Deposit" means a subscription to, or deposit in, a Provident Fund, which under the rules of the Fund, is not, until the happening of some specified contingency, repayable on demand and includes any contribution or bonus credited in respect of any such subscription or deposit and any interest or increment which has accrued under the rules of the Fund on any such subscription, deposit or bonus contribution, and

also any such subscription, deposit, bonus contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency.

(i) "Salary" means monthly pay and personal allowance including acting or charge allowances and does not include overtime (except in the case of Running Staff), batta, travelling or other fluctuating or extra allowances, but includes daily rate of pay paid monthly. In the case of Running Staff which includes only full-time drivers, shunters, firemen and augwallas of the Loco Department, and guards, brakeman and ghat or brake porters of the Traffic Department, it includes actual overtime and mileage allowance earned up to 75 per cent of pay, on which subscriptions will be compulsory for all Running Staff appointed on and after 1st August 1920.

(j) "Servant" means any employee of the Company either in England or in India—

(i) Who receives salary or wages from the Company, chargeable either in full or in part to the Company's Revenue Account and who has executed the prescribed service agreement.

(ii) Who is not a Government Servant.

"NOTE.—A Government servant employed by the Company while on leave from Government service shall not be eligible to subscribe to the Provident Fund during the period of such leave".

(iii) Who is on the permanent staff, i.e., whose services are terminable at not less than a month's notice, whose salary is not less than Rs. 30 per mensem, or if paid at a daily rate, whose daily rate is not less than Rs. 1-2-0 a day.

NOTE.—(a) A servant on a daily rate of pay, including an Artisan in Workshops, entertained from and after 1st August 1920, shall not be eligible to become a member of the Provident Fund until he has put in three years' continuous service on the Railway. But, if owing to reduction of establishment, such a servant be discharged and be re-employed, his service prior to discharge will count towards the three years' continuous service, provided the interval between his discharge and re-employment does not exceed five years.

(b) Members of Running Staff, i.e., full-time drivers, shunters, firemen and Augwallas of the Loco Department and guards, brakemen, ghat or brake porters of the Traffic Department in service before 1st August 1920 have the option of contributing towards the Provident Fund with effect from 8th November 1919 on their actual running allowance, viz., overtime and mileage allowance, subject to a maximum of 75 per cent of pay.

(iv) Who is not serving under special covenant, or if so serving, has nevertheless signified in writing his desire to be admitted to the benefits of the Fund.

(v) Whose age does not exceed sixty years.

NOTE.—With effect from the 17th of May 1921, this age limit does not apply to the staff of the London Office."

(k) "Depositor" means a servant by whom, or on whose behalf a deposit is made under these rules.

(l) "Interest" includes compound interest.

(m) "Contribution" or "Bonus" means any amount credited in a Provident Fund by the Railway by way of addition to or otherwise in respect of, a subscription to, or deposit in the Fund.

ADMISSION OF CONSTRUCTION OR SURVEY STAFF.

3. Any member of the permanent staff temporarily employed on Construction or Survey, may be permitted to subscribe to the Provident Fund on the pay he draws while so employed, and receive the usual bonus as if still employed on the Open line, the bonus in all such cases being charged to Capital or the Survey Estimate.

ADMISSION OF ENGINEERING OFFICERS ON CONSTRUCTION WORKS.

4. Temporary Engineer Officers engaged for Construction Works, whether employed wholly on Construction or temporarily to replace permanent staff on the Open line, may subscribe to the Provident Fund and participate in the full benefits thereof. The bonus contribution on the deposits of any of the Officers employed on Construction Works will be charged to the Capital Account of the line or Construction Works on which they are employed.

NOTE.—This concession does not apply to Temporary Engineers engaged solely for Surveys.

(a) An Officer on the temporary establishment who fills a sanctioned cadre post in any department of the Railway may be permitted to subscribe to the Provident Fund.

ADMISSION OF SUBORDINATES ON CONSTRUCTION WORKS.

5. Subordinates engaged in England for Construction Works are eligible for admission to the Provident Fund when their agreements with the Company so provide, their bonus contribution in such cases being charged against the Construction Works on which they are employed.

MAINTENANCE OF ACCOUNTS.

6. The accounts of the Provident Fund shall be maintained in the Office of the Company's Chief Auditor and Accountant—

(a) The accounts of the Fund shall be made up annually at the close of the financial year and the Chief Auditor and Accountant will certify to the balances having been reconciled with the General Books of the Railway. Each depositor shall be furnished with a copy of his account annually as on 31st March in each year.

(b) Withdrawals from deposits, etc., from the Fund shall be paid from the General Funds of the Railway and debited to the account of the "Companies' Railways Provident Fund."

(c) All expenses connected with the maintenance of the accounts of the Provident Fund will be charged as Working Expenses of the Railway.

ELIGIBILITY FOR MEMBERSHIP AND RATES OF SUBSCRIPTION.

7. Every servant of the class defined in rule 2 (j) who entered the service of the Railway after 1st July 1899 and every servant appointed prior to that date who has elected to subscribe in accordance with the new rules (of 1899) shall subscribe to the Provident Fund at a uniform rate of 1-12th of salary calculated to the nearest anna—

(a) Every employee of the Company other than Coolies, Watermen, Dhobies, Sweepers and Cooly Porters, who comes within the definition of the term "servant" except as regards salary or daily rate of pay, whose monthly salary or daily rate of pay is not less than Rs. 15 or 0-9-4, but less than Rs. 80 or 1-2-0 respectively, who is already subscribing to the Provident Fund shall continue to do so; and every such employee appointed from and after 1st January 1921 and every member of the staff, temporary Engineer, or subordinate referred to in rules 4 and 5, shall be given the option of subscribing to the Provident Fund at a uniform rate of 1-12th of salary and such option once exercised shall not be allowed to be withdrawn; provided that such employees on a daily rate of pay shall not be allowed the option until they have put in a continuous service of 3 years.

NOTE.—In calculating subscription to the Provident Fund fractions of a rupee of salary shall be ignored.

METHOD OF RECOVERING SUBSCRIPTIONS OF MEMBERS.

8. The subscriptions to the Fund shall be recovered monthly through the pay sheets of the depositors and credited to the accounts of the Fund.

(a) Both subscriptions and voluntary deposits made by deductions from emoluments at the time of Audit, should be considered as paid into the Fund on the 1st of the month succeeding that for which the emoluments, from which deductions are made, are due. Deductions from emoluments paid in arrears in consequence of promotion given with retrospective effect should be considered as having been made on the 1st of the month in which the arrears are drawn. In the case of reversions made with retrospective effect the writeback of the amount originally received in conformity with the rules, should be considered as having been made on the 1st of the month in which the recovery is effected.

SUBSCRIPTION RECOVERABLE ON LEAVE.

9. The subscription of a servant absent on leave with allowance shall, during the period of such absence, be assessed on the full amount of salary and wages to which, but for such absence, he would have been entitled during the said period. Servants on long leave may, at their option, pay their subscriptions monthly from their leave allowances, or in three monthly instalments after return to duty, payment of instalments to commence with the first month for which a whole month's pay is drawn.

EXAMPLE.—When a servant who is already a depositor returns from leave to duty, having drawn Rs. 5,000 by way of furlough allowances during absence, and who has not subscribed to the Provident Fund during his absence, he shall pay the arrears of subscription due thereon in three equal monthly instalments in addition to his regular monthly subscription. The bonus contributions by the Railway on such arrears will be credited in the half-year in which the arrears are paid.

INTEREST.

10. Interest shall be allowed on each member's compulsory deposits and bonus at the fixed rate of 4 per cent per annum for the period from 1st April 1914 to 31st March 1919, at the rate of $5\frac{1}{2}$ per cent per annum from 1st April 1919 to 31st March 1927 and at the rate of $4\frac{3}{4}$ per cent per annum from 1st April 1927, subject, as regards the rate of $4\frac{3}{4}$ per cent to reconsideration, should the rates at which the Government of India borrow undergo modification, but in the event of a reduction, subject to a minimum of 4 per cent; six months' notice being given to subscribers before any alteration is made.

NOTE.—Interest on the amount standing at the credit of a deceased depositor will accrue up to the date of the receipt of a Refund Memo from the Department in which the deceased was employed. Where Probate, Letters of Administration or a Succession Certificate are necessary under Rule 22, the Refund Memo will not be issued until the person entitled to receive payment has been ascertained by Law. In all other cases interest will be allowed to the end of the month last preceding retirement, resignation or dismissal.

(a) Muhammadans who have joined, or may join, the Fund on the understanding that their compulsory deposits and bonus will carry no interest shall not be given interest, but if they subsequently ask for interest it shall be given with effect from the 1st April of the financial year in which such request is made.

BONUS.

11. At the close of each half-year ending with 30th September and 31st March, the account of each depositor shall be credited with a bonus contribution by the Railway equal to the amount of deposit made on his behalf during such half-year—

FORFEITURE OF BONUS ON VOLUNTARY RETIREMENT.

(a) An employee with less than five years' service as member of the Provident Fund who may leave the Railway voluntarily, otherwise than on a medical certificate to the effect that he is unfit for further service, or on transfer to another Railway with the consent of his employer, will forfeit the whole of the Railway contribution and interest thereon.

NOTE.—The bonus and interest thereon forfeited under this rule will be credited to the Fine Fund of the Railway.

RECALCULATION OF BONUS AND INTEREST ON RETIREMENT.

12. Retrospective calculation of bonus contributions and interest—

(a) In order to provide for cases where the old Provident Fund Rules operated unfavourably on the members, a recalculation of bonus contributions and interest charges will be made upon termination of membership in the case of all members who were in the service on or from the 1st April 1916, and who are not excepted under (b) below. In the case of those members who, on the introduction of the one-twelfth of salary rate of subscription, elected to subscribe at this rate, it shall be assumed so far as bonus contributions and interest additions are concerned, that they subscribed from the beginning of their service at the rate of one-twelfth of salary; that is to say, they will be allowed a bonus contribution in respect of every half-year

equal to the subscriptions which they would have paid had the present rate of one-twelfth of salary been in force from the beginning of their service, and interest on the amounts which would have stood to their credit as calculated above, at the rate which obtained from time to time, or at the rate specially fixed for any period during which there was no Provident Fund [see (f) below]. In the case of those members who, on the introduction of the one-twelfth rate of subscription, elected to continue to subscribe at a lower rate, they will be credited upon termination of membership, with bonus at 100 per cent, based on the rate for which they so elected, and with interest at the rate obtaining from time to time or specially fixed, as the case may be. In the case of members who, at a subsequent date, elected to subscribe at the full prescribed rate, recalculation of bonus and interest on their subscriptions at the higher rate will be allowed from the date of such election.

(b) The above concession is admissible only to those members who either belonged to the Provident Fund or were prevented from doing so by the non-existence of a Fund. It is not admissible to those who voluntarily abstained from joining a fund, nor to those who were debarred by a rule or rules rendering ineligible for membership, employees of the class to which they belonged or by any other rule or rules.

(c) This retrospective concession is admissible in the case of men transferred under proper sanction from any other Railway or Railways to this Railway, and whose Provident Fund accounts are transferred with them. It is also admissible when the Provident Fund assets are paid to a subscriber at the time of transfer, if no option of transfer of the account was given, the other Railway or Railways bearing the portion of the arrears of bonus contributions accruing in respect of service on it or them, and also the compound interest on such portion up to the date of retirement.

(d) Those who on re-entertainment refund the Provident Fund money paid on discharge shall be allowed the benefit of retrospective concession if otherwise eligible; but those who have received their Provident Fund dues from a Railway, even though they were given the option of having them transferred with them, should be considered as having been finally settled up with, so far as their services on that Railway are concerned.

(e) In the case of members who are dismissed in consequence of any of the causes specified in Rule 18 the Agent may direct the whole or any part of any retrospective bonus with the interest accrued thereon to be credited to the Fine Fund of the Railway less any outstanding or other debt due to the Railway under Rule 19.

(f) The rate of interest on retrospective bonus shall be (1) for the period before the establishment of the Provident Fund, the average rate during the period of the existence of the Fund up to the 31st March 1914, even though no interest has been credited during a certain period of the Fund, (2) for the period during which the Fund existed, at the rate which obtained from time to time.

(g) In giving effect to the above concessions the charges to Revenue in any year should be limited to the actual disbursements made to members retiring during the year and no immediate credit by charge to Revenue or the interest head should appear in individual accounts except in the case of members who are, after the 5th February 1921, transferred from one railway

to another including a State Railway worked by a Company in which cases, the railway from which a member is transferred will credit the railway to which he is transferred with—

- (i) Provident Fund balance standing as member's credit including interest to date of transfer.
- (ii) Arrears of Provident Fund bonus accruing in respect of service on it.
- (iii) Compound interest on (ii) to date of transfer.

BONUS FOR FRACTION OF HALF-YEAR.

13. If before the account of a depositor is credited with bonus contributions under Rule 11, the depositor—

- (a) dies ;
- (b) is transferred to another Railway with the consent of the Agent ;
- (c) retires on medical certificate or on reaching the age of 55 years ;
- (d) is compelled to retire on bona fide reduction of establishment or in accordance with the terms of a contract (except in cases of resignation or dismissal) the bonus shall be credited up to the date of such death, transfer or retirement ; in all other cases no bonus shall be allowed for the fraction of a half-year.

TRANSFER OF ACCOUNTS.

14. In the event of the transfer of any "Servant" with the consent of the Agent and without break of service, to or from another Railway in India, it will be a condition of such transfer that the Provident Fund account of such servant shall be transferred also. The amount at the credit of a "Servant" so transferred to the Company's service shall, thereafter form part of the total assets of the Fund and be subject to the rules of the Fund generally.

WITHDRAWALS.

15. Withdrawals from the Provident Fund by depositors or their legal representatives may be permitted only under one or other of the following conditions :—

- (a) On the decease of the depositor.
- (b) On his retirement or discharge from the Company's service.
- (c) In case of leave granted preparatory to retirement a member may be permitted at the discretion of the Agent, to withdraw up to 90 per cent of his assets in the Fund this sanction being subject to the condition that if in any exceptional case he does not retire at the end of the leave the full amount withdrawn must be refunded as a condition of continued employment. This payment will not affect the rules in regard to subscriptions during such leave or the right to bonus contribution and interest on the balance. The recalculation of the Provident Fund assets with a view to affording retrospective benefits admissible under Rule 12 will only be made on final retirement, the preliminary payment being made on the amount at credit of the member irrespective of this benefit.

NOTE.—In working out the amount of 90 per cent of assets, no elaborate calculations are intended to be made ; 90 per cent of the total credits appearing in the Ledger account should only be paid.

(d) With the permission of the Agent under Rules 16 and 22, and as provided for in sub-para (c) above, and providing that all sums due by the depositor to the Railway have been recovered.

ADVANCES FROM PROVIDENT FUND.

16. When the pecuniary circumstances of a member are such that the indulgence is absolutely necessary, a temporary advance from the subscriptions or deposits of the member and if they do not suffice from the Company's bonus contribution may be allowed by the Agent—

(a) To pay for his passage, should he proceed on leave out of India on account of ill-health, or for his return passage after such absence, whether the leave be technically leave on medical certificate or not ;

(b) To pay for the passage of any member of the depositor's family coming from beyond the sea to join him, or leaving India by sea, sick, or from other urgent cause ;

NOTE.—The equivalent of the cost of a passage by sea only is admissible under this rule. When applying for leave to withdraw such sums from the Fund the cost of the passages for the depositor himself only, or the members of his family, or both, as the case may be, should be fully stated for the information of the sanctioning authority.

(c) To pay his expenses or those of any member of his family incidental to a journey, undertaken under medical advice, to any place not necessarily to a hill station or Overseas. The maximum withdrawal in each case is limited to Rs. 1,000 for Officers and Rs. 500 for subordinates ;

(d) Further the Agent may advance a depositor a sum not exceeding four months' pay or one-fourth of the total amount standing to his credit in the Fund, whichever is less. Applications for advances in such cases will only be considered when the circumstances are exceptional, and due to the illness of the depositor or his family. All applications must be supported by the recommendation of the Head of the Department to which the depositor belongs, and by a medical certificate. No further advances should be recommended until the previous advances have been fully paid up.

NOTE.—(1) "Family" includes the depositor's wife, his legitimate children and step-children residing with and wholly dependant on him ; and also his parents, sisters and minor brothers if wholly dependant on and residing with him.

(2) All medical certificates must be signed or countersigned by one of the Company's Medical Officers.

(3) All advances admissible under these rules will be arranged for by the Chief Auditor and Accountant.

(4) Heads of Departments are authorised to sanction advances admissible under the conditions laid down in clauses (c) and (d) to all subordinate staff under their control.

(5) The amount of advance should be so fixed that each monthly instalment of recoveries is in even rupees.

(6) The granting of advances should be so regulated that the monthly refund from an employee on account of loans from Urban Bank and Provident Fund do not together exceed 2-5th of his net salary after recovery of the normal Provident Fund and Income-tax deductions.

RECOURPMENT OF WITHDRAWAL.

17. In the event of a deposit being withdrawn either in whole or in part, under the provisions of Rule 16 the depositor will be required, either on his return to duty, or if he has not left duty, from the month following the transaction, to pay monthly, in addition to his usual subscription to the Provident Fund, a further sum which shall not be less than one-twentieth of the sum advanced to him, until such time as the whole sum advanced has been repaid. In the case of a depositor returning from leave, repayment will commence from the first complete month after return to duty. Such repayments shall first be credited towards the advance from the bonus contribution account, if any.

DISMISSAL OF MEMBERS FROM COMPANY'S SERVICE.

18. If a depositor is dismissed from the Company's service in consequence of his conviction by a Criminal Court, or for serious misconduct, or for neglect of duty resulting in loss to the Company or in danger to the lives of persons using the Railway, the Agent may cause to be withheld all or any part of the bonus contribution allotted to him with the interest accrued thereon, only the balance at his credit without such bonus contribution and the interest thereon being paid to the depositor. Any bonus contribution and interest withheld from a dismissed depositor under this rule less any outstanding or other debt due to the Railway under Rule 19 shall be credited to the Fine Fund of the Railway or to the head to which bonus is debited in cases where they were charged to Capital or a Survey Estimate.

COMPANY'S CLAIMS ON THE HOLDINGS OF AN EMPLOYEE.

19. When the sum standing to the credit of any subscriber or depositor in the Fund becomes payable, any amount due under a liability incurred by the subscriber or depositor to the Railway Administration shall, if the Agent (or other Railway Officer to whom such authority is delegated) so directs, be deducted therefrom and paid to the Railway Administration. Provided that such deduction shall not exceed the total amount of the bonus contributions credited to the account of the subscriber or depositor and of interest which has accrued on such bonus contributions—

(a) In order to meet the Railway claims for unascertained outstanding or other liabilities due by a depositor who leaves the service of the Railway the bonus contributions credited and any interest or increment which has accrued on such contribution at the credit of such depositor may, at the discretion of the Agent (or other Railway Officer to whom this authority is delegated), be withheld for a period of three months from his leaving such service. If however, it has not been possible to ascertain the outstanding or other liability within that period, payment may be made after retaining a sum not exceeding Rs. 100 as the Agent or other Railway Officer may consider necessary. The sum so retained may be refunded at the expiry of a month thereafter, provided such further claims as may have been discovered within that period are deducted.

PROTECTION OF COMPULSORY DEPOSITS.

20. The compulsory deposits in the Provident Fund shall not in any way be capable of being assigned or charged, and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal

Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on any such compulsory deposit.

NOTE.—Compulsory deposits include bonus contribution and interest accrued thereon as defined in Rule 2 (h).

(a) Any sum standing to the credit of any member in the Fund at the time of his decease and payable under the rules of the Fund to any dependant of the member, or to such person as may be authorised by law to receive payment on his behalf shall, subject to any deduction under Rules 11 (a), 12 (e) and 18 and save where the dependant is the widow or child of the member, subject also to the rights of an assignee under an assignment made before 1st April 1926, vest in the dependant and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the member.

ASSIGNMENT OF A MEMBER'S HOLDINGS IN PROVIDENT FUND.

21. When a deposit account is first opened the member concerned shall be required to give a declaration in Form G. 45 (printed as an annexure to these rules) particularising the person or persons by whom he is desirous that the whole or any portion of his deposit shall be received in the event of his death, and the deposit shall, subject to the other provisions of these rules, be payable in accordance with such declaration. Such declaration should, whenever possible, be in the handwriting of the member and must be signed by him. The declaration will remain in force until it is revised or cancelled by means of a notice in writing given to the Chief Auditor and Accountant in Form G. 45-A (printed as an annexure to these rules). A fresh declaration may be made by a subscriber or depositor at any time on the marriage or remarriage of a member who is not a Hindu, Mohammedan, Buddhist or other person exempted from the operation of the Indian Succession Act, any declaration already submitted by him shall forthwith become null and void, and a fresh declaration shall be required.

DISPOSAL OF DECEASED MEMBER'S ACCOUNT.

22. When under the rules of the Provident Fund the sum standing to the credit of any subscriber or depositor or the balance thereof after the making of any authorized deduction has become payable, the Chief Auditor and Accountant whose duty it is to make the payment, shall pay the sum or balance, as the case may be, to the subscriber or depositor or, if he be dead, shall—

PAYMENT TO NOMINATED DEPENDANT.

(a) if the sum or balance or any part thereof vests in a dependant as defined in these rules and who is nominated in the declaration form (G. 45), pay the same to such dependant or to such person as may be authorised by law to receive payment on his or her behalf, or

PAYMENT IF NOT EXCEEDING RS. 5,000 OTHER THAN TO A NOMINATED DEPENDANT.

(b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same or any part thereof which is not payable under (a) above, to any person nominated to receive

it in the declaration form (G. 45) or if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it, or

**PAYMENT IF EXCEEDING RS. 5,000 OTHER THAN TO A
NOMINATED DEPENDANT.**

- (c) in the case of any sum or balance or any part thereof which is not payable to any person under clause (a) or clause (b), pay the same—
- (i) to any person nominated to receive it in the declaration form (G. 45), on production by such person of Probate or Letters of Administration evidencing the grant to him or her of Administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889, or under the Bombay Regulation VIII of 1827 entitling the holder thereof to receive payment of such sum, balance or part, or
- (ii) where no person is so nominated, to any person who produces such probate, letters or certificate.

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before 1st April 1926, and notice in writing of the assignment has been received by the Officer from the assignee, the Officer shall, after making any deduction authorised in these Rules and any payment due under clause (a) to or on behalf of the widow or children of the subscriber or depositor—

- (i) if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part or the balance thereof, as the case may be, to the assignee, or
- (ii) if such consent is not forthcoming, withhold payment of the sum, part or balance, as the case may be, pending a decision of a competent Civil Court as to the person entitled to receive it.
- (d) the making of any payment authorised by clauses (a), (b) and (c) above, shall be a full discharge to the Railway Administration from all liability in respect if so much of the sum standing to the credit of the subscriber or depositor as is equivalent to the amount so paid.
- (e) no suit or other legal proceeding shall lie against any person in respect to anything which is in good faith done or intended to be done under the Provident Fund Act XIX of 1925. These rules are based on the provisions of the said Act.

RIGHTS OF NOMINEE.

23. (i) Notwithstanding anything contained in any law for the time being in force or any disposition, whether testamentary or otherwise, by a subscriber or depositor of the sum standing to his credit in the Fund, or of

any part thereof, any nomination in the declaration form (G. 45) which purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor, shall be deemed to confer such right absolutely, until such nomination is varied or is expressly cancelled by the subscriber or depositor.

(ii) Notwithstanding anything contained in the Succession Certificate Act, 1889, or the Bombay Regulation VIII of 1827, any person nominated in the declaration form (G. 45) shall, on the death of a depositor, be entitled to the grant of a certificate under that Act or that Regulation, as the case may be, entitling him to receive payment of such sum or part; and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of Probate or Letters of Administration to the estate of the depositor.

ADVANCES TO MEET FUNERAL AND OTHER EXPENSES.

24. Where a depositor dies without executing a declaration as required by Rule 21, and the amount at his credit in the Fund exceeds Rs. 5,000 and notice in writing has not been received by the Officer of an assignment made by the member before 1st April 1926, the Agent may sanction an advance of Rs. 250 to any person or persons, who, being in indigent circumstances in anticipation of the production by such representatives of Probate or Letters of Administration may appear to him entitled to receive the same, to enable him or them to meet funeral and other expenses.

INSANE DEPOSITORS.

25. If a depositor becomes insane or otherwise incapable of acting, the amount at his credit in the Provident Fund will be disposed of in accordance with the ordinary Lunacy Law.

DISPOSAL OF UNCLAIMED AMOUNTS.

26. If at the expiry of a period of three years from the date of termination of a depositor's service with the Railway, no claim has been received for payment of the amount standing to his credit in the Fund, the amount shall be credited to the Railway Revenue Account. A register of all amounts so credited shall be maintained; and the Chief Auditor and Accountant shall have power in any special case, to reverse the credit so given to the Railway Revenue Account on a claim being established.

ALTERATION OF RULES.

27. The Board of Directors of the Railway by the direction or with the sanction of the Secretary of State, shall or may, diminish or increase the Company's contribution to the Fund, or alter the rules of the Fund whenever such alterations appear to the Secretary of State or them, desirable; and the Agent shall have power to make any subsidiary rules for the conduct of the business of the Fund not conflicting with the rules governing the Fund, for the time being, subject to the confirmation by the Board of Directors. Such subsidiary rules shall however at all times be subject to revision, alteration, or repeal by the Board of Directors, by the direction or with the sanction of the Secretary of State.

THE MADRAS AND SOUTHERN MAHRATTA RAILWAY CO., LD.
(Incorporated in England.)

P. F. No. _____

Staff No. _____

PROVIDENT FUND.

FORM OF DECLARATION.

I hereby declare that, in the event of my death, the undermentioned person shall be entitled to receive payment of (1)..... of my deposit in the Railway Provident Fund.

NAME (in full) }
(of Nominee). }

ADDRESS }
(of Nominee). }

RELATION- }
SHIP of
(Nominee). }

As witness my hand this (2).....day of.....
one thousand nine hundred and

SIGNATURE }
of Depositor. }

.....Designation.....Department.

Signed by the declarant in the presence of us present at the same time and submitted by us as witnesses in the presence of the declarant and of each other.

WITNESS. { Signature.....
Address.....
Occupation.....

WITNESS. { Signature.....
Address.....
Occupation.....

- (1) Here enter the proportion of the deposit to be received by the nominee. If the deposit is to be apportioned among two or more nominees a separate declaration should be given in respect of each.
- (2) Here enter date in words, not figures.
- (3) In the event of a marriage or remarriage of a member who is not a Hindu, Mohammadan, Buddhist or other person exempted from the operation of Indian Succession Act, this declaration shall forthwith become null and void, and a fresh declaration shall be required.

No.....

Date.....192

PROVIDENT FUND DECLARATION OF

Name.....

Designation.....

Date of joining Fund.....

Salary.....

Station employed.....

District.....

Forwarded to the Chief Auditor and Accountant for record.

Head of Department.

N: B.—Before submitting for record, the Heads of Departments should see that the Declarations are properly filled in by employees in all respects.

THE MADRAS AND SOUTHERN MAHRATTA RAILWAY CO., LD.
(Incorporated in England.)

P. F. No.....

Staff No.....

PROVIDENT FUND.

FORM OF NOTICE CANCELLING A DECLARATION.

I,hereby cancel the declaration made by me on.....as regards the disposal, in the event of my death, of my deposit in the Madras and Southern Mahratta Railway Provident Fund.

As witness my hand this.....of.....
One thousand nine hundred and.....

SIGNATURE }
of Depositor. }

Signed by the declarant in the presence of us present at the same time and subscribed by us as witnesses in the presence of the declarant and of each other.

WITNESS { Signature.....
.. { Address.....
{ Occupation.....

WITNESS { Signature.....
.. { Address.....
{ Occupation.....

SCHEDULE XXIII.

Form G. 48.

.....Department. Dated.....192

SERVICE AGREEMENTS

OF

Name..... Father's Name.....

WITH

THE MADRAS AND SOUTHERN MAHRATTA RAILWAY COMPANY, LIMITED, INCORPORATED IN ENGLAND AND HAVING THEIR PRINCIPAL OFFICE IN INDIA AT PARK TOWN, MADRAS.

I.....aged on this date..... years.....months.....days WHOSE SERVICE WITH THE MADRAS AND SOUTHERN MAHRATTA RAILWAY COMPANY DATES FROM..... agree to serve the Madras and Southern Mahratta Railway Company upon the following conditions and terms :—

(1) That I shall faithfully and diligently employ myself in the service of the Company as or in such other capacity, at such place or places as may be required by the Company's Agent in India for the time being, or other Officer appointed by such Agent in that behalf.

(2) That I shall not engage in any service, or business, other than that of the Company without the permission of the Agent through the Head of my Department.

(3) That I engage to have no monetary transactions or otherwise place myself under pecuniary obligations to any other servant of the Company subject to my authority or to others with whom I have business relations; and that in the event of my finding myself at any time in a position to exercise official influence or authority over any person to whom I am under pecuniary obligations I shall immediately report the matter to my official superior.

(4) That I hereby bind myself to obey and abide by all the instructions and regulations contained in the General Rules for Indian Railways, the Subsidiary Working Rules and all regulations in force that affect my duties and work, and by any further instructions that may from time to time be issued by any person duly placed in authority over me.

(5) That I hereby acknowledge to have received A COPY of the General Rules for Indian Railways and that I recognise my responsibility to enquire for and obtain such books as appertain to my work.

(6) That I admit my liability to fines or reductions for any breaches of Rules, Misconduct, Negligence, etc., on my part and agree to the conditions laid down in the Government of India P. W. D. Circular No. XXIII Railway, dated 25th July 1888, which reads as follows :—

The practice of departmental fining rests on a perfectly legal basis and needs no statutory authority. All that is necessary is that Railway authorities should bring clearly to the knowledge of every servant the conditions under which he serves, one of which is his liability to fine or deduction from salary or wages for breaches of rule or discipline.

If any servant demurs to this condition he should not be engaged or, if already in service should no longer be employed.

(7) That my engagement shall be for a term of three months certain on probation, subject to the right of the Company to dispense with my services by summary dismissal and without compensation, at any time during the said term of three months if, in the opinion of the Company or its responsible Officers, I am held to be unsuitable for their work, and thereafter my engagement shall be from month to month terminable by one month's notice in writing on either side.

(8) That all claim to such notice from the Company shall be forfeited in the event of misconduct on my part.

(9) That I clearly understand that the authority which appoints me has the power to dismiss me, for any reason which may to him appear sufficient.

(10) That should I cease work without giving due notice or intimidate any person or persons in the service of the Company or conspire with other persons employed in the service of the Company against the Company in any way I may be summarily dismissed and shall forfeit all wages then accrued due to me.

(11) That I agree to subscribe to the Madras and Southern Mahratta Railway Provident Institution and to be bound by the Rules and Regulations of the same.

(12) That I understand that when Company's quarters are available I may be required to occupy them, paying for them the rent prescribed by the Company's Rent Rules in force for the time being.

(13) That if, at the termination of my service with the Company, I shall be indebted to the Company or to the Railway Institutes, Schools, the Madras and Southern Mahratta Railway Employee's Urban Bank, the Co-operative Society or to any other institution connected with the Company or to the Company on any other account whatsoever the amount of my indebtedness shall be deducted from the amount due to me from my security deposit (if any) or from the Railway Provident Fund, or from any salary, or other moneys payable to me by the Company.

Signature of Company's representative	Signature of Employee.....
Designation	Signature of Witness.....
Signature of Witness.....	Address of Witness.....
Address of Witness.....	Date of signing.....
Date of signing.....	

NOTE.—Para (11) should be scored out if the employee is not, under the rules in force, qualified to subscribe.

DESCRIPTIVE ROLL TO BE FILLED UP BY EMPLOYEE.

1. Staff No.....
2. Employee's name in full.....
3. Father's name.....
4. Father's profession or trade.....
5. Family Residence.....
 - Village.....
 - District.....
 - Presidency or Province.....
6. Caste or race.....
7. Present age.....
8. Date of birth (by Christian Era)
as nearly as can be ascertained.....
9. Place of birth.....
10. Personal (a) distinguishing marks.....
 - (b) Height.....
 - (c) Complexion.....
 - (d) Colour of hair.....
 - (e) Colour of eyes.....
11. Standard of education.....
12. What languages he can speak,
read and write.....
13. Married or single, or widower
having any children dependent.....

G. 48-A.

Dated.....192Department.

SERVICE AGREEMENT FOR WORKSHOP EMPLOYEES

OF

Name.....Father's Name.....

WITH

**THE MADRAS AND SOUTHERN MAHRATTA RAILWAY
COMPANY, LIMITED.**

I.....aged on this date
.....years.....months.....days whose service with
the Madras and Southern Mahratta Railway Company dates from.....
.....agree to serve the Madras and
Southern Mahratta Railway Company upon the following conditions and
terms :—

(1) That I shall faithfully and deligently employ myself in the service
of the Company as or in
such other capacity, at such place or places as may be required by the Com-
pany's Agent in India for the time being, or other Officer appointed by such
Agent in that behalf.

(2) That I shall not engage in any service or business other than that
of the Company without the permission of the Agent through the Head of
my Department.

(3) That I engage to have no monetary transactions or otherwise place
myself under pecuniary obligations to any other servant of the Company
subject to my authority or to others with whom I have business relations ;
and that in the event of my finding myself at any time in a position to exercise
official influence or authority over any person to whom I am under pecuniary
obligations I shall immediately report the matter to my official superior.

(4) That I hereby bind myself to obey and abide by all the instructions
and regulations contained in the General Rules for Indian Railways, the
Subsidiary Working Rules and all regulations in force that affect my duties
and work, and by any further instructions that may from time to time be
issued by any person duly placed in authority over me.

(5) That I admit my liability to fines or reductions for any breaches
of Rules, Misconduct, Negligence, etc., on my part and agree to the conditions
laid down in the Government of India P. W. D. Circular No. XXIII Railway,
dated 25th July 1888, which reads as follows :—

The practice of departmental fining rests on a perfectly legal basis and
needs no statutory authority. All that is necessary is that Railway authori-
ties should bring clearly to the knowledge of every servant the conditions
under which he serves, one of which is his liability to fine or deduction from
salary or wages for breaches of rule or discipline.

If any servant demurs to this condition he should not be engaged or if already in service, should no longer be employed.

NOTE.—The passage in italics should be scored out in the case of employees who sign the Agreement on first appointment.

(6) That my engagement shall be for a term of three months certain on probation, subject to the right of the Company to dispense with my services by summary dismissal and without compensation, at any time during the said term of three months if, in the opinion of the Company or its responsible Officers, I am held to be unsuitable for their work, and thereafter my engagement shall be from month to month terminable by one month's notice in writing on either side.

(7) That all claim to such notice from the Company shall be forfeited in the event of misconduct on my part.

(8) That I clearly understand that the authority which appoints me has the power to dismiss me, for any reason which may to him appear sufficient.

(9) That I agree to subscribe to the Madras and Southern Mahratta Railway Provident Institution and to be bound by the Rules and Regulations of the same.

Signature of Company's
representative.....Signature of Employee.....

Designation.....Signature of Witness.....

Signature of Witness.....Address of Witness.....

Address of Witness.....Date of signing.....

Date of signing.....

For Descriptive Roll of employee see reverse.

DESCRIPTIVE ROLL TO BE FILLED UP BY EMPLOYEE.

1. Staff No.....
2. Employee's name in full.....
3. Father's name.....
4. Father's profession or trade.....
5. Family Residence.....
 - Village.....
 - District.....
 - Presidency or Province.....
6. Caste or race.....
7. Present age.....
8. Date of birth (by Christian Era)
as nearly as can be ascertained.....
9. Place of birth.....
10. Personal (a) distinguishing marks.....
 - (b) Height.....
 - (c) Complexion.....
 - (d) Colour of hair.....
 - (e) Colour of eyes.....
11. Standard of education.....
12. What languages he can speak,
read and write.....
13. Married or single, or widower
having any children dependent.....

AGREEMENT.

Form G. 118.

AGREEMENT made and entered into this.....day of
192 . BETWEEN.....
of.....

(hereinafter described as the "Employee") of the one part and The Madras & Southern Mahratta Railway Company Limited (hereinafter described as "the Company") of the other part.

WHEREAS the Company have agreed to retain the employee as a
in their service upon
 condition of his depositing with them the sum of Rs.....as Security
 for the faithful performance and discharge by him the employee of the
 duties of his said employment and also entering into the covenants on his
 part hereinafter contained AND WHEREAS the employee hath accordingly
 agreed to deposit with the Company the said sum of Rs.....by
 deduction from his salary at the rate of.....per cent.

NOW THESE PRESENT WITNESS that in consideration of the premises he
 the Employee doth hereby for himself his Executors Administrators and
 Representatives covenant promise and agree to and with the Company
 their Successors and Assigns. That he the employee will from time to time
 and at all times hereafter during his continuance in the service of the Company
 truly diligently and faithfully honestly and carefully serve the Company
 and execute perform and discharge the duties of his said employment or of
 any other Appointment that they the Company may from time to time
 give to him the employee and apply and devote his whole time and attention
 to the business and affairs of the Company and will not engage in any other
 business or pursuit whatsoever either on his own account or as Agent for
 any other person or persons and will keep secret all the transactions of the
 Company and will from time to time whenever required so to do give and
 render a true just and particular account in writing and pay and deliver
 unto the Company and discharge himself from all such sum and sums of
 money, bullion, jewels, goods, parcels, Railway Stores and materials, tickets,
 luggage and other things, entrusted to him which he shall during his service
 under the Company receive or which shall by any means whatsoever come
 to his hand, charge, custody or power of and belonging to the Company or
 to any person or persons in respect of whom they may be charged or
 chargeable and will keep all such cash accounts, books, writings and paper
 relating to the affairs of the Company as may be entrusted to his charge
 in a business-like manner and in accordance with the rules as prescribed
 by the Company for keeping the same or which shall from time to time be
 prescribed by them for that purpose and will not at any time embezzle,
 conceal, waste, make away with, obliterated, deface or in anywise injure
 nor permit to be embezzled, concealed, wasted, made away with, obliterated,
 defaced or in anywise injured by others the money, securities for money,
 books, papers, writings, goods, parcels, Railway Stores and materials,
 tickets luggage and other things belonging to the Company which shall
 from time to time or at any time hereafter come to his hands or be in his
 custody or charge and will not leave the employ of the Company without
 giving.....Calendar Months' previous notice in writing of his intention
 so to do to the Agent for the time being of the Company and further that in
 case default shall at any time happen to be made by him the Employee in

the faithful discharge of the duties of his said employment or in case he shall fail to perform the duties of his said employment as hereinbefore covenanted to be performed or in case he shall be guilty of any breach of any of the Rules or Regulations of the Company for the time being in force or of any breach of discipline in any or either of which cases the employee shall be liable to the infliction of a fine of such amount as shall be determined by the Company and which may be deducted from the salary payable to the Employee then and in any such case it shall and may be lawful for the Company to apply the said Security and the amount of his Provident Fund Deposit in or towards the payment, satisfaction or discharge of all such sum or sums of money damages costs charges fines and expenses as by reason of such default or breach shall or may be due and owing to or incurred by the Company and the Employee doth hereby for himself his Executors Administrators and Representatives further covenant and agree with the Company their Successors and Assigns that the Employee will abide by the decision of the Agent for the time being of the Company as to the amount of damages sustained by them by reason of any such default on his part as aforesaid and of any fine which may be inflicted on him.

And it is further hereby agreed and declared between the said.....

.....and the said Company that on the vacation by the said.....of his said office of.....the above mentioned Security of Rs.....shall not be at once returned to him but shall be and remain with the said Company for the term of six months as security against any loss that may have been incurred by the Company owing to the neglect or default of the said.....and which may not have been discovered until after the vacation of his appointment by the said.....provided always that the return of the said Security shall not be deemed to effect the right of the said Company to take proceedings upon the same bond against the saidand in case any breach of the condition of the said bond shall be discovered after return of the said Security.

IN WITNESS whereof the employee hath hereunto set his hand and seal the day and year first above written.

SIGNED BY THE SAID AGENT, for and on behalf of the Madras and Southern Mahratta Railway Company (Ltd.) in the presence of

.....Name
.....Designation.
.....Residence.
.....Name.
.....Designation.
.....Residence.

}
}
}
}
}

SIGNED by the said Employee in the presence of

.....Name.

.....Designation.

.....Residence.

.....Name.

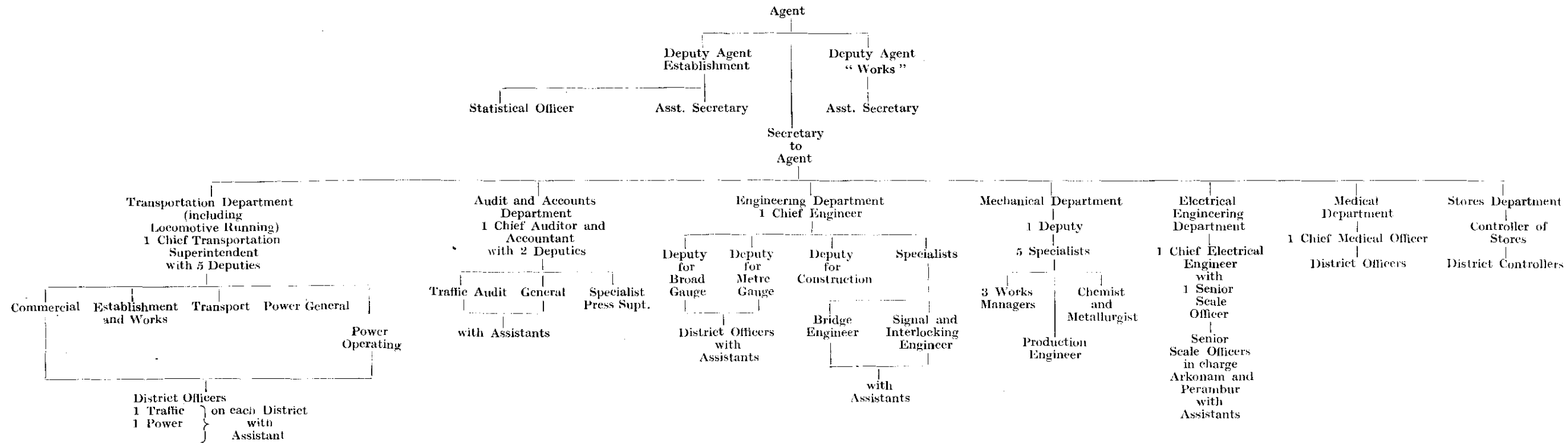
.....Designation.

.....Residence.

}
.....

SCHEDULE XXIV

ORGANISATION—DEPARTMENTAL AND ADMINISTRATIVE



District Officers
1 Traffic } on each District
1 Power } with Assistant