

DEFENCE SERVICES REGULATIONS



PASSAGE REGULATIONS (PROVISIONAL)

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REGISTER OF CORRECTIONS POSTED

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PREFACE

This "Provisional " Edition of Passage Regulations is issued under the authority of the Governor General. From the date of its publication, the Passage, Regulations, India (Reprint 1940) and Chapter XIV of Pay and Allowance Regulations for the Royal Indian Navy (1943. Edition) shall be deemed to have been superseded in so far as the Bangladesh Defence Services are concerned.

2. In the case of individuals serving under contract, the rules in these regulations will only be applicable when they are not in violation of the terms of the contract.

3. Any errors and omissions should be reported immediately in writing to the Revision Section, Ministry of Defence, Rawalpindi.

ISKANDER MIRZA, Lt.-Col.,
Secretary to the Government of Bangladesh,
Ministry of Defence.

Karachi ;
The 16th February 1952.

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ABBREVIATIONS

A. D. M. S.	Assistant Director of Medical Services.
A.G.	Adjutant General.
A. H. Q.	Army Headquarter
A. N. S. (P.)	Auxiliary Nursing Service (Bangladesh).
Bk.	Barracks.
B/R	Buildings and Roads Branch.
C. A. F. A.	Controller of Army Factory Accounts
C. A. O.	Chief Administrative Officer.
C. G. S.	Chief of the General Staff.
C-in-C.	Commander-in-Chief.
C. I. T. D.	Controller of Inspection and Technical Development.
C.M.A.	Controller of Military Accounts.
C.M.E.S.	Commander M. E. S.
C.P.E.M.E.	Commander, P. E. M. E.
C.R.P.A.S.C.	Commander, R. P. A. S. C.
D.A.	Daily Allowance.
D.A.D.S & T.	Deputy Assistant Director of Supplies and Transport.
D. Arty.	Director of Artillery.
D.C.E.	Deputy Chief Engineer
D.E.M.E.	Director of Electrical and Mechanical Engineers.
D.G.,M.S.	Director General, Medical Services.
D.M.T. & E.	Director of Military Training and Education.
D.O,S.	Director of Ordnance Services.
D.R.V. & F.	Director of Remounts, Veterinary and Farms
D. Sigs.	Director of Signals
E-in-C	Engineer-in-Chief
E/M	Electrical and Mechanical Branch
E.T.E.	Extra Temporary Establishment
F/S	Furniture and Stores Branch.
G.E.	Garrison Engineer
G.G.	Governor General
G.H.Q	General Headquarters
H.Q.	headquarters
J.A.G.	Judge Advocate General
J.C.O.	Junior Commissioned Officer
K.C.P.O.	King's Commissioned Bangladesh Officer
L of C	Line of Communication
M.A. Deptt	Military Accounts Department
M.A.G.	Military Accountant General

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M.E.S.	Military Engineer Services.
M.G.O.	Master General of the Ordnance.
M.O.D.C.	Ministry of Defence Constabulary.
M.T.	Mechanical Transport of Military Tariff.
N.C. (E)	Non-Combatant (Enrolled).
N.C.O.	Non-Commissioned Officer.
N.H.Q.	Naval Headquarters.
O.C.	Meer Commanding.
O.R.	Other Rank.
P.A.C.	Bangladesh Armourd Corps
P.A.F.	Bangladesh Army Form.
P.A.M.C.	Bangladesh Army Medical Corps.
P.A.O.C.	Bangladesh Army Ordnance Corps.
P.E.M.F.	Bangladesh. Electrical and Mechanical Engineers
P.M.A.	Bangladesh Military Academy. Bangladesh Military Nursing Service.
P.N.G.	Bangladesh National Guard.
P.O.D.	Bangladesh Ordnance Department.
P.O.S.	Bangladesh Ordnance Services.
P.R.V & F.C.	Bangladesh Remount. Veterinary and Farm Corp.
P.T.F.	Bangladesh Territorial Force.
Q.M.G.	Quartermaster General
R.A.I.	Regulations for the Army in India.
R.O.	Recruiting Officer
R.P.A.F.	Royal Bangladesh Air Forces.
R.P.A.S.C	Royal Bangladesh Army Service Corps.
R.P.E.	Royal Bangladesh Engineer
R.P.N	Royal Bangladesh Navy
S.S.O.	Station Staff Officer
S.T.O	Station Transport Officer or Sea Transport Officer
T.A.	Travelling Allowances
U.K.	United Kingdom
U.O.T.C	University Officer Training Corps
W.E.	War Establishment
W.O	Warrant Officer

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DEFINITIONS

(Arranged alphabetically)

In these rules unless inconsistent with the context, the following definitions will apply:-

Actual travelling expenses.-The term "actual travelling expenses" means the actual cost of transporting an individual with his domestic servants and personal luggage, including charges for ferry and other tolls exclusive of octroi duties and for carriage of camp equipment, if necessary, and charges for coolies. It does not include charges for hotels, travelers bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen or the like, or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.

Air officer.-An Air Officer is an officer of the R. P. A. F. above the rank of group captain.

Authorised course of instruction.-An authorised course of instruction means any course or class of instruction or refresher course authorized by regulations or by special sanction of Government.

Casual personnel.-The term "casual personnel" means follower establishment under the administrative control of the Ministry of Defence who are not enrolled and who are not classed as private servants or class IV servants. It does not include casual personnel employed by M. E. S. for specific jobs and projects, who are not governed by these regulations except where specifically provided.

Civilian Subordinate.- The term "civilian subordinate" means civilian subordinates under the administrative control of the Ministry of Defence, including those enrolled for the purpose of discipline who are not entitled to military concessions but excluding non-combatants (enrolled), casual personnel, private servants and class IV servants.

Class IV servants.-The term "Class IV servant" means daftaries peons and others of similar status paid by the State who are not classed as non-combatants (enrolled).

Commissioned Officer.-The term "commissioned officer" means an officer of the Bangladesh Navy, (including Branch Officer of the PN)- the Army, or the Bangladesh Air Force but not include J.C.O. with honorary commission.

Competent authority.-The term "Competent authority" means—

Joint Secretary. Ministry of Defence regard to the Chief Administrative Officer, Ministry of Defence.

Chief of the General Staff.

The Adjutant General.

The Quartermaster General.

The Master General of the Ordnance,

The Engineer-in-Chief.

The Military Secretary, G. H. Q.

The Judge Advocate General G. H. Q.

The Commander-in-Chief, Bangladesh Navy.

The Commander-in-Chief, Bangladesh Air Force.

Chief Administrative Officer/Additional Chief Administrative Officer in regard to civilian officers and personnel borne on the strength of Armed Forces Headquarters.

The Air Officer Commanding a Group.

Divisional Commanders in regard to recruiting and assistant recruiting officers.

Recruiting officers in regard to assistant recruiting officers if and when the latter's presence is required at recruiting officer's headquarters.

Director of Remounts, Veterinary and Farms in regard to personnel c) i the P. R. V. & F. C. (Farms Wings only).

Assistant Directors, R. V. & F. (Farms) in regard to subordinates of Military Farms for the grant to them of mileage allowance instead of daily allowance under rule 135 (1), up to a maximum of Rs. 20.

Director General, Medical Services, in regard to military and civilian personnel employed in Medical Stores Depots.

Commandant, Command and Staff College.

Military Secretary to the Governor General in regard to military officers on the latter's staff and personnel of the Governor General's Bodyguard.

Competent financial authority.- For the term "competent financial authority" used in these regulations, as distinct from "competent authority", see Financial Regs, Part I.

Competent medical authority means-

D. G. M. S.	For moves under rules 275 (h) & (m). 307 (i) & (j)
D.M.S. (Navy)	For moves under rules 275 (h) & (m), 307 (i) & (j) and 342 (j).
M. O. R. P. N. Ship/Establishment	For moves of R. P. N. personnel for dental treatment only under rule 275 (m).
D.M.S. (Army)	For moves under rules 275 (h) & (m), 307 (i) & (j)
A. D.M.S, Division or Sub-Area	For moves within a Division or Sub Area and for moves & under rules 275 (h) & (in), 307 (i)& (j) and 342 (j).
D.M.S. (Air)	For moves from one Group to another, and for moves under rules 275 (h) & (m), 307 (i) & (j) and 342 (j).
S. M. 0., Group HQ, R.P.A.F	For moves within a Group under rules 275 (h) & (m), 307 (i) & (j) and 342 (j).
S. M. 0., R.P.A.F. Station	For moves of Air Force personnel for dental treatment under rules 275 (m) and 342 (j).
O.C., Hospital (or authorised medical attendant where there is no Service Hospital).	for moves of patients for anti-rabic treatment to the nearest Service Anti-Rabic Treatment Centre and for moves of patients for specialist and dental treatment under rules 275 (m), 307 (i) and 342 (j).

Conveyance.-(i) The term "conveyance" means conveyance at the public expense by sea, rail, river, or road, unless otherwise stated.

(ii) Unless specially authorised, the grant of conveyance does not include conveyance by land in a foreign country.

Day.-The term "day" means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed 24-hours will be reckoned for all purposes as one day, at whatever hour the absence begins or ends.

Despatching Officer.- "Despatching Officer" means the officer who is responsible for the dispatch by rail of a party of troops or an individual soldier, viz., the R. T. O. at stations where there is such an officer, and in other cases the Station commander for parties of over ten in number, and the O. C. unit for parties of ten and under.

Duty.-An individual is considered for the purposes of these rules to be "on duty" when performing a journey specified by authorised regulations in the interests of the public service and not at the request, or for the personal convenience, or in consequence of the misconduct of the individual concerned. A Divisional or Sub-Area Commander may, however, at his discretion permit an individual transferred for misconduct to travel on duty.

Embarkation authority.-The term "embarkation authority" means an embarkation commandant and where there is no embarkation commandant, the Divisional, Sub-Area or Brigade Commander in whose area the port of embarkation is situated.

Family.-The term "family" means—

- (i) An individual's wife.
- (ii) Sons.-Sons, legally adopted sons or step sons up to 18 years of age, or irrespective of age if suffering from mental or bodily infirmity, rendering them dependent on the individual. In the case of journeys ex-Bangladesh the age of sons should be under 16 years.
- (iii) Daughters.—Unmarried daughters, unmarried adopted daughters or step daughters, residing with and wholly dependent upon the individual.

Note 1.- Only one wife is recognised for admissibility of free conveyance at Government expense.

Note 2.- The words "adopted sons" or "adopted daughters" mean children adopted under the Adoption of Children Act, 1926.

Note 3.- Children adopted otherwise than under the provisions of the Adoption of Children Act, 1926 or a child adopted under the Act by an unmarried soldier, or a widower without dependent daughters or without sons under 16/18 years of age will not be regarded as covered by the definition of family.

Note 4.- In the case of sons over 16/18 years of age suffering from mental or bodily infirmity, the infirmity must be certified by a medical Officer to be of such a nature as to render the son wholly dependent upon his father. The grant of conveyance to such sons requires the sanction of the competent authority.

Note 5.- In case where both husband and wife are in Government service, the children will draw their title to T.A. from the father but where the wife only is in Government service the children will draw the title to T.A. from the mother, who will certify in the T.A. claim that her husband is not in Government service.

Main route.-The term "main route" means the most convenient route, being that usually taken by the travelling public.

Military.-The term "Military" means pertaining to the three Armed Services.

Non-combatant (enrolled).- The term "non-combatant (enrolled)" means subordinates under the administrative control of the Ministry of Defence who are enrolled under the main categories of "skilled", "workmen" or "followers" and who are not classed as civilian sub-ordinates.

Bangladesh Limits.-The term "Bangladesh limits" means territory of Bangladesh including States which have acceded to Bangladesh.

Passage.-The term "passage" aims the provision of free accommodation in a vessel.

definitions

Pay.-For the purposes of regulating travelling allowance under these regulations the term "pay" includes-

I.In the case of commissioned officers and soldiers.- Pay of appointment, consolidated pay, pay of rank, Special Army Allowance, marriage and lodging allowances, command pay, staff pay, charge pay, additional pay, overseas pay and good service pay.

II. In the case of personnel other than those covered by I above.-

(i) Pay, other than pay granted in view of personal qualifications which has been sanctioned for a post held substantively or in an officiating capacity, or to which the recipient is entitled by reason of his position in a cadre.

(ii)Additional pay and proficiency pay.

Private servants.-The term "private servants" means all servants of individuals, units, departments and services, not paid by the State.

Public- vessel.-The term "public vessel" means all vessels which are the property of Government or wholly chartered by Government.

Soldier.-The term "solder" means .J. C. Os. (including those granted honorary commissions), warrant officers and other combatant ranks of units, corps and departments and of the R. P. A. F. and the R.P.N. whose enrolment involves attestation, but not recruit boys.

Vessel.-The term "vessel" means a vessel which is in use by, and the property of, a private steamship company.

CHAPTER I.—PROVISION OF CONVEYANCE
SECTION 1. - GENERAL INSTRUCTIONS

1. **Applicability of Rules.-** The rules contained in this volume are applicable to all military and civilian personnel paid from the Defence Services estimates together with their families and private servants subject to the following exceptions :-

- (i) Officers, subordinates and class IV servants of the Military Accounts Department.
- (ii) Military personnel in civil employ.
- (iii) The ordinary movements of officers of the Bangladesh Army Reserve are governed by the regulations for A. I. R. 0. but when called to Army service they will be governed by the rules in these regulations and in accordance with the orders issued from time to time for the regular Army.
- (iv) All personnel serving in the Military Lands and Cantonments Department.

2. **Actual Expenses. -**Unless in any case it be otherwise expressly provided in these regulations, or in separate orders of Government, no individual is entitled to be provided with means of conveyance by or at the expense of Government or to draw as travelling allowance, the actual cost or part of the actual cost of travelling.

3. **Authorities empowered to authorise moves and the responsibility of individuals authorising conveyance.-** (i) The authorities empowered to order moves on duty are shown in Appendix "D". For classification of journeys, see [rule 124](#).

(ii) An officer who sanctions the provision of conveyance at public expense or the issue of a travelling warrant, credit note or travelling allowance, is personally responsible that his action is authorised by these rules. Any extra expense caused to the State by the unauthorised provision of conveyance or the irregular issue of a travelling warrant or credit note or of travelling allowance, may be recovered from the individual who benefits by the grant of conveyance or from the officer responsible for the grant of conveyance.

(iii) In no circumstances may conveyance be authorised on the condition that the individual benefitting thereby will refund the expenditure involved, should the same be objected to in audit.

(iv) Any doubtful cases regarding the intention of the rules must be referred to the C. of A. concerned and N.H.Q./G.H.Q./A.H.Q. where necessary.

4. **Modes of conveyance.-** Conveyance may be provided directly by warrant, requisition, credit note or on cash payment and, indirectly in the form of passage or travelling allowance.

5. Provision of conveyance on warrant.- Conveyance is to be provided by warrant:-

(a) For all movements to and from field service areas except as provided for in [rule 242](#) and for movements by river to the extent indicated in [rule 83](#).

(b) For movements of soldiers, religious teachers, midwives of military families' hospitals, non-combatants (enrolled), reservists (see [rule 8](#)), for families of the above and class IV servants.

Note 1.- Soldiers, religious teachers and non-combatants (enrolled) who have proceeded home on leave at Government expense as in [rule 6 \(b\)](#) and who are in possession of return journey vouchers, will travel on warrant when required to join the unit at a station other than that from which they proceeded home. In forwarding the warrants, individuals will be instructed to bring their return journey vouchers to the unit. On receipt by the unit of these vouchers, the unit will claim from the railway concerned a refund of the fares involved to be credited to Government under [note 6 \(a\) of rule 7](#). The rule in [rule 218](#) regarding road conveyance may, however, be applied to the return journey at the discretion of the despatching Officer.

Note 2.- Soldiers on transfer from one station to another, who are allowed to break their journey *en route* on being granted leave, may be given, when they are moving singly or in small parties not involving the use of a full railway vehicle, two warrants, viz., one to the station on the main direct route nearest their homes and the other from that station to the station to which they are transferred.

(c) For all moves of officer cadets.

(d) For all movements of bodies of troops. For exceptions. see [rule 6 \(a\)](#).

Note.—An individual who in ordinary circumstances travels on warrant under this rule, but who travels independently in advance of, or subsequent to, the move of bodies of troops, will travel on warrant. In the case of movements of units in relief, the heavy baggage of individuals who move in advance of, or subsequent to, the move of the unit will be conveyed along with that of their units.

Officers who, on medical grounds, cannot accompany their units by route march may also be allowed free conveyance as above.

(e) For officers and men of the States Forces referred to in [rule 243 \(ii\)](#) proceeding to or from courses or classes of instruction in Bangladesh.

(f) (1) For movements of officers to and from a seaport/airport, see [rule 181](#).

(2) For movements of individuals other than officers and civilians (when conveyance is authorised) from one military hospital to another or to a military hospital from a station where there is no military hospital or when returning

therefrom. Individuals who are normally eligible to travel on warrant under this clause shall also travel on warrant when proceeding for anti-rabic treatment.

- (g) For movements on duty of civilians employed on nerrick rates of pay against airmen vacancies.
- (h) For stable jemadar, mates and syces (whether on monthly or on daily rates of pay) of the P. R. V. & F. C. (Remount Wing), when detailed for duty under proper authority.
- (i) For movements of individuals detailed as attendants on patients, except nursing officers who shall be granted travelling allowance on the temporary duty scale. When a nursing officer is required to travel with the patient in reserved accommodation booked on a warrant the travelling allowance shall be reduced by one first class fare.
- (j) For individuals on escort duty with arms/ammunition and explosives and those detailed to collect/deliver Military vehicles.
- (k) For movements of civilian personnel in temporary employ classified as class IV for purposes of conveyance.
- (l) For movements of Civilian M. T. Drivers travelling at Government expense under [rule 304](#).

Note.—Journeys performed by Government transport on occasions on which warrants are required to be used shall be viewed as having been performed on warrant.

6. Provisions of conveyance by cash payment.—Conveyance-is to be provided by cash payment in the following cases :—

(a) Movements, other than by rail, to and from manoeuvres or training camps, the cost of which is debitable to the training grant of the formation concerned. [See rule 176](#).

Note.—The payment for all rail transportation, requisitioned B. A. F. T.-1714, to or from manoeuvres or training camps, the cost of which is debitable to the training grant of the formation concerned, will be made by cheque or by cash as may be most convenient in each case.

- (b) The cost of the outward and return journeys of relatives visiting soldiers, etc., who are dangerously ill, under [rule 257](#).

7. Forms.—The following forms will be used :—

B. A. F. T. 1707—Warrant for railway journeys.

B. A. F. T. 1712—Warrant for road journeys.

B. A. F. T. 1747—Warrant for river journeys.

B. A. F. T. 1720—Original railway tickets requisition for J. C. Os. and O Rs. proceeding on leave at Government expense.

B. A. F. T. 1720-B—Authority for commencing journey after the date of issue of ticket and before expiry of seven days from date of issue.

Return Journey Voucher.— This form will be printed and issued by the railway authorities.

Note 1. The instructions on the reverse of these forms show the manner in which they are to be prepared and issued. These forms will be kept under lock and key and every precaution is to be taken against their fraudulent use.

Note 2.—When large parties of men proceed on leave simultaneously, ample notice must be given to the station master to enable him to complete the forms and to issue the required tickets and return journey vouchers.

Note 3. —Return journey vouchers having any alterations, additions or erasures must not be accepted, as such vouchers even though the alterations, additions or erasures may have been initialled by the station master, will not be subsequently accepted by the railway authorities. If any difficulty is experienced in obtaining return tickets on presentation of return journey vouchers the matter should be reported to the station master without delay.

Note 4.—An individual found travelling on a return journey voucher instead of exchanging it for a ticket is liable to the same penalties as a member of the ordinary travelling public who attempts to travel without a ticket.

Note 5.—In the case of individuals arriving on leave from overseas, the authorities mentioned in the instructions on the reverse of B. A. F. T.-1720, will act for the O. C. Unit and obtain the railway tickets and signed vouchers for the onward and return journeys. These, authorities will also be responsible for the adjustment of the cost of the railway fares of the individuals concerned.

Note 6.—(a) In cases where units are stationed off the railway line payment may be made either by remittance transfer receipt in favour of the examiner of railway accounts or the auditor, as the case may be, at the headquarters station of the booking railway, or through the soldier if preferred. The sums disbursed will be adjusted in the next month's accounts.

(b) If owing to the death, desertion, discharge from any cause, dismissal or transfer to the reserve of the individual, or in consequence of the unit moving to another station, a return journey voucher is not exchanged for a ticket, the O. C. Unit will recover from the railway concerned the fare for the return journey less 10 per cent on a claim which must be preferred within 6 months from the date of expiry of the return journey voucher supported by the unused coupon in accordance with the instructions contained on the return journey voucher.

8. Provision of conveyance by the passage order attached to B.A.F.Y. 1954 and B. A. F. T. 1707.—(i) Conveyance is to be provided by the passage order attached to B. A. F. Y. 1954 in the case of reservists called up for training or service, and B. A. F. T. 1707 for J. C. O and warrant officer reservists. The forms must be completed before despatch to the reservist.

The rule in [rule 218](#) regarding road conveyance may be applied at the discretion of despatching officers.

(ii) Reservists on joining the reserve or returning to their homes on completion of training will travel on warrant (B. A. F. T. 1707).

9. Provision of conveyance by travelling allowance.—Except as provided for in rules [5](#), [6](#), [7](#) and [8](#) conveyance is to be provided in the form of travelling allowance for movements of :—

(a) Commissioned officers, and their families.

- (b) Nursing officers and Lady Sub-Assistant Surgeons:
- (c) Civilian officers, subordinates and their families.
- (d) Civilians arising out of movements of bodies of troops.

10. Issue of warrants, passage requisitions and credit notes.-A list of officers authorised to issue warrants, etc., is given in Appendix "A".

11. Penalty for non-acceptance of conveyance provided.- (i) In the event of loss being caused to the State by reason of an individual falling to make use of the conveyance provided under these rules, the amount involved is recoverable from the individual concerned, unless failure to make use of the said conveyance is due to circumstances beyond his or her control.

(ii) In the case of individuals receiving passage or travelling allowances, no further assistance is admissible on any account in respect of the particular journey for which the allowance was drawn.

12. Travelling allowance rules for individuals on transfer to, and reversion from, civil or foreign employ.—The travelling allowance of an individual whose services are lent to another department or government will be regulated by the rules of the borrowing department or government. This rule applies also in cases where leave is taken by an individual before rejoining his permanent post under the Ministry of Defence.

The controlling officer for the purposes of travelling allowances for the journey of an individual to join his post under a borrowing department or government as well as for the return journey will be the controlling officer in regard to his post under that department or Government.

A military officer on the personal staff of a provincial governor will, while so employed, be governed for purposes of travelling allowance in respect of journeys on duty by the rules of the provincial Government under which he is employed.

Exception 1.—The travelling allowance of J. C. Os. of Special Medical Section when proceeding to join a cantonment general hospital, on transfer from one cantonment hospital to another, and on reversion to military duty, will be governed by these rules and the expenditure involved met from the Defence Services estimates.

Exception 2.—The travelling allowance of military officers lent to States Forces, when proceeding to attend courses of instruction at Bangladesh Army schools and when returning therefrom to the State, shall be governed by these rules.

13. Extra travelling expenses.—A general, air or staff officer, permitted for his own convenience to perform his duties away from his permanent duty stations must himself defray all extra travelling expenditure caused thereby.

14. Charges met from office allowance.—An officer in receipt of an office allowance is required to defray therefrom the cost of the conveyance of any establishment paid from his office allowance. See also [rule 202](#).

Note.—The cost of conveyance of office records including coolie hire is debitable to the normal head of account concerned and not to the office allowance.

15. Routes.-(i) All individuals travelling on warrant or requisition are required to travel by the main route, unless medical or military reasons render the use of an alternative route desirable.

(ii) Normally, individuals travelling on warrant or requisition will be provided with warrants or requisitions for the entire journey as well as for the return journey when necessary, before they leave their original stations ; when, however, the first portion of a journey is performed by railway and the second portion by road, warrants for the railway portion of the journey only will be issued, the military authorities or representatives at the detraining station being instructed to provide conveyance for the onward journey, but should there be no military representative at the detraining station, warrants for the whole journey must be issued by the officer authorising the move, the necessary information regarding the means and road conveyance available being obtained from the local military authorities.

(iii) Individuals proceeding to a concentration station by an ordinary train to join a troop train will be booked as far as the concentration station only, a separate warrant being issued for the onward journey. Similarly, separate warrants will be issued to individuals travelling by troop train for their onward journeys from the station at which they leave a troop train to their destination, one warrant being issued for the troop train.

16. Lien on conveyance.—(i) Individuals entitled to free conveyance to their homes in Bangladesh on discharge or retirement under these regulations may retain a lien on such free conveyance for three months which may be extended in special cases to six months under the sanction of a divisional commander or the competent authority.

(ii) (a) A family entitled to conveyance within Bangladesh under these regulations, may precede or follow the head of the family, provided that the journey is undertaken within 6 months of the date on which the head of the family moves. Such a family will be regarded as accompanying him.

Note.—A family of an individual who is transferred from station A to station B and is again transferred to Station C is entitled to conveyance from Station A to station C by the direct route when the move between these station takes place within the time-limit of six months from the date of commencement of the journey from station A by the individual himself. The same principle applies if an individual is transferred to more than two stations within the time limit of six months.

(b) For the purpose of this rule, the grade of the head of the family should be determined with reference to the facts on the date of his transfer, while the number of fares admissible should be determined with reference to the facts on the date of the journey irrespective of which free conveyance is claimed.

(c) An individual who sends his family in advance will do so at his own risk and should the orders for the move of the head of the family be changed or cancelled subsequently, compensation or conveyance in respect of the return journey of a family is not admissible.

(d) Claims for conveyance for a family which moves under these rules in advance of the head of the family will not be admitted finally in audit until the head of the family actually moves.

(e) In the case of individuals serving at stations where families are permitted to reside but cannot accompany or join the head of the family for want of accommodation at those stations, the time limit of six months will be calculated from the date accommodation becomes available at those stations.

(f) The time limit of six months mentioned in sub-clause (a) above and the provisions of Note thereto are also applicable to the conveyance of personal effects and conveyances subject to the condition that the cost of conveyance of personal effects from the first to the last station will be regulated as follows :—

- (1) The total weight carried from station B to station C and from station A to station C should not exceed the maximum prescribed in [rule 382](#).
- (2) The total cost of transporting the effects from station A to station B, from station B to station C and from station A to station C should not exceed the amount admissible from station A to station B plus that admissible from station B to station C.

(g) In special cases a competent authority may sanction an extension of the time limit mentioned in sub-clauses (a) and (f) above up to a maximum of eight months, provided he is satisfied that the circumstances of the case are such as to justify the concession.

(iii) The family of an official, who is posted abroad on permanent duty, may follow the head of the family, if unable to accompany him owing to the circumstances beyond the official's control. Lien on passage to join the head of the family will be retained up to six months which in special circumstances, may be extended up to eight months by the competent authority.

(iv) A family entitled to conveyance to and from a foreign country under these regulations, may precede or follow the head of the family to the extent of three months when availing themselves of leave passage entitlement, provided that leave expires at least 6 months before the date of termination of the term of duty/course of the officer overseas.

17. Accommodation—General rule. —An individual travelling on warrant or requisition at public expense is entitled to the same accommodation in the appropriate class, as a member of the ordinary travelling public, unless a different scale is authorised by regulations.

18. Class of conveyance for officers holding brevet rank.—An officer holding brevet rank is entitled to conveyance in accordance with his substantive rank when travelling on regimental duty and according to his army rank when travelling on duty other than regimental duty and also when travelling on duty to and from a port apart from his unit.

19. Conveyance for J. C. Os. holding the honorary rank of Captain or Lieut.—A J.C.O. who holds the honorary rank of Captain or Lieutenant will, whether on the active or retired list, when travelling on duty, be granted the same travelling allowances as a commissioned officer of corresponding rank.

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SECTION 2.- SEA CONVEYANCE.

26. Conveyance by sea.—Free conveyance by sea which is normally arranged by Government includes the provision of free accommodation, but does not necessarily include free messing on board ship. The circumstances in which messing contributions are levied are specified in [rule 40](#).

27. Application for and allotment of passages.—The procedure for the submission of applications for and the method of allotment of conveyance by sea is published in Movement Instructions.

28. Port of embarkation for passengers.—An individual for whom a passage is provided should ordinarily be required to embark at the nearest port to his station but permission to embark at another port may be granted, provided that the individual concerned pays the extra cost of conveyance thereto.

29. Officers' expenses at seaports.—Officers are required to defray their own expenses incurred in connection with embarkation and disembarkation but may be permitted the benefit of any arrangements made for the troops they accompany. See also [rule 215](#).

30. Return Sea Passages.—Return tickets will be taken when it is economical to Government to do so.

31. Wharfage charges—Wharfage charges at ports in Bangladesh levied under the rules of the authorities at those ports on all entitled but unaccompanied baggage of

officers shall be borne by Government, when such baggage is shipped under arrangements made by Government.

32. Passages within Bangladesh.—An individual entitled to conveyance by sea within the limits of Bangladesh may either obtain passage through the embarkation authorities, or draw passage allowance in lieu of passage at the rates payable by Government for the accommodation to which he is entitled. An individual entitled to return conveyance by sea will be granted the cost of return ticket unless accommodation for the return voyage can be provided by Government. If an individual travels in a lower class of accommodation than that to which entitled, he shall be restricted to the passage allowance for the class of accommodation actually used. In cases, however, where the controlling officer is satisfied that there are sufficient reasons for the individual having travelled by the lower class he may allow the full passage allowance admissible for the higher class.

33. Passage allowance to countries overseas.—(a) When circumstances necessitate the provision of a passage for, individuals entitled to conveyance at public expense, such passages will ordinarily be taken up by Government. The grant of passage allowance will be sparingly made and will be restricted to special cases. To ensure this object no grant of passage money will be made without the sanction of the C.-in-C., R.P.N., the Q.M.G., or the C.-in-C., R.P.A.F., as the case may be.

(b) The following general principles will govern the grant of passage allowance:-

(1) The passage allowance should not exceed the net cost to Government of passage by the most economical route in the class and grade of accommodation admissible. In the case of children not carried free, passage allowance will be admissible at half or quarter or any other rates according to the charges made by the shipping company.

(2) Payment will only be made on production of evidence that passage has been booked and paid for.

(c) In cases where passage allowance is granted, the C.M.A. in Whose audit area the port of embarkation is situated, shall determine the amount admissible with reference to the principle enunciated in clause (b) (1) and in communication with the Sea Transport Officer concerned.

(d) Passage allowance issued to individuals not entitled to free messing will be subject to deductions on account of messing,

(e) When passage allowance is drawn all baggage expenses must be defrayed therefrom.

34. Passage allowance when journey is made by Air Route.—(i) When circumstances; necessitate the provision of sea passage for individuals-entitled to conveyance at the public expense and when such individuals wish to travel by air, whether in combination whether in combination with land and/or sea passage or by

through air route, the grant of passage allowance will be admissible subject to the provisions of [rule 33](#).

(ii) When passage allowance is drawn, all expenses destination must be defrayed therefrom.

35. Refund of passage allowance in respect of overland journeys between an intermediate port and a country overseas.—(i) An individual entitled to conveyance by sea between Bangladesh and a country overseas who proceeds overland via an intermediate port at his own expense, is entitled to receive a refund of the difference in cost to Government or the fares between the port in Bangladesh and the port of destination and the port in Bangladesh and an intermediate port.

(ii) Claims submitted in Bangladesh will be disposed of by the C.M.A. of the area in which the port of disembarkation or embarkation is situated.

(iii) All claims must be supported by evidence to show that the individual was entitled to conveyance and actually disembarked or embarked at an intermediate port as the case may be.

36. Class of accommodation.—(i) The class of accommodation to be provided in normal circumstances for entitled passengers is specified below :—

1st Class

- (a) Commissioned Officers (including Nursing Officers) and officers holding honorary commissions whether on the active or retired list.
- (b) Civilians class I officers irrespective of pay, and other civilians in receipt of pay exceeding Rs. 750 per mensem.

2nd Class

- (a) Midwives of military families hospitals.
- (b) Cadets of the Bangladesh Army/Bangladesh Air Force and Cadets and Midshipmen of the Bangladesh Navy, J. C. Os and warrant officers.
- (c) Veterinary assistant surgeons.
- (d) Civilians in receipt of pay exceeding Rs. 200 (or in the case of those on revised rates of pay, Rs. 175) per mensem but not exceeding Rs. 750 per mensem.
- (e) Civilian Bandmasters.
- (f) Lady Sub-Assistant Surgeons.

3rd Class or Deck

Individuals not included in the categories mentioned under 1st and 2nd class.

Note 1.- Petty Officers and Leading officers of the R. P. N., and those N. C. Os. of the Army and the R. P. A. F. who under normal rules are entitled to be provided with intermediate class accommodation, when travelling by rail with normally travel in ships in Tourist Class accommodation. Where this is available. When no Tourist Class accommodation in ships is available, N. H. Q., G. H. Q. or A. H. Q. may, for reasons, of discipline or similar considerations, allow such personnel to travel in the next higher class of accommodation available in those ships, each case being considered on its merits.

Note2.- When travelling at public expense by sea in the circumstances stated, the individuals mentioned below are entitled to 2nd class accommodation: -

(a) A soldier attendant on a sick or insane officer.—Second Class accommodation will only be requisitioned when the total number of berths being taken up including that for the attendant, is three or more. Where the total number of berths; is less than three, third class accommodation will be requisitioned.

(b) An invalid, attendants and family when recommended by a medical officer subject- to those recommendations having been approved by the Director of Medical Services concerned.

(ii) Families are entitled to the same class of accommodation as the head of the family.

37. Grade of accommodation in vessels.- The selection of suitable accommodation for personnel paid from Defence Estimates is the responsibility of the Sea Transport Officer, who will engage suitable accommodation having regard to the rank and/or status of the persons for whom passage is required.

38. Separate cabin accommodation for senior officers.- (i) (a) A general or air officer or a naval officer of equivalent rank and an officer not below the substantive rank of colonel who holds the temporary rank of brigadier during the voyage when travelling at public expense, is entitled to be provided with separate cabin accommodation.

(b) When such an. officer is accompanied by his wife she will share the cabin allotted to him, in the event of the cabin containing more than one berth. If, however, the officer and his wife are accompanied by a child or children under the age of 10, the officer may elect that his wife shall be accommodated in another cabin with the child or children in which case the officer may be allowed to occupy a cabin for his sole use.

(c) A two berth cabin will, if available, be allotted to an officer entitled to separate cabin accommodation and his wife travelling together, without young children, and a cabin of three or more berths will only be allotted if a two berth one is not possible.

(d) A first class berth will be provided for each child not accommodated in the separate cabin.

(ii) (a) Separate cabin accommodation for senior officers travelling from port to port within Bangladesh limits will be provided whenever possible on the following scale :—

General, Lt.-General Air Marshal, and Vice Admiral ..Reserved 4 berth cabin.
Maj-General, Brigadier, Air Vice Marshal, Air Commodore, Reserved 2 berth Rear cabin
Admiral and Commodore

(b) The officers may make their own arrangements and recover the actual amount paid within the above limits. Servants and baggage will be conveyed on requisition.

(iii) (a) Separate cabin will also be provided for the following officers:-

The O. C. troops and senior medical officer in all public vessels if the latter are carrying 50 men or over.

(b) In addition to the above, in public vessels an additional cabin will be appropriated for the O. C. for use as a day cabin and office.

(iv) In the event of wives of any of the officers mentioned in clause (iii) being given a passage in the same ship, they must share the accommodation allotted to their husbands.

39. Berthing of children.- (i) In public vessels the berthing of children will be on the following scale:-

Children under 1.5	No berth.
Children between 1.5 and 6	One half berth.
Children over 6	One berth.

(ii) In the event of there being two children in the same family both under 1 years of age, one of them will be allotted a half berth and the other will be accommodated in a hanging cot.

(iii) Children of different families are not to be berthed together.

(iv) In the case of third class families boys over 10 will sleep in hammocks outside the quarters.

40. Messing charges.- (a) Subject to the limitations specified, messing charges at the daily rates given in scales A and B (p) below, as applicable will be recovered for each day on which dinner is served on board, from all persons not entitled to free messing.

(b) Messing charges at the prescribed rates are assessed in accordance with the number of days which the voyage is scheduled to occupy in the movement programme of the vessel, or in accordance with the number of days occupied by the voyage as admitted by the shipping company concerned, for the voyage in question.

(c) When return passages are booked for passengers not entitled to free messing, messing charges for the outward and return voyages will be collected by the Paying Officer in whose area the officer is serving, at the time of commencement of the outward voyage.

(d) In the case of families (first class) port messing charges for the full period of the voyage to the destination will be recoverable prior to embarkation. Messing charges collected by the paying authorities will be credited to Government in the usual way at the earliest opportunity.

(e) Messing charges when due will be collected in rupee currency (cheques will not be accepted) by the paying authorities. No alteration in payments will be affected if the voyage proves longer or shorter than anticipated.

(f) An individual granted passage as a medical attendant on the recommendation of a medical board will, for the purpose of recovery of messing charges, be treated as an ordinary entitled passenger.

(g) All passengers detailed under the orders of N. H. Q./G. H. Q./ A. H. Q. to embark on the day before sailing will be provided with free messing on board for that day, after embarkation, provided they are otherwise eligible for free messing for the period of the voyage. Daily allowance will not be admissible for that day in addition to free messing. .

(h) Passengers who are offered and elect the option of embarking in a transport on the day prior to sailing will pay messing charges for the day irrespective of whether or not they are entitled to free messing for the period of the voyage.

(i) When money allowance is granted in lieu of a passage the number of days for which messing charges are recoverable will be calculated as in (b) above.

(j) Soldiers, servants and other personnel travelling as third class passengers, will pay a daily messing charge of 7 annas each, when proceeding ex-Bangladesh, unless entitled to free messing.

(k) Passengers proceeding to or departing from Bangladesh who transship at one port in Bangladesh for another port in Bangladesh or for a port ex-Bangladesh, as the case may be, will pay messing charges at the rates laid down in Scale A, when free messing is not admissible for the voyage period preceding and following transshipment.

(l) A civilian subordinate entitled to free, messing, who on account of religious scruples makes his own messing arrangements is eligible for table money at a daily rate of 3110th of his salary, subject to a daily maximum of Rs. 3. Table money is also admissible in these circumstances to each member of his family entitled to free messing at the above rate for those of six years and over, and half the above rate for those under six years.

(m) A class IV servant entitled to free messing, who on account of religious scruples makes his own arrangements for messing, is eligible for meal money at the rate of 7 annas per diem.

(n) When the families of soldiers are embarked for journeys within Bangladesh limits, the soldiers concerned must pay the full cost of any rations supplied unless the families specially receive free rations.

(o) The following are entitled to receive free messing when granted entitled passages by sea on the occasions specified :—

(i) Officers and Nursing Officers when travelling to or from a port beyond Bangladesh limits on duty.

(ii) Veterinary assistant surgeons.

(iii) Soldiers on all occasions except when proceeding on or returning from leave and not entitled to free rations on the voyage.

(iv) Non-combatants (enrolled) excepting those not entitled to free rations or an allowance in lieu, on all occasions.

(p) The following are the rates to be paid for messing on board ship :—

Scale A.-For all voyages beyond Bangladesh limits, (including voyages between Bangladesh ports preceded or followed by voyages beyond Bangladesh limits).

Families of officers of all ranks	Rs. 1-14-0 per day per adult passenger.
Families of warrant officers/ J.C.Os.	Rs. 1-6-0 per day per adult passenger.
Families of other ranks	Rs. 0-15-0 per day per adult passenger.
Children of 12 years and over	Full adult rate.
1 year of age and under 12 years	Half adult rate.
Under one year	No charge

The total charge for messing contributions, payable in respect of the families of officers of the rank of Major and below and other ranks, will not exceed the following maximum rates:-

Major	Rs. 8-2-0 a day.
Captain	Rs. 5-13-0 a day.
Lieutenant	Rs. 4-3-0 a day.
Warrant Officer/J.C.O.	Rs. 3-8-0 a day.
Other ranks	RS. 2-13-0 a day.

Total amount to be recovered will be based on the estimated duration of the voyage as assessed by the Sea Transport Officer at the port of embarkation.

Scale B. For voyages which commence and terminate at ports within Bangladesh limits, excepting voyages preceded or followed by voyages beyond Bangladesh limits.

	1st Class Rs. As. Ps.	2nd Class Rs. As. Ps.	3rd Class Rs. As. Ps.
Individuals of 12 years of age and upwards	3 0 0	2 8 0	0 7 0
Children over 1 year and under 12 years	1 8 0	1 4 0	0 3 6
Under 1 year	free	free	free

41. Medical attendance on board private steamers.—(i) All persons entitled to first, second or inter tourist class accommodation, embarked in health in private ships, will be required to pay direct to the ship's surgeon any fees claimed by him for professional services rendered on the voyage, and a clause to this effect will be entered on all embarkation orders issued to such passengers. Officers (including Nursing Officers) if treated for disabilities which are regarded as attributable to military, service, J. C. Os. and warrant officers, will be eligible for a refund of the fees paid. Applications for refund supported by the receipt of the ship's surgeon, showing the disability for which treatment was provided, should be submitted through the usual channel to the controller of accounts concerned.

(ii) The fees charged by the ship's surgeon will be on the scale authorised by the company concerned. (In some cases no charge is made where the sickness originates after the beginning of the voyage).

(iii) Individual passengers entitled to third class accommodation, embarked in health in private steamers, will receive free medical attendance on board, even when they are provided with superior accommodation at ordinary or reduced rates.

(iv) Individual Army, Air Force and Navy passengers of all classes embarked as invalids in private ships will receive free medical attendance to the same extent as is admissible to persons embarked in Health, and the above arrangements will apply with the following exception:-

When arrangements for medical attendance on board are made on the recommendation of a medical board by the embarkation authorities prior to embarkation, no fees will be paid by the invalid direct to the ship's surgeon for professional services rendered by him on the voyage and he will be so informed in his embarkation orders, but a claim for the cost of medical attendance will be made to the controller of accounts concerned by the ship's surgeon, through the shipping company. In such a case, the invalid, if ineligible for free medical

attendance on board, will subsequently be required to repay to Government any expenditure incurred in connection therewith.

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SECTION 3.—RAILWAY CONVEYANCE

47. Conveyance by Railway.—Conveyance by railway includes the crossing of a river, or arm of the sea when such crossing occurs in the course of a journey and the charge for it is included in the railway fare.

48. Military Tariff Rules.—(i) Military traffic, including Air Force and Naval traffic, by railway is governed by special rules and rates contained in a pamphlet entitled Military Tariff.

Rules contained in the pamphlet which affect military traffic generally, are embodied in these regulations.

- (ii) The rules in Military Tariff are applicable to:-
- (a) Military traffic booked on warrant or credit note.
 - (b) Military traffic debitable to training grant which is paid for in cash and despatched by a military officer.
 - (c) States Forces moving at Government expense and despatched on warrant.
 - (d) Bangladesh Territorial Force (including U. O. T. C. and P.N.G.).
 - (e) Stores the property of Government, consigned to and by units of Territorial Force.
 - (f) Stores, the property of Government at the time of despatch, forwarded to and by military dairy farms and booked on credit note.
 - (g) Safety cartridges booked on warrant or credit note when they answer the following definition:-

The expression "safety cartridges"—

- (1) means a cartridge for small arms, the case of which can be extracted from the small arm after firing, and which is so closed as to prevent any explosion in one cartridge being communicated to other cartridges ; and
- (2) includes a rifle caliber machine gun cartridge, if it is as described in (1) above whether it is for use with a machine gun having chambers identical with those of rifles or with a machine gun having special chambers ; provided that the diameter of either description of cartridge does not exceed one inch.

(h) Kerosene oil, non-dangerous, i.e., flashing at or above 76° Fahrenheit including liquid fuel booked on warrant or credit note.

(iii) The rules in Military Tariff are not applicable to :—

- (a) Individuals drawing travelling allowance.
- (b) Military stores, the property of civil departments.
- (c) Stores, the property of the M. E. S.; that is stores consigned to garrison engineers or commanders M. E. S.
- (d) Stores consigned to or by regimental canteens, messes or executive officers, Military Lands and Cantonments Department.
- (e) Goods or livestock, which are not the property of the Defence Services at the time of despatch.
- (f) Kerosene oil and liquid fuel non-dangerous carried in tank wagons.
- (g) Kerosene oil flashing below 76° Fahrenheit.

49. Reduced fare certificates-(i) Duty Voucher Form E.- Military personnel travelling under these rules and entitled to first or second class accommodation when travelling on duty at public expense other-wise than on warrant, on railways on which contract rates apply (see preface of Mily. Tariff and rule 5 thereof), will be provided with B. A. F. T.-1709—" Duty Form E ". The form entitles them to travel first or second class according to their grade, on payment of second or half the 2nd class fares, respectively. Officers holding commissions including honorary commissions or who are treated as such for the purpose of these rules must obtain first class tickets and others second class.

(ii) B. A. F. T.-1709-A. and 1732.—Leave concession voucher forms D. and G.— Certain officers when travelling at their own expense are allowed to travel first class on payment of second class fares on production of B.A.F.T.-1709-A (see Appendix B of Mily. Tariff). Similarly members of Mily. Nursing Services and midwives of military families' hospitals are allowed, on production of B.A.F.T.-1732, to travel by first and second classes on payment of second and half second class fares, respectively.

Note 1.-In the case of railways or any sections thereof over which 1st and 2nd class accommodations do not exist separately but are amalgamated into and replaced by one class, designated as "Upper Class", persons travelling on concession voucher forms mentioned above will travel upper class on payment of half the upper class fare.

Note 2. —B. A. Fs. T47-09 and T-1709-A must be signed by an officer authorised by these regulations .to sign a Railway Warrant Form The executive heed of an establishment or department may sign the forms for his own use.

Note 3. —The use of these forms is subject to the conditions imposed by the Railways from time to time.

50. Mode of payment. —All authorised payments for military traffic not requisitioned for by warrant, will be made by credit note, except military traffic debitable to training grants, which is paid for in cash. Charges for wharfage and storage, for reweighing, loading and unloading when carried out at military request, and for customs dues are authorised charges. Insurance charges are not authorised and military traffic should not therefore be insured, except as provided for in R. A. I.

51. Credit Notes. —(i) Credit notes, B.A.F.T.-1711, are only to be used for the despatch of stores which are the property of the Defence Services at the time of despatch and must be tendered to railway authorities with the consignments. Such consignments cannot be sent 'freight to pay'.

(ii) In the case of wharfage or demurrage charges payable to rail-ways a separate credit note will be issued.

52. Booking of individuals travelling on railway warrant,— (i) The actual route and the class of train by which individuals are ordered to travel will be entered on the warrant.

(ii) The actual weight only of baggage and stores accompanying individuals booked on warrant, not exceeding the authorised scales, is to be entered on the warrant.

(iii) When return tickets are obtainable at reduced rates, this concession is to be taken full advantage of, particularly in the case of tariff rate passengers, one warrant only being issued and endorsed "To and back" and a note will be made and signed on the reverse of the warrant showing the period for which the return ticket is to be issued.

(iv) Proposed breaks of journey are to be entered on the warrant, but a journey performed on one warrant must be completed within the railway time allowance.

53. Despatch of intermediate class and third class passengers by mail or express trains on warrant.—(i) Individuals entitled to inter-mediate class accommodation shall not be authorised to travel by mail or express train by which the public are not booked at ordinary inter-mediate class fare except when, in the opinion of the despatching officer, rapid movement is necessary. If, however, intermediate class accommodation is provided only by mail or express train, the despatching officer shall authorise individuals to travel by such trains irrespectively of whether or not rapid movement is essential.

(ii) Individuals entitled to third class accommodation shall not be authorised to travel by mail or express train by which the public are not booked at ordinary third class fare, except when proceeding for anti rabic treatment or when, in the opinion of the despatching officer, rapid movement is necessary or when they are the overflow of a party travelling in a reserved vehicle attached to the mail or express train concerned.

(iii) Civilian M. T. Drivers proceeding on leave will be issued with third class railway warrants according to their entitlement, by mail/express trains if the leave journey exceeds 400 miles each way.

54. Conveyance of soldiers' dogs, etc.—When accommodation is paid for at the vehicle rate under the provisions of the M. T. rules no charge is leviable by railways in respect of birds, dogs or other animals, the property of soldiers, which are carried in such vehicles.

55. Conveyance of stores and baggage at owner's risk—All military stores, baggage, etc., including coal, explosives and other dangerous goods [except those mentioned in [clause \(iii\) of rule 48](#)] conveyed by railways are carried at Government risk. Risk notes need not, therefore, be executed for such consignments but such consignments are covered by the terms of the risk note.

56. Despatch of baggage and stores.—(i) **Baggage.**—Baggage, within the authorised scale of individuals required to travel on warrant, will be despatched on warrant, except in cases where the controlling officer permits an individual to make his own arrangements. Warrants for unaccompanied baggage will be prominently endorsed on the top, in red ink, "Linked with warrant No. dated

(ii) Stores. —Government stores will be consigned by credit note.

57. Free allowance of baggage.—In the case of ordinary trains a uniform scale of 30 seers of baggage will be allowed free by railways in respect of all individuals travelling on warrant.

In the case of railways which allow free conveyance for less than 30 seers of baggage, the difference will be conveyed at Government expense when journeys over such lines are combined with those provided for above.

58. Excess baggage.—Baggage in excess of the scale authorised by regulations will not be entered on the warrant but will be booked under ordinary baggage tickets and will be paid for in cash at the time by the individual concerned. When there is an officer superintending the despatch of troops he will see that such excess baggage is booked and paid for before the commencement of the journey. No free allowance will be given on such baggage booked under baggage tickets, as the free allowance is given on the baggage paid for by Government.

59. Rebooking of goods and parcels.—When a consignment is re-booked to another station under instructions from the consignee, the officer who rebooks the consignment will pay any charges due at the time it is rebooked, the onward despatch being treated as an entirely fresh transaction.

60. Class of accommodation.—(i) The class of accommodation to be provided normally for individuals entitled to conveyance by railway is given below:-

1st Class.

- (a) Commissioned officers, and officers holding honorary commissions whether on the active or retired list.
- (b) Nursing Officers of the P. M. N. S.
- (c) (1) Civilian Class T officers irrespective of pay, and other civilians in receipt of pay exceeding Tk. 750 a month.
(2) Assistant engineers employed as garrison engineers or assistant garrison engineers, irrespective of the class for which they elected on appointment and civilian surveyors of works.

2nd Class.

- (d) Junior Commissioned Officers, veterinary assistant surgeons, warrant officers, Chief Petty Officers and Upper Yardmen of R. P. N. and Flight Sergeants of R. P. A. F. Cadets of the Bangladesh Army, Bangladesh Air Force; and Cadets and Midshipmen of the Bangladesh Navy.
- (e) Lady Sub-Assistant Surgeons.
- (f) Midwives of military families' hospitals.
- (g) Civilian subordinates, whose pay is not less than Rs. 50 a month, when accompanying the C.-in-C. on tour.
- (h) Civilians whose pay exceeds Rs. 200 (or in the case of those on revised rates of pay Rs. 175) a month, but does not exceed Rs. 750 a month.
- (i) Civilian bandmasters of units.

Intermediate Class

- (j) (1) Civilian subordinates whose pay does not exceed Rs. 200 (or, in the case of those on revised rates of pay, Rs. 175) a month.
(2) Religious teachers.
- (k) Full rank non-commissioned officers including Petty Officers and Leading Seamen of R. P. N.

3rd Class

- (l) Non-commissioned officers and men other than non-commissioned officers provided for in item (k) above.
- (m) Recruit boys.
- (n) Non-combatants (enrolled), casual personnel and private servants.

Until railway authorities can provide sufficient inter class accommodation other accommodation, viz., third class. will have to be accepted, but every endeavour will be made to reserve such alternative accommodation for these non-commissioned officers and to berth them at modified scales.

(ii) Families are entitled to the same class of accommodation as the head of the family, unless specially included in a category entitled to higher class of accommodation.

(iii) Individuals entitled to travel 1st class will invariably receive accommodation of the highest class provided on the railway by which they travel.

(iv) Individuals entitled to travel 2nd class will, if the railway by which they travel provides no such accommodation, receive accommodation of the highest class.

(v) Individuals entitled to travel intermediate class will, if the railway by which they travel provides no such accommodation on any of the trains which stop at the stations to and from which they are travelling, receive class accommodation as follows :—

- (1) Where there are two classes only—lower class.
- (2) Where there are three classes-2nd class, except in the case of civilian subordinates whose pay is less than Rs. 100 a month and N. C. Os. referred to in clause (i) (k) above who will be accommodated in the 3rd class.

61. Reserved accommodation for senior officers.—(i) The under mentioned officers, when travelling by railway on duty, are entitled to reserved accommodation as shown below :—

The Commander-in-Chief, Bangladesh Army	One Saloon
The Commander-in-Chief. R. P. N.	1st class 4-berth compartment in the ordinary
The Commander-in-Chief. R. P. N.	train service or a coupe compartment in an
The Chief of Staff, Bangladesh Army	air-conditioned coach, if available

Note 1.- The saloon is reserved for the exclusive use of the Commander-in-Chief, Bangladesh Army, and is not available for color officers or public.

Note 2.- The saloon will not be used if the tour is broken by a period of privilege leave.

Note 3.- The entire cost of air condition surcharge will be borne by the Ministry of Defence and will not be recovered in cash.

(ii) The maximum accommodation that may be reserved is indicated in (1) above but an officer may requisition a lower scale of accommodation e.g., an officer entitled to a saloon may requisition a 4-berth compartment or a coupe compartment provided it is available. If, however, any of the officers mentioned in (i) above requires additional accommodation on any journey for his staff, or for luggage, etc., it will devolve on him to make arrangements with the Railway Administration concerned for the same, the haulage and other charges therefor being met out of his contract or other allowances (see also [rule 175](#)).

Note.- In every bill for travelling allowance in respect of a journey performed in reserved accommodation the officer reserving the accommodation must specify the number of persons who travelled with him and certify that the necessary first class tickets were purchased by them. Nil certificates are required. He shall also require, before beginning the journey to have the number and other details of the first class tickets purchased for persons

travelling with him in the reserved accommodation entered on the requisition form by the station master of the station from which the journey is commenced. This is necessary in order to enable an adjustment to be made between the Military and Railway Departments in respect of the first class fares realised by the railways.

62. Hiring of motor cars or use of private cars by officers in lieu of reserved accommodation by railway on journeys where they are entitled to reserved railway accommodation.—(i) Officers entitled to reserved accommodation by railway are authorised to hire motor cars for journeys on duty in lieu of such reserved accommodation provided that the cost of hiring a motor car plus the cost of conveyance of the officer's servants and baggage does not extend the amount of the State's liability on account of the reserved railway accommodation which could have been utilised for the journey. In the case of officers entitled to reserved compartments only the State's liability will, in addition to the cost of engaging the required compartments, include half first class fare admissible under the normal rules.

(ii) Officers who do not hire cars but use their own cars for such journey will be entitled to road mileage at the rates applicable to the particular locality plus the cost of conveyance of baggage and servants, subject to the maximum admissible under (I) above. Officers who so travel in their own cars will also be entitled to draw road mileage under ordinary rules for distances actually travelled on inspection duty at outstations in which they halt in lieu of motor hire under the provisions of [rule 374](#).

(iii) The baggage and servants within the authorised scale should when convenient, be sent by railway on warrant. Claims for travelling allowances should show the number of servants and the weight of baggage conveyed on the warrant. In adjusting the claims, the cost of the railway warrants will be calculated at the public tariff rates.

(iv) When Government mechanical transport is used by the officer for himself, his servants or baggage, he will pay the hire charges for the accommodation provided, at the prescribed rates and claim the amount as part of the travelling allowance admissible under this rule.

(v) When a saloon or inspection carriage is hauled unoccupied by the officer (irrespective of the fact whether his servants and baggage are left therein or not) for whom it is being run as a result of his proceeding by other means between stations connected by railway over which the saloon or carriage can run, the cost of empty haulage will be deducted from the maximum amount up to which car hire or road mileage is admissible.

63. Scale of accommodation for journeys by railway on warrant.—(i) The following is the scale of accommodation admissible when travelling by rail on broad and meter or narrow gauge lines:-

- (a) **1st Class.**—One seat per individual. When the journey involves night travel between 9 P.M. and 6 A.M. one berth per individual.
- (b) **(1) 2nd Class, when contract rates are chargeable.** —One seat per individual. When lying down accommodation is requisitioned, one berth per individual.

(2) **2nd Class, when ordinary tariff rates are chargeable.** —One seat per individual. When the journey involves night travel between 9 P, M. and 6 A.M., one berth per individual.

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(c) **Intermediate Class.**—The same as that allowed for the public, i.e., one seat per individual,

(d) **3rd Class.**—The special scale for 3rd class stock is as follows

BROAD GAUGE

Soldiers.

Cold Weather.-(1) For all journeys-3-5th of the public carrying capacity.

Hot weather, normally from 15th April to 15th September but see

R. A. I.

(2) Journeys over 700 miles

(3) Journeys to and from ports en route to and from overseas. 2/5ths of the public carrying Capacity.

(4) Other journeys-3-5th of the public carrying capacity.

Non-Combatants (enrolled) and casual personnel.

(5) For all journeys throughout the year—At the public carrying capacity.

(6) When proceeding on or returning from field service—At 3-5th of the public carrying capacity.

METRE OR NARROW GAUGE.

Soldiers.

(7) For all journeys throughout the year—Half the public carrying capacity.

Non-Combatants (enrolled) and casual personnel.

(8) For all journeys throughout the year—At the public carrying capacity.

(9) When proceeding on or returning from field service—At half the public carrying capacity.

(ii) Items (6) and (9) in clause (1) (d) above will apply to journeys at all times of the year but only when non-combatants (enrolled) and casual personnel are travelling in parties sufficient to fill a complete vehicle at the military carrying capacity.

(iii) Should it be found necessary in special circumstances to deviate from the authorised scale this may be done on the authority of the military officer ordering the move.

(iv) A remark to the effect that accommodation at the hot weather scale has been provided will be made in the warrant form' and signed by the despatching officer, when such accommodation has been provided.

(v) Women and children preceding, accompanying or following troops sent by ordinary train on warrant, will be entitled to accommodation as laid down in the Schedule contained in "Military Tariff".

64. Accommodation for prisoners and insanes—Insanes and military prisoners with their escorts are to be accommodated in a reserved compartment, 1st Class in the case of those entitled to 1st Class accommodation, and 2nd Class in the case of others.

65. Reserved compartments for persons suffering from infectious or contagious diseases.—Reserved compartments of the minimum carrying capacity available and of the class to which the person is entitled, will be requisitioned for personnel travelling by rail and suffering from the following contagious diseases:-

Cerebra-spinal meningitis	Measles	Typhus fever
Chicken-pox	Mumps	Typhoid fever
Cholera	Plague	Whooping cough
Diphtheria	Scarlet fever	Tuberculosis
Leprosy	Small-pox	

66. Accommodation for families on special troops trains, and reserved carriages.—(i) Families of commissioned officers may be permitted to 'travel on special troop trains with the proviso that:-

(a) It is optional, and families may, if they so desire, draw travelling allowance and make their own arrangements, and

(b) No extra expense is caused to the State.

(ii) Families of civilian officers and subordinates will not travel by special troop train but will draw travelling allowance and make their own arrangements.

(iii) Soldiers' families travelling 2nd class will be entitled to accommodation on the following scale

(a) Wife	One seat per individual.
(b) Children over twelve years of age	When the journey involves night travel between 9 P.M. and 6 A.M., one berth per individual.
(c) Children over one and under twelve years of age	Half the above scale.

67. Provision of lying down accommodation for journeys by railway on warrant. Lying down accommodation may be requisitioned for the following individuals in the circumstances mentioned :-

(i) Soldiers travelling 2nd Class on warrant with families or individually when night travel between 9 P.M. and 6 A.M. is involved.

(ii) Small parties of soldiers travelling 2nd Class on warrant when night travel between 9 P.M. and 6 A.M. is involved provided such accommodation is sanctioned by the Brigade or Divisional Commander in the case of parties not

exceeding twenty in number and by the Q. M. G. in the case of parties exceeding that number, when lying down accommodation cannot otherwise be provided by the railways and when it is considered necessary by the Q. M. G. for other reasons, such accommodation may be reserved by requisitioning a vehicle on the basis of the accommodation required.

- (iii) Sick individuals of any class when the provision of such accommodation is certified by a medical officer to be necessary in the interests of the patient. Ordinarily lying down accommodation will be provided in the class in which the individual is entitled to travel, but in serious cases such accommodation in 2nd Class may be allowed for individuals of third and fourth grades and for any attendants.

68. Accommodation for train conducting J. C. Os./Warrant officers.- On special troop trains running in connection with direct disembark on and embarkation, one second class coupe or two berths in a large compartment, will be allotted to the train conducting, J. C. O./warrant officer for his own use and as office accommodation.

69. Railway concessions.- The concessions granted by railway administrations to individuals in military employ and their families when travelling at their own expense, are contained in "Military Tariff". These are railway concessions and are liable to be changed or cancelled.

70. Instructions for indenting and accounting for, care and safe custody of road and river warrants and certain railway forms.—Movement Instructions contain the procedure to be adopted in the care and accounting of rail, river and road forms.

71. Journeys on Indian Railways.—Civilian Government servants and personnel of Armed Forces when travelling on Indian Railways on tour and transfer will be entitled to the class of accommodation as follows :—

<i>Grade of Govt. ,servants as re r rule 114</i>	<i>Class of accommodation in friction Railways</i>
<i>1st Grade</i>	<i>Air-conditioned class</i>
<i>2nd Grade</i>	<i>1st Class</i>
<i>3rd Grade</i>	<i>2nd Class</i>
<i>4th Grade</i>	<i>3rd Class.</i>

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SECTION 4.—ROAD AND RIVER CONVEYANCE.

A.Road

76. Conveyance by road.—Conveyance by road includes journeys by canal, back water and by river unless a steamer service exists.

77. Conveyance for road journeys.—Conveyance by road for individuals entitled thereto may be provided in the form of travelling allowance under the rules contained in Chapter II or by warrant on B. A. F. T.-1712 in accordance with [rule 79](#).

78. Provision of conveyance for road journeys performed by R. P. A. F. Officers.—In or near station at which an R.P.A.F. Unit is located, R. P. A. F. Officers when travelling at public expense on permanent or temporary duty will be conveyed by R. P. A. F. mechanical transport between the railway station and the unit or place of residence, except when the O. C., R. P. A. F. Station, certifies that no suitable transport is available having regard to other service requirements this free use of R. P. A. F. transport will be in lieu of road mileage allowance under the ordinary rules.

79. Scale of accommodation.- (i) When travelling allowances are not admissible and Government transport is not available, the following is the scale of accommodation authorised for all ranks moving by road on warrant.

(a) When travelling on warrant in motor cars, motor buses, passenger lorries or char-a-bancs owned by a company having a contract with Government.

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| (1) Officers entitled to reserved accommodation by railway under rule 61 but not the staff officers accompanying them, & all general or Air Officers and R. P. N. Officers of corresponding rank not included above. | A whole motor car not exceeding four seats. |
| (2) All other personnel classified in the first grade | One seat in a motor car. |
| (3) All personnel not classified in the first grade | One seat in a motor bus passenger lorry char-t-bane. If the contractor do not provide such vehicles, one seat in a motor car in lieu. |

(b) When travelling on warrant in conveyances, other than motor vehicles, owned by a company having a contract with Government.

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| (1) Officers referred to in (i) (a) (1) above | A reserved vehicle or its equivalent. |
| (2) All other individuals entitled to conveyance | One seat or its equivalent. |

(ii) When a government contract is in force the means of transit provided by a contracting company will be utilised unless Government transport is available. In the case of a company which has other conveyances in addition to motor conveyances-

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| Individuals of the first grade | By motor car. |
| Individuals of the second grade | By motor buses, passenger lorries or char-a-banes. |
| Individuals of the third and fourth grades | By the cheapest mode of conveyance supplied by the company. |

(iii) In special cases an individual may be authorised to travel by a mode of conveyance, other than as laid down above, by the dispatching officer. For sick persons and invalids a different mode of conveyance from, and a higher scale of accommodation than, that given above may be authorised, if considered necessary by the medical authority (officer commanding the hospital concerned). In all cases reasons should be recorded.

(iv) Previous notice should, if possible, be given to the company to enable seats to be allotted in the ordinary or mail conveyances, but when they cannot be so allotted and the warrant is endorsed to that effect by the despatching officer, or in cases where there is no despatching officer, by the company's agent, a whole vehicle may be supplied. The type of vehicle to be supplied will, however, be decided- with due regard to economy, size of the party and circumstances in which the movement has been ordered.

(v) The routes to the stations off the railway line and the means of conveyance available for those not required to march will be published in Bangladesh Army Orders from time to time.

80. Provision of conveyance between residence and railway station/ air booking centre/sea port.-(a) An individual travelling on duty is allowed to avail himself of Government transport, if available, between his residence and railway station/air booking centre/sea port, at both ends of the journey. Road mileage allowance admissible under the normal rules will not be allowed if Government transport is availed of. See also [rule 215](#).

(b) An individual claiming road mileage for journeys between his residence and railway station/air booking centre/sea port will certify on his T. A. claim that no Government transport was used by him for the journey in question. This certificate will be in addition to the one required for claiming D. A. for the period of halt at an out-station.

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B.- River

83. Conveyance for river journeys.—In cases where a river journey is not included in a railway journey (see [rule 47](#)) travelling allowance shall be drawn in cash by those entitled to receive travelling allowance under the provisions of [rule 9](#) except where a provision to the contrary exists in these regulations. In all other cases the journey shall be per-formed on warrant,

84. Class of accommodation.- (i) The classes of accommodation to which individuals shall be entitled when travelling by river steamer on duty shall be as shown below :-

- (a) An individual of the first grade- Highest class.
- (b) An individual of the second grade- If there be two classes only on the steamer the higher class, and if there be more than two classes middle or second class.
- (c) An individual of the third grade- If there be two classes only on the steamer, the lower class; if there be three classes, middle or second class; if there be four classes, third class, provided that a competent authority may direct that any

individual whose pay does not exceed Rs. 30 shall be entitled for journeys generally or for particular journeys, to accommodation in the lowest class only.

(d) An individual of the fourth grade—Lowest class.

(ii) The grade of an individual shall be determined with reference to the provisions of rule 114. Families shall belong to the same grade as the head of the family.

85. Conveyance of individuals who draw travelling allowance in cash.- (i) For journeys when the fare for the steamer is required to be paid to the steamer company.-Mileage allowance shall be admissible as provided for in Section 5 of Chapter II and transport of animals and vehicles as provided for in Section 9 of Chapter III.

(ii) For journeys performed in a Government steamer or in a steamer the cost of which is paid by Government. See [rule 126](#).

86. Conveyance of individuals who travel on warrant.- An individual who travels on warrant shall be entitled to the following:-

(a) Free transport for self. If the journey is on permanent duty, families shall be eligible for free conveyance, or shall draw travelling allowance, as the cases may be.

(b) Servants and baggage shall be conveyed free to the extent admissible.

(c) Transport of animals and vehicles shall be admissible as pro-vided for in Section 9 of Chapter III.

(d) Subject to the provisions of [rule 138](#) daily allowance shall be admissible as under [rule 137 \(B\) and \(C\)](#). In the case of journeys combined with rail or road or both the river journey shall be viewed as a road journey for the purpose of calculating daily allowance. If emergency rations are issued on any day daily allowance at half rates only shall be admissible for that day.

Conveyance at (b) and (c) above shall be admissible only if the journey involves an absence of more than 6 hours from an individual's headquarters.

An individual who travels on warrant shall be provided with B. A. F. T. No. 1747 on which shall be endorsed the words "without diet".

The provisions of this rule shall also apply in the case of individuals who travel by Government steamer.

87. Officers entitled to reserved accommodation by railway.- An officer entitled to reserved accommodation by railway shall be entitled to the following:-

(a) A two-berth cabin on permanent or temporary duty move. When an officer is accompanied by his family on permanent transfers his wife shall 'share the accommodation allotted to

him, but children of 12 years and over shall be provided with a separate berth. If an officer and his wife are accompanied by a child or children under the age of 12 years, the officer may elect that his wife shall be accommodated in another cabin with her child or children.

(b) Free conveyance of authorised number of servants and authorised quantity of baggage.

(c) Transport of animals and vehicles shall be admissible as provided for in Section 9 of Chapter III.

The conveyance afe authorised above shall be provided on warrant.

In case an officer wishes to make his own arrangements he shall be entitled to a refund of actual cost incurred not exceeding the cost to Government of transporting them by the steamer in which the individual travels.

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SECTION 5.—AIR CONVEYANCE

91. Conveyance for air journeys.—(i) In cases where (a) the nature of the duty is of sufficient importance to justify travel by air and (b) an appreciable saving of time would result from the persons travelling by air instead of by surface transport, the authorities specified in clause (iv) below may permit officers and personnel of the Army, Navy and Air Force, including civilian officers and non-gazetted staff, travelling on duty within Bangladesh limits to perform the journey by air.

(ii) In the ease of Air Force personnel service aircraft will be the normal means of air conveyance. When this is not practicable or economical, the scheduled civil air services may be used.

(iii) Individuals travelling by air within Bangladesh by civil air services will be permitted to take baggage free with them in aircraft to the extent allowed by the company concerned. But see Note below [Rule 178A](#).

(iv) The following are the authorities competent to sanction, journeys by air within Bangladesh

(a) For officers and personnel of the Army including civilians:-

(i) Journeys on permanent and temporary duty Principal Staff Officers

(ii) Journeys on temporary duty may also be authorised by the under mentioned in respect of individuals under their control:-

(1) Engineer-in-Chief.

(2) Director General of Medical Services.

- (3) Military Secretary.
- (4) Directors/Controllers at G.H.Q.
- (5) Commandant, Command and Staff College, Quetta.
- (6) Cores/Division/Log Area Commanders.

Note :- The authorities mentioned at (6) above may travel by air on temporary duty at their discretion.

(b) For officers and personnel of the PAF including civilians :—

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| (1) Principal Staff Officers. | |
| (2) Any Director authorised by a P.S.O at Air H.Q. | For all service personnel below commissioned rank and civilians (non-gazetted paid from D.S.E.) |
| (3) Air Officers Commanding Groups | For all officers, personnel below commissioned rank and civilians (paid from D.S.E.) under their respective |
| (4) Officer Commanding H.Q. East Bangladeshcontrol Dacca. | |
| (c) For personnel of the Navy:- | |
| (1) Commander-in-Chief. Bangladesh Navy. | All personnel, Service and Civilians in the Bangladesh Navy. |
| (2) Chief of Staff. | |
| (3) Deputy Chief of Naval Staff (Personnel) | |
| (4) Commodore-in-Charge, Karachi Captain-in-Charge, Karachi. | All personnel, Service and Civilian under his control. |
| (5) Commodore Commanding P. N Flotilla. | |
| (6) Naval Officer-in-Charge, Chittagong. | All personnel Service and Civilian for journeys within East Bangladesh only. |
| (7) Captain, Bangladesh Navy Barracks. | For ratings. |
| (8) Captain Superintendent, Dockyard. | Civilian non-gazetted personnel serving in P.N. Establishments. |

92. Air passage for personnel of Defence Services travelling on duty between East and West Bangladesh.—All personnel of Defence Services, civilian as well as military, of second and 3rd grades, may be allowed to travel by the shortest air route between any station in West Bangladesh' and Dacca on temporary duty or transfer.

In case of those who have to proceed to Dacca from stations other than Karachi and Lahore the journey should be performed from those stations to Karachi or Lahore, whichever is nearer, by rail, and thence only by air.

93. Evacuation of casualties by air.—When considered necessary by the O. C. hospital/Medical Officer-in-Charge of a hospital the use of a civil aircraft may be authorised for the move of an officer, a nursing officer, an office): cadet, a soldier, or a non-combatant (enrolled) from one

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hospital to another within Bangladesh for urgent medical treatment with a view to preserving his/her life, provided free conveyance is otherwise admissible and that a service aircraft is either not available or is less economical.

94. Air passages in lieu of authorised sea passages.—Officials proceeding abroad on permanent duty, courses, etc., and returning to Bangladesh, and their families may be granted air passages on aircraft chartered by Government in lieu of authorised sea passages, provided no extra cost to Government is involved. If no sea or chartered aircraft passages are available passages by ordinary civil airlines may be provided by C.-in-C., R.P.N./Q.M.G./C.-in-C., R .P.A.F. to Officials only.

95. Classification of Officers for the purpose of travelling allowance while travelling on duty by air.—The officers entitled to travel by first class on Bangladesh Railways be entitled to first class and the others be entitled to tourist class accommodation while travelling on official duty by Bangladesh International Airlines or other Airlines which provide for first and tourist class accommodation.

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CHAPTER II.—TRAVELLING ALLOWANCE RULES
SECTION 1.—DIFFERENT KINDS OF TRAVELLING ALLOWANCE

100. Different kinds of travelling allowance.—The following are the kinds of travelling allowances which may be drawn :—

- (a) Permanent travelling allowance.
- (b) Conveyance allowance.
- (c) Daily allowance.
- (d) Mileage allowance.
- (e) The actual cost of travelling.

101. Permanent travelling allowance.—A permanent monthly travelling allowance may be granted by Government to an individual whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the individual's sphere of duty and is drawn all the year round whether the individual is away from his permanent station or not, subject to such conditions as may be prescribed by Government.

102. Conveyance allowance.—A monthly conveyance allowance may be granted by Government on such conditions as may be imposed, to an individual who is required to travel extensively at or within a short distance from his permanent station, for which no travelling allowance is admissible under the ordinary rules. This allowance is not forfeited during absence from headquarters and is drawn in addition to any other travelling allowance admissible under these rules, provided that an individual who is in receipt of a conveyance allowance specifically granted for the upkeep of a motor car or motor cycle shall not draw any travelling allowance (daily or mileage allowance) for journeys performed by motor car or motor cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe.

Note.—With reference to the above rule, Government have decided that the travelling allowance of individuals who are in receipt of conveyance allowance specifically granted for the upkeep of a motor car or motor cycle shall be regulated as follows :—

- (i) For journeys within a radius of 5 miles no travelling allowance except the fixed conveyance allowance will be admissible.
- (ii) For journeys beyond a radius of 5 miles of their headquarters--
 - (a) if performed by railway or steamer, conveyance allowance may be drawn in addition to the travelling allowance that may be admissible,
 - (b) if by road, only the conveyance allowance will be admissible but an individual may at his option exchange it (at the rate of 1/30th for each day) for any T.A. (daily allowance or road mileage) that may be admissible to him under the rules;
 - (c) if partly by rail or steamer and partly by road, conveyance allowance may be drawn in addition to the T. A., daily allowance or railway (including steamer) mileage but the individual may at his option draw railway (including steamer) mileage and exchange the conveyance allowance (at the rate of 1/30th for each day) for road mileage or daily allowance that may be admissible to him under the rules; and

- (d) the *pro rata* deduction of conveyance allowance in (b) and (c) above will only be made when the same motor vehicle for which the allowance is sanctioned is used for the road journey for which travelling allowance is granted.

103. Drawal of conveyance allowance during leave etc.—Conveyance allowance will be admissible for period not exceeding four months during furlough or leave, while sick in hospital or during absence of the individual on duty in another station subject to the following

(a) In the case of individuals who have been granted conveyance allowance under these regulations for the maintenance of a motor vehicle (car or cycle, whichever has been accepted as essential by the responsible authority) for the efficient performance of their duties within the five miles radius provided-

- (1) The amount of allowance for a motor car shall not exceed Rs. 45 per mensem (or the maximum allowance if it is less than that amount.)
- (2) The amount of allowance for a motor cycle shall not exceed Rs. 10 per mensem.
- (3) The responsible authority certifies that the individual is likely, on the expiry of the period in question to return to the post he left at the beginning of such period or to be appointed to a post in which the same means of conveyance will be authorised.
- (4) The individual certifies that he continued to remain the vehicle, that the amount claimed was spent by him on garage hire or wages to staff or both for the period for which the amount is claimed and that the vehicle was no during the period in use by anybody.

Note.- A conveyance allowance to which the obligation of maintaining a motor vehicle or other means of conveyance is not attached is not admissible during the period in question.

(b) The responsible authority should invariably embody the certificate required from him in the sanctioning or other orders originally issued as otherwise it will not be considered as valid certificate acceptable in audit.

104. For conveyance allowance sanctionable by certain mily, authorities, see Part HI of Appendix 'C'.

105. Daily Allowance.-A daily allowance is an allowance for each lay of absence on duty from an individuals permanent station and is intended to cover the additional ordinary daily charges incurred by an individual in consequence of such absence.

106. Mileage Allowance.-A mileage allowance is an allowance calculated on the distance travelled and is given to meet the cost of a particular journey.

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SECTION 2.—GENERAL RULES

112. Applicability of rules to individuals serving under contract.- In the case of Individuals serving under contract these rules will be applicable only when they do not involve a violation of the terms of the contract.

113. Delegation of powers of competent authority.—(i) (a) The powers delegated to a "Competent Authority" are personal and cannot be exercised by staff officers for, or on behalf of, the competent authorities specifically named. During the absence of the permanent incumbent on privilege or other leave his powers may be exercised by his "*locum teneus*" or the officiating incumbent, as the case may be.

(b) A competent authority may, however, permit a selected staff officer, holding, or officiating in, a first grade appointment, to sign "for" him, but in such cases the name of the staff officer selected should be communicated to the audit officer concerned, who will accept the subordinate officer's signature as implying that the orders have been approved by the superior officer.

(c) A competent authority is, however, personally and unreservedly responsible for any orders purporting to be issued in exercise of the powers delegated to him.

(d) A competent authority, brigade, sub-area or divisional commander may authorise the move of an individual to attend a conference or for any other purposes which are not covered by any specific rule or order, provided that he first satisfies himself that the move is in the interests of the public service and will not involve recurring expenditure or departure from the principles of the rules which govern the grant of travelling allowance. It will be open to audit officers to bring to the notice of Government any case in which they consider that this power has not been properly exercised.

Note.- For disposal of nasty travelling allowance Cairns not specifically covered by the rules, see [rule 41](#), Financial Regulations, Part 1.

114. Grades of individuals—(i) For the purpose of calculating travelling allowance individuals are divided into four grades as follows

First Grade

(a) Commissioned Officers (including Nursing Officers) and officers holding honorary commission whether on the active or retired list.

(b) Assistant engineers, employed as garrison engineers or assistant garrison engineers and civilian surveyors of work.

- (c) Civilian class I officers irrespective of pay and other civilians in receipt of pay exceeding 750 a month.

Second Grade.

- (a) Cadets of the Bangladesh Army, Bangladesh Air Force and Cadets and Midshipmen of the Bangladesh Navy. Junior Commissioned Officers, Warrant Officers, Chief Petty Officers and Upper Yardmen of R. P. N. and Flight Sergeants of R. P. A. F.*
- (b) Midwives of military families hospitals.
- (c) Veterinary assistant surgeons.
- (d) Civilians (other than those classified as first grade officers irrespective of pay) in receipt of pay exceeding Rs. 200 (or, in the case of those on revised rates of pay, Rs. 175) a month but not exceeding Rs. 750 a month.
- (e) Lady sub-assistant surgeons.
- (f) Lady clerks employed at General, Air or Naval headquarters.

Third Grade

- (a) Non-commissioned officers, including Petty Officers and Leading Seamen of R. P. N.*
- (b) All civilians in superior service not included in the first and second grades.

Fourth Grade

- (a) Other soldiers.*
- (b) Non-combatants (enrolled) and casual personnel.*
- (c) All class IV servants.

Note.- The categories marked with an asterisk and office class IV servants normally travel on warrant and will only draw travelling allowance when warrants cannot be issued. See Rule 123.

(ii) An individual in transit from one post to another ranks in the grade to which the lower of the two posts would be entitled him.

(iii) Families belong to the same grade as the head of the family.

115. Route on which mileage allowance is based.—(i) For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short.

Note.-Journeys such as road inspections and others of a like nature, which must necessarily be by road between places connected by railway, are covered by this clause.

(ii) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling adopted by the general public. In case of doubt Government may decide which will be regarded as the shortest of two or more routes.

(iii) If an individual travels by a route which is not the shortest but is cheaper than the shortest his mileage allowance will be calculated on the route actually used.

(iv) A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

Note 1.—In respect of journeys in Baluchistan and the North-West Frontier Province, the competent authority may delegate his powers under this clause to the Divisional Commander concerned.

Note 2.—When road mileage is claimed for a journey performed by motor car between places competed by railway, the competent authority should decide whether the full rate of travelling allowance should be paid in such a case or whether it should be limited to what would have been admissible had the individual travelled by rail in the ordinary way. The principal which should be followed in deciding such questions is whether any public interest was served by the road journey which would not have been served had the individual travelled by rail, such as the saving of public time, or inspection work *en route*, etc.

Note 3.—The absence in a train of the class of accommodation to which an individual is entitled under rule 162(i) may be taken as a special reason for allowing mileage allowance by road, and consequently the competent authority may on such occasions grant to an individual travelling by rail, road mileage limited to the amount which would have been admissible had the journey been performed by rail by the class of accommodation to which he is ordinarily entitled. When the fare of the requisite class for the journey in question is not specifically published, it should be calculated according to the appropriate data in the Railway Time and Fare Tables.

Note 4.—Recruiting officers are the competent authorities in respect of road journeys performed by themselves, their assistant recruiting officers, and recruiting medical officers.

116. Point of commencement and end of Journey.—The point in any station at which a journey on temporary duty is held to commence or end is the main post office or such other point as may be fixed for the purpose by a competent authority.

Note.- A journey on permanent duty begins and ends at the actual residence of the individual concerned.

117. Journeys within a five mile radius from permanent station.— Short journeys within a radius of five-miles from the permanent station may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

118. Ferry charges, tolls and railway fare.—(i) An individual travelling on duty within five miles of his permanent station is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway.

(ii) An individual travelling on duty on warrant by road on which a municipal or other toll is levied is entitled to recover the actual amount which he may spend in payment of such toll.

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

120. Cost of transporting conveyances, etc., in addition to travelling allowance.-

A person of the 2nd or 3rd grade may recover, in addition to mileage allowance or daily allowance or both, the actual cost of transporting motor cycles or bicycles, provided their conveyance is admissible.

121. Completion of travelling claims.—The travelling claims give the full particulars required in the case of (a) family moving permanently to another station and (b) an individual cost of transporting personal effects, as defined in the note to [rule 169](#) also authorised conveyances. Every claim under (b) above, made in a travelling allowance bill, for moves on permanent duty, will normally be supported by receipts and vouchers for the expenditure incurred. In exceptional or extraordinary circumstances, however, audit officers may waive this restriction.

122. Family preceding or following the head of the family or moving from or to a station other than the station from or to which the head of the family moved.—(i) If a member of an individual's family, who precedes or follows him under [rule 16](#), travels to a new station from a place other than the individual's old station, the individual may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.

The total quantity of personal effects accompanying the individual and his family, for which free conveyance is admissible, will be limited to the maximum amount laid down in [rule 382](#).

(ii) If the family of an individual, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

(iii) In no case may travelling allowance be claimed on account of a family or members thereof, who do not move in consequence of the transfer of the head of the family.

123. Travelling allowance admissible when warrants cannot be issued.—(i) If in any case in which conveyance by warrant should be provided for journeys by road a warrant cannot be issued, actual expenses by the appropriate means of conveyance for self, authorised servants and baggage and daily allowance under [rule 139 \(ii\)](#) limited to travelling allowance under the ordinary rules may be paid. In the case of individuals who are normally required to travel on warrant, actual expenses will be limited to mileage allowance as laid down in [rule 153](#).

(ii) Individuals, who are required to travel on warrant by road and who are in possession of their own conveyance may be granted at the discretion of competent authority, the value of the warrant in lieu, provided that Government transport is not available and that no extra expense to the State is involved; and provided also that the

terms of any agreement which may have been entered into by the military authorities for the conveyance of individuals who travel under military rules, are not violated.

(iii) When a warrant is not used by an individual who may be required to travel on warrant by railway or river, a refund of the value of the warrant may be allowed by the controlling officer provided that the individual incurred expenditure on the method of travel adopted,

and that no extra expense to the State is involved thereby. Daily allowance for the period of the journey limited to the amount which would have been admissible had the journey been performed by rail or river, will also be admissible, if approved by the controlling officer.

124. Classification of journeys.—All movements for which conveyance at public expense is authorised under these regulations shall be classified as: -

(a) permanent, or

(b) temporary

according as the expectation of the authority ordering the move is that the individual transferred shall do duty in the station to which his transfer is ordered for a period exceeding or not exceeding 3 months:

Provided that a transfer classified as "temporary" shall be reclassified as "permanent" if and when the period of duty in the said station does exceed 3 months ; and

Provided further that the classification of a transfer as "permanent" shall not be revised after the move of the individual has commenced from the station where he was officially located when he received the orders transferring him.

Notwithstanding anything contained in this rule, no move of an individual shall be classified as permanent if it is undertaken in pursuance of a tour of inspection.

125. Special rules when whole or part of means of conveyance is supplied without charge.-(i) When an individual is allowed free transit by railway (or by road between stations connected by rail when moving on permanent duty) by a free pass or otherwise but not in a reserved compartment, his T. A. must be reduced by the amount of the fares which, but for such free transit, he would have paid for self, servants and excess baggage.

(ii) When individuals are eligible to travel by railway in a higher class on payment of lower fare (see [rule 49](#)) they must be provided with B. A. F. T.-1709-duty Form E and their travelling allowances will be reduced by the amount by which the fare of the class on which their travelling allowances are based, exceeds the fare actually paid. The reduction will, however, only be made when the journey is actually performed by railway.

(iii) The travelling allowance of an individual, who normally receives travelling allowance under [rule 9](#) and who is permitted to use transport free of charge for duty journeys, shall be regulated as follows :—

(A) Permanent duty

(a) If free transport is provided for the individual, his family, authorised servants and baggage, the move shall be treated as on warrant. Daily allowance under the provisions of [rule 139](#) shall only be admissible.

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Note.- The provisions of this sub-clause do not apply to civilians of the first three grades when travelling between pieces connected by rail in respect of such journeys they shall draw the two rail fares admissible less the cost of fares in respect of servants conveyed free. (class IVservants snail crawl one fare.)

(b) If free transport is provided for the individual only or for any member of his family, the travelling allowance admissible shall be reduced by one mileage allowance for each such individual conveyed between places not connected by rail provided that the mileage allowances so deducted shall not exceed four in all and one or half rail fares, as the case may be, for each member conveyed between places connected by rail.

(c) If an individual's servants only are provided with free transport, the travelling allowance shall be reduced at the flat rate of half anna per mile in the plains and one anna per, mile in the hills, in respect of each servant conveyed.

(d) If personal effects are sent by free transport no cash allowance shall be admissible for them.

(e) If the individual's personal effects are moved under his own arrangements, cost of conveyance therefor, shall be admitted subject to the limit of that admissible for maximum weight permissible actual weight conveyed whichever is less.

(B) Temporary duty

I. When an individual is permitted to use for journey on temporary duty a means of locomotion,-e.g., a motor car or a lorry free of charge, but has to provide separate conveyance for his servants and luggage, he shall:-

- (a) if the journey is between places connected by rail and/or river steamer ; draw one half fare in respect of the rail portion and three-fifths are in respect of the river steamer portion of the class of accommodation to which he is entitled, or
- (b) if the journey is between: places not connected by rail/river steamer, draw-

- (1) Daily allowance calculated according to [rule 137 \(B\) and \(C\)](#) provided the mileage covered by road exceeds 20 miles each way.

- (2) an allowance at the rate obtaining in the locality for the conveyance of baggage within the authorised scale, and
- (3) an allowance at a flat rate of half anna per mile in the plains and one anna per mile in the hills for each of the authorised number of servants conveyed.

No conveyance for servants and baggage shall be admissible if the Individual returns to his headquarters the same day, irrespective of the duration of the journey.

II. If free transport is provided for the individual as well as for his servants and baggage, the move shall be treated as on warrant. In this case and also in cases where the individual has no servant or baggage to be transported, daily allowance under rule 153 shall be admissible if the road journey exceeds 6 hours and the individual does not return to his headquarters the same day.

(iv) In the case of combined rail-road and rail-sea journeys daily allowance admissible shall be adjusted in the manner indicated in [rule 139](#).

(v) The term "free of charge" used in clause (iii) (B) above includes the use of a car belonging to another individual on road journeys between places whether connected by rail or not. In the case of journeys by road between places connected by rail, the individual who is supplied with free transport shall be entitled to travelling allowance by rail only, provided the individual supplying the accommodation has also drawn travelling allowance by rail. In case the individual supplying the conveyance had drawn full road mileage, no travelling allowance shall be admissible to the accompanying individual, but daily allowance shall be admissible as under [rule 137 \(B\) and \(C\)](#).

126. Treatment of individuals who draw travelling allowance in cash when travelling by Government steamer, etc.-When an individual entitled to draw travelling allowance in cash travels by a Government steamer, or by a steamer the cost of which is met by Government, he shall be entitled to the following:-

(i) **An individual of the first, second and third grades.**—(a) Free transport for himself (and family if the journey is a permanent duty move). No mileage allowance shall be admissible.

(b) Subject to provisions of [rule 138](#) daily allowance under rule 153 provided the duration of the journey exceeds 6 hours and the individual does not return to his headquarters on the same day on which he left it. In the case of journeys combined with rail or road or both the river journey shall be viewed as a road journey for the purpose of calculating daily allowance.

(c) Free conveyance for the authorised number of servants, motor vehicles and quantity of baggage, to the extent admissible provided that in the case of a temporary duty move the duration of the journey exceeds 6 hours and the individual does not return to his headquarters on the same day on which he left it.

When servants, motor vehicles and baggage are not conveyed in the steamer by which the individual travels but are sent separately, he shall be entitled to a refund of

actual cost incurred not exceeding the cost to Government of transporting them by the steamer in which the individual travels.

(ii) **An individual of the fourth grade.**—(a) Free transport for himself. No mileage allowance shall be admissible.

(b) Daily allowance at double the rate ordinarily admissible provided that if the river journey is combined with any other journey no additional daily allowance shall be drawn for any day for which the double allowance is admissible.

(c) Free conveyance of authorised baggage.

127. Submission of applications for travelling allowance. —(i) In all cases a move is to be authorised by a competent authority and a certified copy of the movement order is to be attached to the claim. Claims for travelling allowance will be submitted to the controlling officers, detailed below, for countersignature:-

Item No.	Application from	Controlling Officer
1	2	3
1. 1A	Chief Administrative Officer Officers at Armed Forces Headquarters	Joint Secretary, Ministry of Defence, Chief Administrative Officer, or Additional Chief Administrative Officer.
1B	Officers and Staff of E-in-C's Branch, other than those in the Engineer Troops Dte. of that branch who are covered by item 1A above	Engineer-in-Chief.
2.	Officers at Divisional, Sub-Area, Brigade or Group Headquarters.	Commander of Division, Sub-Area, Brigade or Group
3.	Permanent regular staff of the Bangladesh Territorial Force.	Commander
4.	Staff officers (other than those serving at Divisional, Sub-Area or Brigade H. Q.) and officers of departments and services similarly situated.	Divisional, Sub-Area or Brigade Commander (A Divisional Sub-Area, or Brigade, commander may declare, when necessary, in Divisional, Sub-Area or Brigade orders in the case of officers serving away from a Headquarters, what authority shall be the controlling officer for each or any particular class, or he may if he thinks fit, with the concurrence of the Controller of Military Accounts declare any particular officer to be his own controlling officer when such a course becomes absolutely necessary).
5.	Officers of Bangladesh Remount, Veterinary and Farms Corps.	Director, Remounts, Veterinary and Farms
6.	Officers and subordinates of units and others directly under the administration of the O. C. the troops at a station.	O. C. the troops at the station.
7.	Individuals of services and departments under the administration of an officer others than the O. C. the troops at a station.	The local executive head of the service or department, in respect of journeys per-formed within his jurisdiction. If such local executive

8.	Officers of the Recruiting Organisation	head is not a gazetted officer, the- application will be sent to the next higher executive head of the service or department at the nearest station. The Recruiting Officer or in his absence the senior officer of the recruiting staff present in the centre.
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(ii) Recruiting Officers may submit claims for travelling allowance without the countersignature of a controlling officer.

(iii) It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill—

- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protected or that a halt was of excessive duration ; and having regard to the principle laid down in rule 105 to reduce the rate of daily allowance, when satisfied that the particular circumstances do not justify the grant of the full rate claimed ;

Note.- Occasion for considering reduction by the controlling authority will arise whenever an officer visiting an outstation uses, free of charge, a car or other conveyance owned by, or hired at the expense of, Government, or conveyed at public expense from the headquarters station to the outstation under the provision of [rule 374](#). Officers shall, therefore, submit to that authority with their travelling allowance claims, particulars of the nature and extent of all such facilities enjoyed within the period covered by their claims.

- (b) to scrutinise carefully the distance entered in travelling allowance bills;
- (c) to satisfy himself that mileage allowance for journeys by railway or steamer, excluding the additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfill that condition ;
- (d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance ;
- (e) to observe any subsidiary rules or orders, which a competent authority may make for his guidance;
- (f) to decide what scale of travelling allowance will be drawn for the particular journey, referring doubtful cases to superior authority ; and
- (g) to satisfy himself; with reference to rule [162 \(iii\)](#), that an individual actually bought a through ticket at the rate claimed and that it was not possible for him to

get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation, of that class was available;

(h) to demand a certificate in the following form before passing a travelling allowance bill for road mileage :—

I certify that I did not perform the road journey(s) for which mileage allowance has been claimed at the higher rate prescribed in [Rule 153](#)

Passage Regulations, by a taxi, motor omnibus or motor lorry plying for hire.
engaging a whole taxi

An officer who claims to have travelled by engaging a whole taxi, will also furnish a certificate in the following form:-

I also certify that I had to engage a whole taxi because a seat in a taxi, motor lorry or motor omnibus plying for hire on single seat basis on the route travelled by me, was not available. '

(iv) When required by rule the orders of the competent authority will be obtained in support of the claim.

(v) When endorsed by the controlling officer the bill for travelling allowance (supported when necessary by a copy of the orders of the competent authority will constitute the travelling order, the authority for any required advance of travelling allowance, and finally the claim.

(vi) Except where expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature. When powers are so delegated, the responsibility will rest with the controlling officer.

128. Advance and adjustment of travelling allowance.—(i) An advance of travelling allowance not exceeding the amount admissible under rules for the intended journey, (not amounting to less than Rs. 50 in case of individuals of the 1st grade) may on submission of an application to the Controller of Accounts concerned, be drawn by an individual before leaving his station. When time will not, however, admit of this course, an advance of the amount admissible provided it exceeds Rs. 50 may be drawn on the authority of an Emergency Cash Requisition (Defence Services) from the State Bank or any other Bank conducting the cash business of Government or a Government Treasury or a sub-treasury. Individuals of the afloat establishment may be drawn an advance from the Commanding Officer of H. M. P. ship. concerned. The sea transport officers may also grant advances of travelling allowance to R. P. N. personnel in cases where will not permit of having advances in the manner indicated in this clause, and they shall inform Naval Headquarters and the Controller of Naval Accounts of any such advances made.

Exception—Advances of travelling allowances for journeys the cost of which is debitable to the annual training grant will be obtained from the training grant allottee and not from the Controller of Military Accounts concerned.

(ii) In sanctioning the advance on an Emergency Cash Requisition (Defence Services), the O. C. the station will satisfy himself that the amount of the advance does not exceed the amount of travelling allowance admissible under rule, and that time does not admit of its being obtained from the Controller of Accounts concerned.

Full and correct particulars will be given in an Emergency Cash Requisition (Defence Services) in regard to the individual for whom the advance is required and the accounts officer by whom the advance is to be adjusted.

(iii) An advance of T. A. should not be drawn more than a month before the actual commencement of the journey on transfer. If the family of a government servant does not accompany him, no advance should be drawn in respect of the family except one month before the date on which the family is expected to undertake the journey.

(iv) If no advance is taken, the claim supported by prescribed certificates will be submitted to the Controller of Accounts concerned on completion of the journey.

(v) Advance refunds of the value of warrants (see [rule 123](#)) may be sanctioned at the discretion of a competent authority or Divisional Commander.

(vi) An advance of travelling allowance under this rule may also be granted to individuals in temporary employ provided the advance is absolutely necessary. Before sanctioning the advance, the authority concerned should satisfy himself that no risk is involved and that provision is made for adequate security for Government money.

(vii) An officer, deputed to attend a course of instruction in Bangladesh and entitled to travelling allowance on the temporary duty scale, will be paid this travelling allowance plus daily allowance for the period of the course at the scale laid down in [rule 144](#), ten days before leaving for the course. Travelling allowance for the return journey will also be paid ten days before completion of the course. In case of courses of not more than six weeks' duration, advances of travelling allowance for the return journey also will be paid to the officers ten days before they leave for the courses.

(viii) All advances including those for families drawn in the manner prescribed above shall be adjusted in the T. A. bill which shall be submitted to the Controller of Accounts concerned within four months of the completion of the journey, complete in all respects, failing which the Controller of Accounts shall have liberty to retrench summarily the amount of the advance from the pay bill of the individual for the fifth month after that in which the journey is completed.

129.

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SECTION 3. - DAILY ALLOWANCE

134. When admissible. —(i) Ordinarily daily allowance may be drawn only during absence from the permanent station on duty, but see clause (ix). A period of absence from the permanent station begins when the individual actually leaves it and ends when he actually returns to it.

Note.- Under this rule, daily allowance is admissible at the rate prevailing at the outstation at which the succeeding night is spent. When the succeeding night is spent at a headquarters station for which a special rate has been fixed, daily allowance at the lower or lowest rate admissible for the locality or localities visited, will be allowed.

(ii) Daily allowance may not be drawn for any day on which an individual does not reach a point outside a radius of five miles from his permanent station or return to his permanent station from a similar point.

(iii) Subject to the conditions laid down in clauses (iv), (v), (vi) and (vii) of this rule, daily allowance may be drawn during a halt on temporary duty or on a holiday occurring during such duty.

(iv) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place; provided that a competent authority, Divisional, Sub-Area, or Brigade Commander, or the Director of Ordnance Factories in respect of personnel of Ordnance and Clothing Factories, may, by general or individual exemption from the operation of this rule, extend this period up to 30 days on such conditions as he thinks fit, if he is satisfied-

- (a) that prolonged halts are necessary in the interests of the public service, and
- (b) that such halts continue, after the first ten days, to entail extra expense upon the halting individual.

Note 1.- The ten days halt rule in this clause will also apply to cases when an officer remains at an outstation and files over the surrounding country returning to the same station each night.

Note 2.- In calculating the first 10 or 30 days' continuous halt at any one place for the purpose of reducing daily allowance the day of arrival shall be counted as one day even though half daily allowance only is admissible under [rule 137](#).

(v) When the period of the continuous halt exceeds 30 days, the grant of daily allowance will be sanctioned by the C.-in-C., P. N./Director of Movements and Quarters, GHQ/Director of Administration, AHQ as the case may be, subject to the provisions of clause (iv) above and other conditions laid down for the drawal of daily allowance.

(vi) (a) Exemptions from the operation of clause (iv) above, which prohibits drawal of daily allowance by an individual for a period in excess of 10 days in respect of a halt at

an out-station, may be granted only in cases where the conditions prescribed in sub-clauses (a) and (b) *ibid* are satisfied, and in granting such exemption the sanctioning authority, as specified in clauses (iv) and (v) above, may impose such conditions as he thinks fit. One such condition is the reduction in the amount of daily allowance that may be drawn and the principle underlying the reduction is that the expenses incurred by an individual in respect of a halt at an out-station ordinarily decreases in proportion to the length of

his stay at that station. This principle should be borne in mind by the authorities to whom powers under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first 14 days in all cases except those which present very special features. Cases in which special treatment can be justified, will in addition to those of the kind mentioned in sub-clause (b) of clause (iv) above, be generally those in which halt of an individual at an out-station is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation. These instructions are not intended to apply to Class IV servants.

(b) The reduction in the rates of daily allowance contemplated in sub-clause (a) above should, as a general rule, be as follows :—

- (i) full rate for the first, 10 days;
- (ii) three-fourth of the ordinary rate for the next 20 days; and
- (iii) half the ordinary rate thereafter.

In cases where special treatment be justified, the reasons for not enforcing reduction in the rate of daily allowance as indicated above, should be intimated to the audit officer concerned.

(vii) For the purposes of clauses (ii), (iii), (iv), (v) and (vi) of this rule-

- (a) After a continuous halt of ten days' duration the halting place will be regarded as constituting temporarily the individual's permanent station.
- (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding five miles for a period of not less than three nights.
- (c) In calculating the duration of a halt, any day on which the individual travels or halts at a distance from the halting place exceeding five miles, or ten miles if a bicycle is taken, shall be excluded. On such a day the individual may draw daily allowance or exchange it for mileage allowance if admissible.
- (d) Daily allowance is inadmissible during casual leave taken by an individual while on tour.
- (e) Daily allowance is not admissible for any day, whether Sunday or holiday, unless the officer is actually in camp.

(viii) One daily allowance only is admissible in respect of halts on any day on which an individual is entitled to such allowance under one or more provisions of these regulations.

(ix) (a) Subject to all the conditions of clauses (iv), (v) and (vi) above and of [Rule 10](#) of the Military Leave Rules, an individual transferred temporarily to another station

under orders of the authority empowered to order the' move, for a period of less than three months in circumstances not otherwise specifically provided for in this section, may draw daily-allowance. In the event of the temporary transfer being extended subsequently by the above authority beyond three months, such a transfer will be viewed as a move on permanent duty and the allowances therefore adjusted accordingly,

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except that daily allowance admissible up to the date of issue of the orders extending the transfer, will-not be disallowed. See [rule 124](#).

Note- The provisions of this clause will apply mutatis matandis to a case of a temporary transfer subsequently Made-permanent.

(b) An officer officiating in a combined leave vacancy not exceeding 3 months shall be eligible for daily allowance during the furlough portion of the leave only. In the privilege leave portion, whether such leave is taken by itself or combined with furlough, daily allowance shall be inadmissible (see also [rule 282](#)).

(x) The Daily Allowance will be amissible to individuals detailed for temporary duty at the place where they spend their leave and are allowed to draw travelling allowance, under the provisions of [Rule 234](#).

135. Substitution of mileage for daily allowance.(i) A competent authority may, by general or special order and on such conditions as he thinks fit to impose, permit any individual or class of individuals to draw mileage allowance instead of daily allowance for the whole period of absence from his permanent station if he considers that the nature of the individual's duty is such that daily allowance is not sufficient to cover his travelling expenses.

(ii) Subject to any conditions which a competent authority may, by general or special order, impose, an individual who is included in any of the first three grades in [114 rule](#) may exchange his daily allowance for mileage allowance for any day on which—

- (a) he travels by railway, or
- (b) he travels more than 20 miles by road ; provided that if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part of them only.

136. Combined journeys.—When a journey by road is combined with a journey by railway, steamer or air—

- (a) mileage allowance may be drawn on account of such journey by road, but such mileage is limited to the amount of daily allowance unless the journey by road exceeds 20 miles, and
- (b) unless such a journey by road be a journey to or from the individual permanent station or temporary residence at a plate of half, mileage allowance will be

calculated on the distance actually travelled, without regard to the points fixed by or under [rule 116](#).

Note.-If the various places visited on duty at an outstation fall outside the five mile radius from the fixed point at that station, road mileage allowance limited to daily allowance, unless the journey by road exceeds 20 miles, may be claimed for all such places visited under clause (b) above. But if the places of duty are situated in localities within the five mile radius, road mileage is admissible to and from the first place of duty only.

137. Method of calculation of Daily Allowance.—(1) (A) **Daily allowance for halts.**—(i) Daily allowance for halts on temporary duty at an outstation (including an enforced halt for which daily allowance is admissible will be calculated on the basis of the period of halt. The period of halt will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences.

(ii) No daily allowance will be admissible for periods of halt not exceeding six hours. For halts exceeding six hours but not twelve hours, half daily allowance will be admissible. For halts of longer duration full daily allowance will be admissible for every 24 hours. For fractions of 24 hours at the end of the halt, daily allowance, will be admissible as follows :—

Up to six hours	Nil
Exceeding six hours but not exceeding twelve hours	Half daily allowance
Exceeding twelve hours	Full daily allowance

(B) Daily allowance for journeys when the individual does not return to headquarters the same day.—(i) by rail on warrant ;

(ii) by road, by service transport or on warrant whether or not the places are connected by rail;

(iii) by service aircraft.

Title for daily allowance will be from the time the journey begins and ends when the journey ends. Forward and return journeys will be treated separately, but a halt during a period of transit for which the individual does not earn daily allowance under A (ii) will not constitute a break in the onward or the return journey, as the case may be. Daily allowance will be calculated as in (A) above but at the fixed rate laid down in [rule 139](#), except in the case of road journeys between places not connected by rail for which daily allowance will be allowed at the rates laid down in [rule 153](#).

Reference to Rules/Orders.

- (1) J. S. I. 15/61.
- (2) Rule 137 (1) (B) and (C) Pr. (P).
- (3) Rule 139 PR (P).

Decision

A question arose whether full DA catered for in J. S. I. 15/61 should be allowed to service personal at the rates prescribed for ordinary localities or at the fixed rates.

It has been decided by the F.A. (defence) that officers travelling by service Air Craft will be entitled to daily allowance at the rates prescribed for ordinary Localities in the case of Journeys by Air Craft.

The decision will take effect from 24-7-70.

Authy: A. G. No. AT/T/6110 dated 6-8-1970.

(c) Daily allowance for journeys when the individual returns to his headquarters the same day.—(i) by rail on warrant ;

(ii) by road, by service transport or on warrant whether or not the places are connected by rail;

(iii) by service aircraft.

Title for daily allowance will begin from the time the journey begins and will end at the time the individual returns to his headquarters station the same day. Daily allowance for the total period of absence from headquarters will be calculated at the rate laid down in [rule 139](#) and in accordance with (A.) (ii) above.

(2) Daily allowance consist; of the following elements:-

Messing	45 per cent.
Accommodation	30 per cent
Conveyance	25 per cent.

(Daily allowance is not admissible for journeys between residence and place of work)

If any of the above elements is supplied free by Government the daily allowance will be reduced accordingly.

Where free conveyance is provided for only a part of a day and an officer has to pay privately for transport for a duty journey the same day, reduction in daily allowance will not be made to the full extent of 25 per cent. If an officer pays more than 25 per cent, of his daily allowance on conveyance on Government duty, no deduction will be made for any Government transport provided the same day. If he spends less than 25 per cent, of daily allowance on the same account, the allowance will not be reduced by more than the difference between the fare paid and 25 percent, of daily allowance for any Government transport provided the same day. In all cases to which this sub-paragraph applies, a certificate in the following form will be attached to the travelling allowance claim to support payment of daily allowance :—

"Certified that on the dates mentioned below on which I was provided with Government transport, I incurred actual expenses on hire of conveyance for Government duty to the extent indicated against each date.

Date

Amount

(3) In calculating daily allowance for individuals travelling on warrant, daily allowance for the journey and daily allowance for the halt will be calculated separately except as laid down in para. (1) (C) above, 10,

(4) This method of calculation will not apply to daily allowance for road journeys not exceeding twenty miles.

138. General condition regarding grant of daily allowance.—A general condition governing the grant of daily allowance for halts on duty, including holidays occurring during such duty, is that no house-rent allowance when admissible at the outstation or rations, or money allowance in lieu of rations, will be drawn in addition to daily allowance and that rent at prescribed rates will be paid for any accommodation provided by Government.

Note.—In cases where Government provides accommodation for which there is no prescribed rent daily allowance will be reduced by 30 per cent.

139. Daily allowance admissible when travelling on warrant or requisition.—(i) When conveyance is required to be provided by warrant or requisition, no other travelling allowance is admissible except that laid down in the following clauses.

(ii) (a) Individuals who normally receive travelling allowance vide rule 9 will when required under rule to travel on warrant by railway or road between places connected by rail within Bangladesh (except for journeys in areas where free rations are drawn), draw daily allowance at the following rates in lieu of rates in [Rule 153](#), according to the provisions of [rule 137 \(13\) and \(C\)](#)

	Rs.
First grade officers	10-0-0 per day.
Second grade officers	5-0-0 „
Third grade officers	2-8-0 „

(b) In the case of officers accompanying bodies of troops, daily allowance under this rule is admissible during enforced halts with the troops at intermediate railway stations; such halts being viewed as part of the railway journey.

(c) For halts on duty during such journeys the grant of daily allowance will be governed by the ordinary rules.

(d) Officers of the Bangladesh Territorial Force and Bangladesh Army Reserve of Officers, on being embodied, or called out for service, will draw daily allowance under this rule when travelling on free railway passes in charge of troops.

(e) Daily allowance under this rule, but at the rates in [rule 153](#), will be admissible to individuals, who, when moving on permanent duty between stations not connected by rail, are required to travel on warrant or by Government transport and are provided with

such transport in lieu of travelling allowance in cash. Moves on temporary duty will be governed by [rule 125 \(ii\)](#).

Note 1.—Daily allowance under this rule is admissible only to Government servants.

Note 2.—Except when moving to or from a port under the authority of rule 181 daily allowance is not admissible to an individual moving on medical grounds or to any attendants other than those who are not members of the family of the patient and are detailed in their official capacity.

Note 3.—Daily allowance in cases of combined rail-road and rail-river journeys will be adjusted as follows :—

(a) At the rates in clause (ii) (a) above where the rail journey is longer.

(b) At the ordinary rates, in, [rule 153](#) in, case where the road or river journey is longer.

The period of halt at stations where the two routes meet, in cases where daily allowance is admissible for such halts, will be added to the time occupied by the journey which is Longer, i. e., by rail, river, or road.

(iii) Casual personnel and class IV servants shall draw daily allowance as follows:

(a) During a journey at eight annas a day for each day when travelling by railway, river or road.

(b) For each day of halt on duty (including holidays occurring during such duty) as prescribed in [rule 153 \(2\)](#).

Note.- A daily allowance cannot be drawn for the same day both under (a) and (b) of this clause.

(iv) Daily allowance cannot be drawn under this rule by individuals, who are fed and accommodated at Government expense in field service areas.

(v) Individuals, who normally receive travelling allowance vide rule 9 and who are required under rule to travel on requisition by sea within Bangladesh, will be allowed free messing on board the ship when travelling on duty at public expense.

Note.- Daily allowance under any other rule for any one day on which it is drawn under this clause will not be admissible.

(vi) With the exception of the Commander-in-Chief, Bangladesh Army officers, who are authorised to travel in especial saloons or reserved inspection carriages, may, when absent from their permanent stations on temporary duty, draw daily allowance for any periods of actual halts, including holidays occurring during such halts but not for any periods spent in actual travelling. The grant of the daily allowance will be subject to the same conditions as those governing the grant of daily allowance in the case of officers who are not permitted to travel by special saloons or reserved inspection carriages.

(vii) Civilians of the fourth grade, when required to travel on warrant, may draw daily allowance of the grade for each day of absence on duty from the permanent station.

140. Daily allowance admissible to officers, travelling by air in a Government machine or in a machine chartered by Government- (i) An officer who travels by air in a Government machine or in a machine chartered by Government, within Bangladesh,

will draw daily allowance for the period of journey calculated according to [rule 137 \(B\)](#) and (C).

(ii) For halts on duty during such journeys the grant of daily allowance will be governed by the ordinary rules,

141. Daily allowance admissible during detention at intermediate ports.- A commissioned officer, or a nursing officer landed under proper authority at an intermediate port or ports outside Bangladesh when travelling on duty to or from Bangladesh will receive daily allowances at the rate sanctioned by Government from time to time. The conditions governing the grant of daily allowance as laid down in [rule 142](#) will apply generally.

142. Daily allowance admissible during detention at ports of embarkation and disembarkation.- Daily allowance is admissible under the ordinary rules for days on which travelling allowance in any other form is not drawn, in the case of—

- (i) individuals necessarily detained at-
 - (a) a port of embarkation or disembarkation in Bangladesh the number of days the individual is detained will be creative by the embarkation authority concerned;
 - (b) a place en route when proceeding to a port.
- (ii) officers unavoidably detained at a port in Bangladesh when returning to field service overseas from leave on medical certificate;
- (iii) officers returning to Bangladesh from sick leave due to field service who are detained at a port awaiting posting orders or onward sea conveyance;
- (iv) officers and nursing officers who may be detained at a port of disembarkation for the purpose of replacing kit, etc., which may have been lost through accident at sea or on field service. The daily allowance is granted, at the discretion of the Divisional Commander or Embarkation Commandant at the port, for such period as is absolutely necessary up to a maximum of 7 days;
- (v) officers travelling on duty between East and West Bangladesh, who are detained at the port of embarkation in connection with health documents, nominal rolls, etc. Daily allowance will be admissible for a maximum period of two days. However, in cases where major or party moves are involved, a senior officer will be called 4 clear days in advance of the actual sailing of the ship for which daily allowance will be admissible.

Note 1.- Daily allowance under the above rules will not be admissible to an individual-

- (a) who fails to embark in the ship appointed for his conveyance while awaiting another passage, unless the delay has arisen from causes beyond his control;

- (b) for the period of voyage from port to port in *Bangladesh route* to an overseas country;
- (c) for the day of embarkation except as provided for in [rule 139](#);
- (d) who is detained on account of sickness in his family.

Note 2.- Officers Commanding Transit Camps, Karachi and Chittagong are authorised to issue detention certificates to individuals detained at ports under this rule. These certificates be countersigned by the Embarkation Commandant concerned so as to indicate the necessity for detention of the individual concerned at the port of embarkation disembarkation for reasons beyond his control.

143. Daily allowance admissible during enforced halts.—(1) Daily allowance at the rates laid down in [rule 153](#) will be admissible to individuals travelling on warrant for enforced halt at any station due to lack of onward rail, road or air accommodation.

(ii) The Railway Transport Officer/Movement Control Officer or where no such officer exists, the Station Commander must certify that the individual was forced to halt for the period for which daily allowance is claimed and also that the halt was necessitated in circumstances beyond the officer's control. The concession will not be admissible for enforced halts during journeys connected with casual or other leave.

(iii) 30 per cent reduction in the amount of daily allowance will be made if the individual is provided with free accommodation during the period of enforced halts. A further reduction of 45 per cent in the amount of D. A. will be made if and when free rations are provided.

144. Daily allowance admissible when attending courses of instruction.- (i) An individual detailed or permitted by competent authority to attend an authorised course of instruction either as student or as an instructor at a station other than his own shall be entitled to draw daily allowance as shown below provided the journey is not classified as permanent under [rule 124](#).

A student.—Daily allowance at the full rate to which he is entitled for the first ten days of the course and at half of this rate for each day of the course thereafter subject to the proviso that daily allowance shall not be drawn for more than 42 days in all.

Note- Daily allowance before and after a course will also be granted to a student subject to the proviso that daily allowance shall not be drawn for more than 42 days in all. Further provided that this allowance will be granted only if the administrative authority concerned certifies that the early arrival and late departure of the individual was due to exigencies of Service and was of the minimum possible duration.

An instructor.—Daily allowance at the full rate to which he is entitled for the first ten days of actual duty before or during the course and half of this rate for each day of actual duty(including duty after the course) thereafter subject to the proviso that daily allowance shall not be drawn for more than 42 days in all.

(ii) In cases, however, where an individual is employed as an instructor on the completion of a course as a student, the entire period of his detention shall be viewed as one continuous period of duty and daily allowance restricted to the first 42 days of his stay at the outstation.

(iii) When a course of instruction is conducted partly at one station and partly at another situated more than five miles apart daily allowance at full rate will be allowed for the first ten days of the course at each station and half the rate thereafter, subject to the condition that the total period for which daily allowance is allowed for halts at both the stations does not exceed 42 days in all.

145. Daily allowance admissible to officers attached to the staff to qualify for the Staff College Entrance Examination.—An officer who is attached to the staff at a station other than his permanent station for the purpose of the completion of certificate 'D' of A. F. C.-2112 is entitled to daily allowance at the full rate for the first 10 days and a half the rate for each subsequent day, up to 42 days in all.

146. Daily allowance admissible to officers appointed as attached officers.—Officers, who are appointed as attached officers at General, Air, Naval and Divisional Headquarters or on the staff of a formation or sub-area, who move on the temporary duty scale, will be eligible for daily allowance as in [rule 145](#).

147. Daily allowance admissible in connection with examinations in professional subjects.—(i) Daily allowance is admissible for halts on duty (or on a holiday occurring during such duty) in connection with examinations in professional subjects, including entrance examinations for the Staff College, whether as a member of a board, superintending officer, examiner or examinee, except—

- (a) to an individual who may be on leave at the station where the examination is held, and
- (b) an individual who presents himself for examination in any subject after having once failed in the same, unless he is ordered to attend the examination at a station outside the command in which he is stationed.

(ii) In the case of voluntary language examinations D. A. is admissible for members of boards, superintending officers or examiners only.

Note.—An officer attending the entrance examination for the Staff College is eligible for daily allowance on each occasion on which free conveyance under [rule 239 \(1\)](#) or [275 \(d\)](#) is admissible, subject to the condition in (i) (a) above.

148. Daily allowances admissible in respect of attendance at regimental conferences.—Daily allowance, limited to such period as will enable him to be present for the two consecutive full working days at the conference, is admissible to an officer attending the biennial regimental conference at the station selected by officers commanding Armoured Corps Centre, or infantry regimental centres, as the case may be.

149. Daily allowance admissible when ordered to attend an investiture.—Daily allowance admissible under ordinary rules to persons ordered to attend an investiture for the purpose of receiving a decoration (see [rule 254](#)) is limited to an amount not exceeding a maximum of three days.

150. Daily allowance admissible when detailed for duty in connection with guards of honour, detachments, etc.—(i) In the case of temporary duty with detachments in connection with guards of honour and escorts to high officials, other than

guards or escorts permanently authorised for certain officials, daily allowance may be authorised by competent authority.

(ii) An officer inspecting a detachment of his unit which is absent from his headquarters may, in special cases, be granted daily allowance up to 10 days by the Brigade or the Sub-Area Commander concerned.

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151. Daily allowance admissible to commissioned officer when called out in aid of civil power at stations other than their own.—Daily allowance is admissible to commissioned officers when on temporary duty with detachments in connection with the suppression or prevention of civil disorder at stations other than their own. For rates and conditions see "Notes on Aid to Civil Power".

Note. —For allowance for periods of duty of a non-military nature in connection with strikes see P. and A. Regulations.

152. Daily allowance admissible to officers accompanying detachments attached to units other than their own etc.—(i) Except as provided for in rules 150 and 151 above D. A. is not ordinarily admissible to an individual present or doing duty with his own unit or a portion thereof or doing duty with any formation or body of troops of which he forms part for the time being.

This does not apply to officers of departments and services, i.e., officers not regimentally employed, e.g., medical officers, R. P. A. S. C. officers serving with M. T. units who are temporarily employed as S. T. Os. at outstations, etc. Such officers when detailed for temporary duty at outstations are governed by the normal D. A. Rules.)

(ii) In special cases D. A. may be granted to officers attached to other units of which they form part for the time being, e.g., R. P. A. S. C. Officers serving with M. T. units, or officers detailed for reservist training, etc., but the title to such allowances will be determined with reference to mess facilities, and where these are not available, D.A. may be granted under the ordinary rules, due regard being paid to instructions in [rule 127 \(iii\)](#) and that the period for which allowance is granted shall not exceed 10 days unless special circumstances exist [vide [rule 134 \(iv\)](#)].

(iii) In the case of officers accompanying detachments, an allowance at a reduced rate to be determined by competent authority, Brigade, Sub-Area or Divisional Commander, may be granted up to a maximum of 10 days, to meet expenditure on messing.

153. Rates of mileage allowance for journeys by road, and of daily allowance.—

(1) Mileage allowance.—(a) (i) Mileage allowance for journeys by road shall be as follows for each mile travelled:-

To a Government servant of the first grade	8 annas
To a Government servant of the second grade	6 annas
To a Government servant of the third grade	2 annas and 6 pies
To a Government servant of the fourth grade	1 anna and 6 pies

Note 1. In cases where the bases, whether privately owned or operated Governments charge fare at the rates higher than the mileage allowance prescribe in sub-clause (iii) above, the individuals performing the journey by road otherwise than on transfer by taking a single seat in a motor omnibus or motor lorry plying for hire will be entitled to actual bus fare.

Note 2.-An individual travelling by a taxi, motor omnibus or lorry plying for hire by taking more than a single seat will be entitled to road mileage at the rates prescribed in sub-clause (iii) above and not at higher rates, irrespective of the fact whether he takes one or more seats. However, in the case of taxis plying forindividuals is can claim higher road mileage prescribed in sub-clauses (i) and (ii) above where taxis do not take passengers on single seat basis and consequently a whole taxi has to be engaged.

(ii) For the specially expensive localities included in Appendix "E" the rates of road mileage allowance shall be either the rates given below plus the existing percentage increases or the rates stated above without any percentage increases, whichever are higher:-

To a Government servant of the first grade	6 annas
To a Government servant of the second grade	4 annas
To a Government servant of the third grade	2 annas
To a Government servant of the fourth grade	1 anna

(iii) The road mileage rates for journeys by road, other than on permanent transfer, when the journey is performed by taking a single seat in a taxi, motor omnibus or motor lorry plying for hire, will be admissible at the following rates: —

Rates Admissible

Grade I	Grade II	Grade III	Grade IV
2 annas a mile	1 annas and 6 pcs a mile	1 anna a mile	1 annas a mile

In case the road mileage is claimed at the higher rates prescribed in sub-clauses (i) and (ii) above, a certificate as given in [rule 127 \(iii\)](#) (h) should be demanded and attached to the claim.

(b) If a person travelling by road, otherwise than on permanent transfer, travels on a rail-cum-road ticket issued by railways, wherever rail-cum-road services exist, and are controlled by railway authorities, mileage allowance admissible to him for the road portion of the journey will be calculated as follows: —

(i) 1-1/2 of the single journey fare charged for the journey by road, by motor car, bus or lorry; or were return tickets only are issued 1-1 /2 of the return journey fare charged for the journey by road, by motor car, bus or lorry. Subject to the maximum road mileage prescribed in clause (a) above

Note. Wherever railcum-road services exist, road mileage will to calculated is given above irrespective of whether the connecting road service is controlled by the rail way authorities or is run under contract with a private company.

(2) Daily allowance.—(i) For stations other than those classed as specially expensive localities, the rates of daily allowance shall be as follows

(a) To a Government servant of the first grade.—

Pay up to Rs. 750	Rs. 7-8-0
Pay exceeding Rs. 750 but not exceeding Rs. 1,000	Rs. 9-0-0

Pay exceeding Rs. 1,000

Rs. 9.00 for the first Rs. 1,000 plus Rs. 1-8-0 for every additional Rs. 500 or fraction thereof subject to a maximum to Rs. 5-0-0

(b) To a Government servant of the second grade.— Annas tour for every Rs. 12-8-0 or fraction thereof, subject to a maximum of Rs. 7-8-0.

(c) To a Government servant of the third grade. - Annas four for every Rs. 12-8-0 or fraction thereof subject to a minimum of Rs. 2-0-0.

(d) To a Government servant of the fourth grade.—Rs. 1-8-0.

(ii) For the specially expensive localities of Karachi, Lahore, Dacca and Chittagong the rates of daily allowance shall be as follows :—

(a) For a Government servant of the first grade.—

Pay up to Rs. 750

Rs. 7-8-0

Pay exceeding Rs. 750

Rs. 11-0-0 for the first Rs. 750 plus Rs. 1-11-0 for every Rs. 5000 or fraction thereof subject to a maximum of Rs. 30.

(b) For a Government servant of the second grade. - Annas five for every Rs. 12-8-0 or fraction thereof, subject to a minimum of Rs. 10-0-0.

(c) For a Government servant of the third grade. - Annas five for every Rs. 12-8-0 or fraction thereof, subject to a minimum of Rs. 2-8-0.

(d) For a Government servant of the fourth grade.—Rs. 2-0-0.

(iii) For the specially expensive localities included in Appendix "E" other than Karachi, Lahore, Dacca and Chittagong, the following rates of daily allowance plus the existing percentage or ad hoc increases, as the case may be, or the rates shown in clause (i) above, whichever are higher, shall be admissible:-

(a) To an individual of the first grade.—

Pay up to Rs. 750

Rs. 5

Pay exceeding Rs. 750 but not exceeding Rs. 1,000

Rs. 6

Pay exceeding Rs. 1,000

Rs. 6 for the first Rs. 1,000 plus Rs. 1 for every additional Rs. 500 or fraction thereof, subject to a maximum of Rs. 10.

(b) To an individual of the second grade. - Annas two for every Rs. 12-8-0 or fraction thereof, subject to a maximum of Rs. 4.

(c) To an individual of the third grade. - Annas two for every Rs. 12-8-0 or fraction thereof, subject to a minimum of annas eight if pay is not less than Rs. 35 and annas six if pay is less than Rs. 35.

(d) To an individual of the fourth grade. - Annas four.

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159.

SECTION 4.—MILEAGE ALLOWANCE

160. Calculation of mileage allowance for different classes of journeys. -Mileage allowance is differently calculated, according to whether the journey is or could be made by railway or by road.

161. Calculation of mileage allowance when an individual travels by lower class accommodation than that to which entitled.—An individual is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions of all rules regulating mileage allowance contained in Chapter II of these regulations are subject to the condition that if an individual travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used plus the extra fare or fares admissible for the journeys of the class by which he is entitled to travel. In cases, however, in which the controlling officer is satisfied that there were sufficient reasons for the individual having travelled by the lower class, he may allow the full travelling allowance admissible for the higher class.

162. Class of accommodation for mileage allowance for journeys by railway.—
(i) For the purpose of calculating mileage allowance, individuals when travelling by railway are considered to be entitled to class accommodation according to the following scale :—

- (a) An individual of the first grade.—Accommodation of the highest class provided on the railway by which he travels.
- (b) An individual of the second grade.—Second or, if the line by which he travels provides no second class accommodation on any train, highest class.
- (c) An individual of the third grade.—(1) If travelling on any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling—intermediate class.
(2) If travelling on any railway which provides no intermediate class accommodation on any of the trains which stop at the station to and from which he is travelling—
 - (i) Where there are two classes only—lower class.
 - (ii) Where there are three classes—second class if his pay is not less than Rs. 100 a month and third class if it is less than Rs. 100 a month.

- (d) An individual of the fourth grade.—The lowest class whether it is called lower, third or fourth.

Note 1.—When only one class of accommodation is provided on a railway or on all trains running between certain station on a railway, mileage allowance is calculated as follows on the basis of the appropriate data in the railway time and fare tables :—

Individuals of the first grade	First Class
Individuals of the second grade	Second Class
Individuals of the third or fourth grade	Third Class.

Note 2.—The rule in (i) (c) (2) above applies only to individuals who actually travel by rail and not to those who travel by other methods of conveyance though entitled to have their mileage calculated as if they had travelled by rail, vide Note 3 to [rule 115](#). When a journey is performed by other means of conveyance, mileage allowance, if admissible, should be calculated as if the individuals concerned were entitled to fares of the intermediate class.

(ii) If an individual of the second or third grade travels by a train which does not provide the class of accommodation to which he is entitled under clause (0), he may be allowed to draw a single railway fare of the next higher class plus the extra fare or fares admissible at the rate for the class by which he is entitled to travel, provided that the journey is actually performed by the higher class and the controlling officer (referred to in [rule 127](#)) attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he should travel by that train. This concession does not apply to an individual of the third grade whose pay is less than Rs. 100 and who travels on a line which provides intermediate class accommodation on one or more of its trains but not on the particular train on which he travels, if there is third class accommodation on that train. Such an individual is restricted to mileage allowance calculated for intermediate class accommodation.

(iii) When through booking involves the payment for part of a journey of rates for accommodation of the next higher class than the one to which the individual concerned is entitled, the individual may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking plus the incidental fare or fares admissible at the following rates:-

(a) for that portion of the journey where accommodation of the class to which he is entitled is not available and it is necessary for him to travel by the next higher class, at the rate for the higher class; and

(b) for the rest of the journey, at the rate for the class to which he is entitled.

163. Admissibility of mileage by road to competent authorities, etc., between places connected by railway.—Competent authorities, Divisional Commanders and Commanders of Brigades and Sub-Areas may draw mileage by road for the distance travelled in lieu of all other allowances when proceeding by private or hired motor car on temporary duty within the area administered by them between places where the shortest route lies by rail,

- 164.
- 165.
- 166.
- 167.
- 168.

SECTION 5.—TRAVELLING ALLOWANCE ADMISSIBLE FOR DIFFERENT CLASSES OF JOURNEYS.

169. Individuals of the first three grades.—An individual of any of the first three grades in [rule 114](#) to whom travelling allowance is admissible, is entitled to travelling allowance as follows :—

(A)-For journeys on temporary duty if not in receipt of permanent travelling allowance.

(a) By road.—Daily allowance for his grade at the rates in [rule 153](#) which can be exchanged for mileage allowance under the rules in Section 3. If mileage allowance is drawn, one mileage allowance at the rates given in [rule 153](#) is admissible.

(b) By railway.—

- (1) Daily allowance for his grade at the rates in [rule 153](#) which can be exchanged for mileage allowance under the rules in Section 3. Mileage allowance when drawn is one and a half of the fare of the class in which the individual is entitled to accommodation under [rule 162](#).

Note.—The above allowances are subject to the usual deduction under [rule 125 \(i\)](#).

- (2) In the case of an individual of the third grade if there are two rates of fares for mail and passenger trains the fare for passenger train only will be admissible, unless a certificate is furnished by the controlling officer that it was necessary in the interests of public service for the individual to travel by mail train.
- (c) By river.—For river journeys mileage allowance shall be admissible at 1 3/5 fare (i.e., fare exclusive of diet) at the lowest rate of the class in which an individual is entitled to accommodation (See [rule 126](#)).
- (d) For sea journeys.—For sea journeys mileage allowance shall be admissible at 1k fares of the class in which the individual is entitled to accommodation under [rule 36](#). (See also [rule 139](#)).
- (e) Halts at outstations.—Daily allowance is admissible under the rules in Section 3.
- (f) Transportation of personal effects.—In the case of journeys by road, railway or river nothing in addition is admissible on this account.

(g) Transportation of horses and conveyances.—See [rules 120](#) and [373](#).

(B)—For journeys on permanent duty,

(a) By road.—

- (1) Two mileage allowances at the rate to which his grade entitles him.
- (2) One additional mileage allowance if two members of his family accompany him and a second if more than two members accompany him.

(b) By railway. —

- (1) Three fares if the class to which his grade entitles him subject, however, to any deduction which has to be made under [rule 125](#).
- (2) One extra fare for each adult member of his family who accompanies him and for whom a full fare is actually paid, and one half fare for each child for whom such fare is actually paid.
- (3) In the case of an individual of the third grade, the fare will be calculated with due regard to (A) (b) (2) above.

Note.—Incidental (extra) fares admissible to individuals on temporary and permanent duty should be calculated on the basis of ordinary train fares irrespective of the train by which the journey is actually performed. The railway fares for the journeys actually Performed by the individuals and their families will, however, continue to be calculated at Mail/Ordinary fare rates, if the journey is actually performed by such trains under authority of the officer ordering the move.

(c) By river.—For river journeys mileage allowance admissible shall be three fares (i.e., fares exclusive of diet) at the lowest rate of the class in which an individual is entitled to accommodation. In addition, one fare (i.e., fare exclusive of diet) for each adult member of the family and one half fare for each child at the lowest rate of the class in which entitled to travel and for whom the fare is actually paid (see [rule 126](#)).

(d) For sea journeys. —See [rule 139](#).

(e) Transportation of personal effects within the limits prescribed in [rule 382](#).—

- (1) In the case of journeys by road, mileage allowance is admissible at the rate to be fixed by Brigade, Sub-Area or Divisional Commander for routes within their respective spheres of duty. This rate will be calculated on the average cost of conveying goods by the cheapest method of conveyance, and will be examined annually in April in consultation with the local civil authorities and the Controller of Military Accounts concerned.

Note.- In the case of journeys in localities outside the administrative borders of Bangladesh, the Brigade, Sub-Area or Divisional Commander of the area adjacent to such localities will be the authority competent to fix the rate.

- (2) In the case of journeys by rail, the actual cost of carriage by goods train is admissible. If an individual carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.
- (3) An individual who carries his personal effects by road between stations connected by rail may draw actual expenses up to the limit of the amount which would have been admissible had he taken the same quantity by goods train. In cases where the actual expenses claimed exceed the limit mentioned above, a competent authority may, for valid reasons, allow such claims subject to the limit of the amount which would have been admissible if the maximum number of maunds had been transported by goods train.
- (4) In the case of journeys by river the actual cost of conveyance by steamer within the authorised limits shall be admissible.
- (5) In the case of journeys by sea, conveyance for the authorised scale of personal effects will be arranged for on requisition through the embarkation authorities at the port, but see [rule 15](#).
- (6) Subject to the prescribed maximum number of maunds, an individual may draw the actual cost of transporting personal effects to his new station from a place in Bangladesh other than his old station (e.g., from a place where they are purchased en route or have been left on the occasion of a previous transfer) or from his old station to a place in Bangladesh other than his new station, provided that the total amount drawn, including the cost of transporting these personal effects, shall not exceed that admissible had all his personal effects been transported from the old to the new station direct.
- (7) When an individual transports more than the maximum maundage admissible by a cheaper route, he can draw actual charges not exceeding the amount admissible for the maximum maundage by the normal recognized route.

Note. 1- The two extra fares given to an individual moving on permanent duty are intended to cover all subsidiary charges in connection with the transport of personal effects.

Note 2.—Claims preferred under clause (d) above, for carriage of personal effects will be admitted in all cases at the lowest available rates for "smalls" (i.e., small core segments for which charges are made on actual weight).

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(f) Transportation of horses and conveyances.—See [rule 372](#) et seq.

Note.—The term "personal effects" is not subject to definition but the controlling office (see [rule 127](#)) must satisfy himself that a claim to reimbursement on account of their transportation is reasonable. In the case of journeys on permanent duty, an officer's horse, a motor vehicle or other conveyance, can be viewed as covered by List them when not permitted to be transported separately at public expense, and accordingly the amount spent on such transportation may be claimed up to a limit of the balance of the amount which would have been admissible had the maximum maundage been transported by goods train or by sea on requisition. In cases where such a motor vehicle is transported between two stations under its own power and conveyance charges for such a car are claimed as a part of authorised baggage, the expenses incurred will be calculated at the rate of two annas per mile.

170. Travelling allowance for journeys on permanent transfer from East to West Bangladesh and vice versa.—The recognized mode of conveyance and route between East and West Bangladesh is by rail-cum-sea via Karachi and Chittagong. Where sea passages are not-readily available or urgent moves are necessary due to the exigencies of the service, individuals may be authorised to travel by air or they may be permitted to make their own arrangements either by sea or air.

Travelling allowance will be regulated as follows :—

A. When Sea passages are provided on requisition.

- (i) Inland journeys.—Permanent duty scale of T. A. for self, family and baggage under [rule 169](#).
- (ii) Sea journeys.—Free passage for self (with messing), family and authorised servants and baggage as laid down in these regulations.
- (iii) No incidental fares in respect of the sea journeys will be admissible.
- (iv) When free messing is not provided, the cost of actual messing or ration allowance, if admissible under the normal rules, will be admissible.

B. When sea passages are not provided on requisition.

- (i) Inland journeys.—As in A (i) above.
- (ii) Sea journeys.—Actual cost of sea passage for self (with food), family and authorised baggage up to the scale laid down in these regulations.

C. When authorised to travel by air.

- (i) Inland journeys.- (between duty stations and ports of enplanement deplanement). One rail or steamer fare for self and one fare for each adult member of family and half fare for each child, if actually paid, from the old duty station to the port of enplanement and from the port of deplanement to the new duty station. Mileage allowance for journeys by road admissible under [rule 169](#) will also be allowed.

- (ii) Air Journeys.—
 - (a) Actual air fare for self and family.
 - (b) Two incidental fares by the shortest rail route from the last duty station to the new duty station.
 - (c) Cost of conveyance of baggage for inland movements and actual cost of conveyance by sea up to the authorised scale.

D. When not authorised to travel by air but journey performed by air.

- (i) Inland journeys.—As in C, (i) above,
- (ii) Air journeys.—
 - (a) Actual cost of air journeys or the cost of standard sea passage, whichever is less, for self and family.
 - (b) Incidental fares as in C. (ii) (b) above.
 - (c) Cost of conveyance of baggage as in C. (ii) (c) above.

171. Travelling allowances to families entitled to conveyance apart from the head of the family or when the head of the family travels on warrant or by route march.—(i) The following is the scale of travelling allowances admissible to families entitled to conveyance, when travelling, apart from the head of the family or when the head of the family travels on warrant or by route march

- (a) For journeys by railway.—One fare for each adult member of the family and one half fare for each child, of the class in which entitled to travel and for whom such fare is actually paid.
- (b) For journeys by road.—One mileage allowance for one member of the family, a second mileage if two members of the family, and a third if more than two members, travel, at the rate to which their grade entitles them.
- (c) For river journeys.—One fare (i.e., fare exclusive of diet) for each adult member of the family and one half fare for each child at the lowest rate of the class in which entitled to travel and for whom the fare is actually paid.
- (d) Baggage.—The scale of baggage will be restricted to the family scale laid down in [rule 382](#) in the case of a family entitled to conveyance apart from the head of the family. In cases where the head of the family travels on warrant or by route march, the amounts which may accompany the individual and the family may be varied, provided that the total amount conveyed free does not exceed the maximum scale for the individual and his family and that no extra expense to the State is involved. The baggage for which free conveyance is allowed in the case of the family will be conveyed on warrant.

- (e) Servants.—When the head of a family travels on warrant or by route march, free conveyance for servants will be admissible but not exceeding the scale laid down in rule 366. A portion of the number may be granted free conveyance to accompany the head of the family and a portion to accompany the family provided that the total number of servants conveyed does not exceed the maximum number for which free conveyance is authorised and that no extra expense to the State is involved. The servants together with the baggage accompanying the family will be conveyed on warrant.

Note.—When the head of the family travels on warrant it will be necessary to issue two warrants instead of one, viz., one for the servants and baggage accompanying the family and one for the head of the family and the portion of baggage and servants which accompanies him. In order to facilitate audit check the second warrant issued must be prominently endorsed at the top, in red ink, with "linked with Warrant No.

(ii) Families who are required to travel on warrant under any special rule are not entitled to draw travelling allowances as above, except in cases where warrants cannot be issued.

(iii) Free conveyance to other places in Bangladesh will be admissible under the ordinary rules in this rule to families of personnel paid from Defence Services Estimates who are ordered to leave any area in which their presence is considered undesirable for reasons of defence, provided that the selected places have the approval of Naval, General or Air Headquarters, as the case may be.

172. Transfers whilst on duty away from headquarters.—(i) An individual transferred whilst on temporary duty away from his head-quarters is entitled to travelling allowance as follows :—

- (a) Travelling allowance on temporary duty scale from the temporary headquarters station to the new station; and
- (b) Difference between permanent and temporary duty scales of travelling allowance from the old to the new station by the direct route.

(ii) An individual whose unit moves to another station when he is away from the unit on temporary duty will be entitled to travelling allowances as follows to join his unit at the new station

- (a) Travelling allowance on temporary duty scale from his temporary headquarters for self; and
- (b) Travelling allowances for his family, if any, from his old station under [rule 169](#).

Note.--The baggage and servants of the individual at the old station of the unit will go with it.

(iii) An individual transferred from one post to another who, under the orders of the competent authority, is permitted to hand over charge if his old post or to take over charge of the new post at a place other than the headquarters, is entitled to—

- (a) Travelling allowance on the temporary duty scale from the place of handing over charge to the place of taking over; and
- (b) Difference between permanent and temporary duty scales of travelling allowance from the old to the new station by the direct route.

For the journeys from his old station to the place of handing over charge or from the place of taking over charge to his new station, travelling allowances will be admissible as for a journey on temporary duty. Travelling allowance as in (i) (b) and (iii) (b) will be admissible on completion of the journey provided that leave other than casual or privilege leave is not taken from the temporary headquarters.

Note.—The provisions of [rule 169 \(B\) \(d\)](#) (6) also apply to clauses (i) and (iii) of this rule.

173. Conveyance of officer when his draft conducting duty synchronises with his permanent transfer.—(i) Subject to the provisions of clause (ii) below, a commissioned officer who is detailed for draft conducting duty at the time of his move on permanent transfer from one station to another, shall perform the whole journey (including that required for draft conducting) on warrant. He shall also be entitled to conveyance for family, servants and baggage by the direct route under [rule 171](#).

(ii) When the route over which the troops are to be conducted does not coincide with the direct route between his old and new stations, the officer shall be entitled, in addition, to the difference between the permanent and temporary duty scales of travelling allowance as for a journey direct from the old to the new station except that conveyance for a servant will not be admissible.

174. Special rules regarding civilians of the fourth grade.—A civilian of the fourth grade who is not required to travel on warrant may—

(A)—For journeys on temporary duty.

- (a) By railway.—Draw as mileage allowance one lowest class in addition to daily allowance.
- (b) By road. —Exchange daily allowance for mileage allowance if the journey exceeds 20 miles.
- (c) By road combined with journey by railway or by sea or river steamer. — Draw mileage allowance, limited as in rule 136 for the road journey in addition to the allowances admissible for the journey by railway or steamer.

- (d) By river. —Draw single fare (i.e., fare exclusive of diet) of the lowest class in addition to daily allowance under [rule 126 \(ii\)](#).
 - (e) For sea journeys see [rule 139](#).
- (B)—For journeys on permanent duty.
- (a) By railway or road. —Draw Mileage Allowance in accordance with the normal rules applicable to other classes of Government servants except that they will be allowed only one extra fare of the lowest class of the journey performed by rail.
 - (b) By river. —Draw Mileage Allowance in accordance with the normal rules applicable to other classes of Government servants except that they will be allowed only one extra fare of the lowest class of the journey performed. For journey by a Government steamer or by a steamer the cost of which is met by Government, see [rule 126\(ii\)](#).
 - (c) For sea journeys see [rule 139](#).

175. Travelling allowance admissible when reserved railway accommodation is provided. —When any of the officers mentioned in rule 61 travel by railway in a reserved compartment, they may, for journeys on temporary duty, recover their actual travelling expenses (including railway fares for servants and freight on camp equipage and baggage) up to a maximum of $\frac{1}{2}$ first class fare.

176. Travelling allowance for journeys to or from manoeuvres or training camps (including artillery practice camps) tactical exercises with or without troops, staff exercises, etc., etc.—(i) Officers and other individuals whose travelling allowances, when proceeding to or from manoeuvres or training camps, are normally debatable to the ordinary grant, will draw travelling allowance on the temporary duty scale.

Note. —This rule applies to officers attending Artillery practice camps otherwise than with their units or detachments or officers of Division/Sub-Area or Brigade Headquarters detailed to attend manoeuvres in their official capacity e.g., on inspection or as spectators.

(ii) Officers and others (except civilians) who are taking an actual part in manoeuvres and other camps, and whose travelling expenses are to be paid out of the training grant, will travel on B.A.F.T.-1714. Free conveyance for their journeys between East and West Bangladesh will also be admissible. The officer administering the training grant may allow actual out of pocket expenses on the journey, limited to daily allowance.

Note 1.—For daily messing- allowance to individuals referred to, in (i) and (ii) above during the period at the camp see P. and A. Regs. Volume II.

Note 2.—Officers taking part in staff exercises at G. H. Q. will be entitled to travelling allowance on the temporary duty scale. Civilians attending manoeuvres, etc., will draw travelling allowance on the temporary duty scale for the journeys involved.

177. Mileage allowance for journeys at out-ports. -The C-in-C. R .P. N., and other officers when at sea with the R. P. N. Squadron for instruction and training, shall draw Mileage allowance for journeys at out-ports at the rates laid down in [rule 153](#).

Other officers who may be placed on duty on whatever account at out-ports whilst accommodated on H. M. P. ships shall be granted mileage allowance at the rates laid down in these regulations for the road journeys performed by them.

178. Travelling allowance for journeys by air in Bangladesh.

Travelling allowance will be calculated as follows :—

(A)—For journeys by air on temporary duty.

- (i) Officers authorised to travel by air on temporary duty are entitled to one air fare or the actual cost of return air tickets, if such tickets are available, plus daily allowance in case no separate arrangements have to be made for their servants or luggage. In case they have to provide separate conveyance at their own expense for servants or luggage they may draw mileage allowance admissible under [rule 179](#).
- (ii) An individual who is not authorised to travel by air but who performs a journey by air on temporary duty can draw only travelling allowance to which he would have been entitled if he had travelled by rail, road or steamer, provided that the travelling allowance so drawn shall, in no case, exceed that admissible to him had he been authorised to travel by air.

Note.- Officers authorised to travel by air on temporary duty in Bangladesh and India will allowed to carry with them baggage at Governm. expense up to 66 lbs. (inclusive of tin free allowance given by the air companies). This concession will not automatically be admissible when the free allowance given by the air companies exceeds 66 lbs.

(B)—For journeys by air on transfer.

- (i) An individual authorised to travel by air on permanent transfer is entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by rail and/or steamer and in addition the difference between rail and/or steamer fares of the class to which he is actually entitled and the air passage fare actually paid for himself and the members of his family. An individual not so authorised to travel who performs a journey or journeys by air on transfer may draw only the travelling allowance to which he would have been entitled if he had travelled by rail and (or steamer, provided that the travelling allowance so drawn shall, in no case, exceed that admissible to him had he been authorised to travel by air.
- (ii) An individual whether authorised or not to travel by air on transfer between places connected only by road is entitled to draw the travelling allowance which would have been admissible had the journey or journeys been performed by road.

179. Travelling allowance admissible for journeys by air in a Government machine or in a machine chartered by Government.

The travelling allowance of an officer, granted free conveyance by air in a Government machine or a machine chartered by Government when travelling on temporary duty, shall be regulated as follows :—

- I. When the duty involves the officer's absence from his permanent station for one or more nights.—(i) Daily allowance shall be admissible at the rate laid down in rule 140. This daily allowance may not be exchanged for mileage allowance unless part of the journey is performed by other means of locomotion in which case the officer may, at his option, draw in lieu of daily allowance the mileage allowance admissible for that part.
- (ii) Where the officer has to send his servants and (or baggage to the outstation, free conveyance on warrant within the authorised scales laid down in [rules 366](#) and [382](#) shall be admissible for the rail, river and road portions of the journey. In cases where the journey or part thereof is between places where the main route lies by sea, conveyance for servants and/or baggage for the sea portion of the journey shall be provided on requisition.
- II. Where the officer returns to his headquarters the same day.— Daily allowance will be admissible according to [rule 137\(C\)](#). In case a part of the journey is performed by other means of locomotion, daily allowance or travelling allowance will be admissible under normal rules.

Note. - The above rule applies to all officers proceeding by air from their parent unit on temporary duty of whatever nature (including those who proceed to take part in manoeuvres or training camps).

180. Daily allowance to R. P. A. F. Officers proceeding with their unit or part of their unit to take part in manoeuvres or training camps or on other temporary duty.—Officers of the R. P. A. F. who proceed from their headquarters station with their unit or part of their unit, i.e., when they are accompanied by a ground party, to take part in manoeuvres or training camps or on other temporary duty to a station in Bangladesh at which no R. P. A. F. unit is located will be granted daily allowance at Rs. 5 per day under the conditions in [rule 134 \(iv\)](#).

The allowance will not be drawn for any day on which travelling allowance may be admissible. Except as provided above, daily allowance will not be admissible to an officer while he is on manoeuvres with his unit, or who proceeds with a portion of his unit, on attachment to another R. P. A. F. unit under the orders of the competent authority.

Note 1.—Officers of the R. P. A. F. proceeding from their unit on temporary duty of whatever nature (including those who proceed to take part in manoeuvres or training camps) when not accompanied by a ground party are not viewed as proceeding with their unit or part of their unit and will be paid daily allowance for periods of halt under [rules 134](#) and [153](#) irrespective of whether there is an R. P. A. F. unit located at the outstation or not.

Note 2.- Commanding Officer when certifying travelling allowance claims of R. P. A. F. Officer for halts in connection with journeys by air will add a certificate on the claim to the effect that the officer was or was not accompanied by a ground party.

181. Journeys to and from sea ports/air ports in Bangladesh *en route* to and from the United Kingdom or other overseas stations,—The following - special rules shall apply to the under mentioned individuals when entitled to conveyance to or from sea ports/air ports in Bangladesh at the public expense in connection with their movements to or from the United Kingdom, or other overseas stations :—

(1) (a) Commissioned officers, who normally draw travelling allowance in cash vide rule 9, shall be provided with conveyance by warrant for self, authorised servants and personal effect not exceeding the quantity laid down in [rule 382](#). Daily allowance shall be admissible under [rule 86](#) and [139](#).

If any such officer proceeds to a station on temporary duty *en route* to or from the port, the whole journey between the permanent station and the port via the temporary station shall be performed on warrant under this rule. Daily allowance shall, however, be admissible for the period of halt at the temporary duty station.

(b) Families of those governed by (a) above, when entitled to conveyance, shall draw travelling allowance as under :—

- (i) For railway journeys, one fare for each adult member of the family, and one half fare for each child, of the class in which entitled to travel and for whom such fare is actually paid.
- (ii) For road journeys, one mileage allowance for one member of the family, a second mileage allowance if two members of the family travel, and a third if more than two members travel, at the rate to which the grade of the individual entitles them.
- (iii) For river journeys, one fare (i.e., fare exclusive of diet) for each adult member of the family and one half fare for each child at the lowest rate of the class in which entitled to travel and for whom the fare is actually paid. Personal effects of these families not exceeding the quantity laid down in [rule 382](#) shall be conveyed on warrant in all cases, and shall be included in the same warrant as the head of the family when accompanying him.
- (c) The provisions of [rule 169 \(B\)](#) (d) (6) shall apply mutatis mutandis to the conveyance of personal effects of the individuals governed by (a) and (b) above to and from stations other than ports or permanent stations.

- (d) Nursing officers eligible to draw travelling allowance (see [rule 9](#)), shall draw travelling allowance at the temporary duty scale plus expenditure actually incurred on the conveyance by mail, passenger or goods train, or by steamer in the case of journeys by river, of their personal effects not exceeding the quantity laid down in [rule 382](#).

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- (e) Civilians shall draw travelling allowance at the temporary duty scale *plus* the actual cost of conveyance by mail, passenger or goods train, or by steamer in the case of journeys by river, of their personal effects not exceeding the shipping company's free allowance in the case of those for whom a specific scale is not laid down in [rule 382](#). See also [rule 112](#).
- (f) Families of civilians governed by (e) above shall draw travelling allowance as in (b) above.

(2) When on return from duty or a course of instruction from a place outside Bangladesh an individual is posted to a station other than that from which he proceeded out of Bangladesh, he shall be entitled to the following in addition:-

- (a) Conveyance on warrant or requisition from the old to the new station of:-
- (i) authorised conveyances left behind subject to the conditions in [rule 372](#), and
- (ii) personal effects left behind, limited to the difference between the permanent duty scale in [rule 382](#) and the scale for which conveyance was allowed from the port. Units moving in relief shall convey the authorised personal effects as in (a) above of individuals absent on duty out of Bangladesh.

The provisions of [rule 169 \(B\) \(d\) \(6\)](#) also apply mutatis mutandis to this clause.

- (b) Conveyance for family as in [rule 171](#) for the journey actually performed in Bangladesh limited to that admissible from the old to the new station provided the family were not entitled to conveyance at public expense to accompany the individual out of Bangladesh.

(3) The controlling officer may, in special cases, permit an individual to make his own arrangements for conveyance of his personal effects required to be conveyed on warrant under the above rules. In such cases, the individual concerned may draw actual expenses incurred up to the limit of the amount which would have been admissible had the maximum scale of personal effects permissible been conveyed on warrant.

The procedure given in Movement Instructions shall be followed on so far as the completion of travelling allowance claims falling under this rule is concerned.

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- 187.
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SECTION 6.—CONVEYANCE ALLOWANCE
(See [rules 102](#) and [103](#))

193. Conveyance allowances.—A list of conveyance allowances specially sanctioned for certain appointments will be found in Appendix 'C'

194. Fixed conveyance allowance for Overseers Grade I, Supervisors Barrack Grade I and Superintendents, E. & M. Grade I of the M. E. S. (i) Conveyance allowance may be sanctioned by Cs. M. E. S. for Overseers Grade I, Supervisors Barrack Grade I and Superintendents E & M Grade I for all duty journeys within the 5 miles' radius, at the rates given in [rule 199\(i\)](#). For days on which journeys are performed out-side that 5 miles' radius, travelling allowance (daily or mileage allowance) will be admissible under the ordinary rules. (See [rules 102](#) and [103](#))

(ii) Horse allowance, not exceeding Rs. 30 per mensem, may be granted by the Cs. M. E. S. in lieu of conveyance allowance under [rule 199\(i\)](#) provided he has satisfied himself that the maintenance of a horse or pony by the individual concerned is the most suitable and necessary means of conveyance for the proper performance of the duties involved.

195. Fixed conveyance allowance for civilian assistant engineers of the M. E. S.—Conveyance allowance, not exceeding Rs. 30 per mensem, may be granted by the Brigade/Sub-Area or Divisional Commander to civil assistant engineers of the M. E. S. for all duty journeys within 5 miles' radius, at the rates given in [rule 199\(i\)](#). For days on which journeys are performed outside the 5 miles' radius, travelling allowance (whether daily or mileage allowance) will be admissible under the ordinary rules. (see [rules 102](#) and [103](#)).

196. Fixed travelling allowance for Commanding Officers of the Bangladesh National Guard battalions when under training but not embodied.—The Commanding Officers of Bangladesh National Guard battalions will draw a fixed T. A. @ Tk. 75 p.m. to cover their transport expenses within their recruiting areas. This allowance will be admissible only when Government transport is not provided or is not utilised for causes beyond the Commanding Officers' control and when their claims are certified to this effect by the Formation Commanders concerned.

197. Conveyance allowance to personnel of the Farms Wing of the R. P. V. & F. Corps.—Conveyance allowance not exceeding Tk. 30 per mensem may be granted by the Assistant Director of Remounts, Veterinary and Farms (Farms Wing) to civilian subordinates of the Farms Wing of the P. R. V. & F. C. for duty journeys within a radius of 5 miles of their permanent station under the provisions of [rule 199 \(i\)](#) (a) with the exception of the starred footnote, provided that the individual concerned possesses a motor vehicle which has enable the farm complement of riding animals to be reduced by one such animal.

198. Conveyance allowance to Superintendents E/M Grade II, Over-seers Grade II Supervisors Bk. Grade II and Storemen of the M. E. S.— Superintendents E/M Grade II, Overseers Grade II, Supervisors Bk. Grade II and storemen of the M. E. S. who habitually travel more than five miles daily on duty, may be granted a conveyance allowance by the C. M. E. S. for the maintenance of a pedal cycle at the daily mileage rate of 2 anna a mile or part of a mile, or at the monthly rate of Tk. 3, which-ever is less.

At stations where pedal cycles are not a suitable means of conveyance, the C. M. E. S. may, at his discretion, grant such persons either of the following :—

- (a) A conveyance allowance for the use of public conveyance such as motor buses, tram cars, etc., as laid down in [rule 199\(i\)](#).
- (b) A horse allowance not exceeding Tk. 30 a month in a station where there are no public conveyances and where a person has to maintain a horse for the performance of his duties. This allowance will not be admissible to a storeman.

Note.—Superintendents E/M Grade II, ranking as second grade individuals, are eligible for conveyance allowance for the maintenance of a motor cycle or other conveyance as laid down in [rule 199 \(i\)](#).

199. Conveyance allowance for journeys within 5 miles' radius of permanent station and to individuals residing in quarters provided free by the State.-(a) Individuals of the second and third grades whose duties necessitate extensive travelling within a radius of 5 miles from their permanent station, or at an outstation provided daily allowance thereat is not drawn, may be granted conveyance allowance as follows by the local head of the department or service, for the period during which the duties are actually performed.

Pedal cycle	1/2 anna a mile or part of a mile, or at the monthly rate of Rs. 3, whichever is less.
Motor cycles or other conveyance	1-1/2 annas a mile subject to a maximum of Rs. 30 a month.
Public conveyances, such as motor buss, tram cars	Actual expenses, not exceeding one anna a mile and limited to a maximum of Rs. 10 a month.

(b) No conveyance allowance will ordinarily be allowed when journeys covered are less than five miles a day. Individuals of the second grade who normally travel less than ten miles a day but who possess motor cycles or other vehicles, will ordinarily be restricted to conveyance allowance as for a pedal cycle, or failing this as for public

conveyances if available. A competent authority may, in special cases, and for reasons which should be recorded, waive the above minimum mileage limits.

*Not applicable to individuals of the third grade,

(c) In cases where it is necessary to grant a fixed allowance on a monthly basis, the amount thereof will be fixed in consultation with the Controller of Military Accounts concerned. Such sanctions will be reviewed half-yearly, and on other occasions as found necessary, by the competent authority, or Commander M. E. S. in the case of M. E. S. establishment, in accordance with the instructions on the reverse of T.-1718-A.

(d) When Government pedal cycles or other conveyances are provided for any individuals or such conveyances can be made available or utilised, no conveyance allowance will be admissible.

(e) An individual who travels occasionally on duty connected with the office or ship, and is required to hire a conveyance, may be allowed to recover actual expenses from the office allowance or office contingent grant.

(f) A non-gazetted or class IV Government servant who travels on duty not connected with the office and is required to hire a conveyance, may be allowed to recover actual expenses, only if sanctioned as a special case by the competent authority under the powers vested in it by [rule 41](#), Financial Regulations, Part I.

(g) When a non-gazetted or class IV Government servant is des-patched on duty to a place at some distance from his office, or is summoned to his office by a special order of a gazetted officer outside the ordinary hours of duty, the expenditure involved may be paid by Government and charged to contingencies provided :—

- (1) that the head of the office certifies that the expenditure was actually incurred, was unavoidable, and is within the scheduled scale of charges for the conveyance used
- (2) that the Government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

(ii) Individuals (excluding commissioned officers) who are entitled to free accommodation and reside in quarters allotted to them free by the State situated more than two miles from their place of work are entitled to draw conveyance allowance at the following rates, provided they are not in receipt of horse, pony or other allowance intended to cover expenses of transit and suitable Government transport cannot be supplied :-

Pedal cycle or other privately owned or hired convey-	1/2 anna a mile or part of once a mile, or at the monthly rate of Rs. 3, whichever is less.
Public conveyances, e. g., motor buses, tram cars, etc.	Actual expenses not exceeding one anna a mile or part of a mile and limited to a maximum of Rs. 10 per mensem.

Note 1.—The intention underlying this rule is that only one journey to and from place of work daily is recognized, but additional Journeys can be admitted in special cases under the authority of the Brigade Sub-Area or 'Divisional' Commander where the use of government transport would not be economical.

Note 2.—The use of Government transport in special circumstances may be authorised by the C-in-C, R.P. N., the P.A. F. and the Q. M. G., as the case, may be. Each of these officers may permit a selected staff officer to sign "for" him and the name of the staff officer selected should be communicated to the officer concerned, in accordance with [rule 113\(i\) \(b\)](#).

(iii) Claims for fixed conveyance allowances—vide [rules 194](#) and [193](#) and sub clause (c) of clause (i) above—will be prepared on B. A. F. T.-i.718-A, and conveyance hire claims will be made out on B. A. F. T.-1718-B. Instructions regarding their submission are contained on the reverse of the forms.

(iv) In the case of an individual who is eligible for conveyance allowance both under clauses (i) and (ii) the journeys involved will be added together and the total allowance regulated under clause (i).

200. Conveyance allowance for civilian Government servants.—(1) (i) A conveyance allowance of Tk. 5 p.m. will be admissible to all non-gazetted civilian Government servants drawing pay not exceeding Tk. 175 p.m. (with marginal adjustments for individuals drawing pay up to Tk. 179 p.m.) who are posted at Karachi, Lahore, Rawalpindi, Dhaka, Chittagong and Saidpur or in the suburbs of these stations [see clause (ii) below] irrespective of the fact whether they reside within the Municipal limits of the station of posting or elsewhere provided to distance between their residence and the place of duty is not less than three miles.

(ii) The localities specified below will be treated as the suburbs of Karachi, Dhaka, Chittagong and Saidpur for the purpose of the conveyance allowance sanctioned in clause (i) above. As regards Lahore, the allowance will be admissible within the territorial limits of the Lahore Corporation and Cantonment.

Chittagong

Panchlaish.
Patenga.
Pahartali.
Sholasahar.
Halisahar.
Kattali.
Bakalia.

Saidpur

Golihat in Kaya Mouza.
Kazipara in Saidpur Mouza.
Easern side of Niamatpur Mouza.
Dhalagacha Mouza.
Rice Mill Area of Bangalipura
Mouza.

Dhaka

Teigaon Police Station.
Narayanganj Municipal Area.
Fatulla Police Station.

Karachi (unnecessary pry Portions emitted.)

(2) A conveyance allowance of Tk. 15 p.m. will be admissible to all non-gazetted Civilian Government servants, whose pay does not exceed Rs. 500 p.m., and the labourers who live in Karachi and work at Drigh Road, Mauripur, West Wharf, Malir, Shantinagar (Jail Road) or any other suburb of Karachi provided the distance from their residence to the place of their duty is five miles or more. This allowance will be granted

only when the Head of the Office records a certificate to the effect that the Government servants/labourers claiming the allowance are obliged to live in Karachi due to the paucity of residential accommodation at the places of their duty and that the distance from their residence to the place of their duty is not less than five miles.

Note.- The conveyance allowance sanctioned in (2) above will not be granted in addition to that sanctioned in (1) above,

201. Conveyance allowance for subordinates employed at Keamari, Manora and Karachi.—(i) Civilian subordinates (including class IV servants) employed at Keamari, who cannot be housed there, are entitled to the grant of actual tram fares for journeys between their residence and Keamari on working days. In the case of an individual who is also in receipt of a conveyance allowance under [rule 199 \(i\)](#), the journeys involved will be added together and the total allowance regulated under [rule 199 \(i\)](#).

(ii) M. E. S. subordinates (including class IV servants) working at Manora but for whom accommodation is not available there, will be granted, if not provided with Government launch, actual launch fares between Keamari and Manora for their daily journeys on duty. This concession will be allowed in addition to the conveyance allowance admissible under clause (i) above.

(iii) M. E. S. subordinates (including class IV servants) working at Karachi but who live at Manora are also entitled to actual launch fares between Manora and Keamari for their daily journeys on duty in addition to actual tram fares for journeys between Keamari and place of duty.

Note.—Conveyance allowance under rule 2C0 will not be granted in addition to the allowance admissible under this rule.

202. Conveyance allowance between offices and treasuries.— (i) (a) Whenever possible, the cashing of Government cheques will be carried out by officers in receipt of a conveyance or special allowance for the upkeep of a motor vehicle. Mileage allowance is not admissible to such officers for journeys within a 10 mile radius. In cases where the above arrangement is not feasible and the engagement of a vehicle is considered essential for the purpose, Government M. T. will be utilised when available, subject however, to the running costs for the same being lower than the rates which would otherwise have to be paid for hiring the usual means of conveyance. The co-ordination of journeys to and from banks and treasuries by representatives of various units and formations in a station should be carried out under arrangements to be made by officers commanding stations in all cases where the adoption of such a system will lead to economy in hiring charges.

Note.—No payment will be made for the use of Government transport on the above occasions.

(b) Where the arrangements mentioned in (a) above cannot be adopted, individuals who have to travel more than a mile each way between their offices and treasuries or post

offices within their station to cash cheques for considerable amounts, or without reference to these conditions when the safe conveyance of the money necessitates a vehicle being engaged, will be refunded actual expenses incurred. If, however, the responsible officer receives an office allowance he must meet such charges from such allowance.

(ii) Claims will be prepared on B. A. F. A. 115.

203 Officer In-charge Dockyard Police.- The Officer Incharge H.M.P. Dockyard Police, Karachi may be allowed to draw conveyance allowed under [rule 199](#) journeys to and from police stations and courts performed on duty.

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CHAPTER III.—ADMISSIBILITY OF CONVEYANCE
SECTION 1.—GENERAL RULES

215. Road conveyance for certain individuals.—Individuals, who normally receive travelling allowance vide [rule 9](#) and also those who are required under rule to travel on warrant, are entitled to receive travelling allowance as laid down in [rule 123](#) (i) for the road portions of the journey at starting and destination stations (including ports) if a warrant or Government transport cannot be utilised, except that the provisions of [rule 119](#) will not apply to the conveyance of baggage. The actual expenses for conveyance of authorised baggage for any fraction of a mile involved will be limited to the mileage allowance admissible for its conveyance as for one mile.

216. Road conveyance for J. C. Os. and warrant officers and Veterinary Assistant Surgeons.—A J. C. O. or a warrant officer or a veterinary assistant surgeon when not accompanying troops shall be entitled to conveyance by road when travelling on duty. Government transport will be utilised when available.

217. Road conveyance for 0. Rs., non-combatants (enrolled), etc.— Unless specially authorised in these rules, other ranks, non-combatants (enrolled) and recruit boys are not entitled to conveyance by road, these classes being required to march. They may, however, be granted free conveyance:-

(i) by the Officer Commanding unit (by the Officer Commanding station when the number exceeds 10) or the local head of the office or department—

- (a) when travelling on duty singly or in parties not exceeding 20 in number,
- (b) when proceeding to attend a course of instruction,
- (c) when a medical officer certifies that they are unable to march.

(ii) by the Officer Commanding station—

- (a) when circumstances necessitate rapid movement, e.g. escorts accompanying stores when required to move faster than they can march,
- (b) when no extra expenditure is involved due to more rapid movement,

(iii) by the Military Secretary to the Governor General—on occasions of ceremonial duty, in respect of personnel of Governor General's Bodyguard.

Note 1.—Conveyance will be provided on warrant unless Government transport is available in which case it will invariably be used.

Note 2.—On roads on which there is no contract for the conveyance of military personnel, actual travelling expenses will be admissible under [rule 123](#).

Note 3.—For scale of accommodation see [rule 79](#).

218. Road conveyance where the main route lies by rail, river or sea.—In the case of the following moves, and should the individuals_ concerned so desire, the despatching officer at his discretion may allow

them to travel by road in public conveyances, subject to the condition that the cost against Government on account of such journeys does not exceed what would have been admissible had the journeys in question been performed by the main route by rail, river or sea-

- (a) Soldiers and others proceeding on leave under [rule 307 \(n\)](#), [315](#) and [342 \(e\)](#).
- (b) Recruiting parties to and from the station from which despatched on recruiting duty, vide [rule 224 \(i\)](#).
- (c) Recruits and non-combatants (enrolled) who cannot be recruited locally, vide [rule 221 \(i\)](#).
- (d) Reservists, travelling under the circumstances laid down in [rule 323 \(i\)](#).
- (e) Rejected recruits travelling under the circumstances laid down in [rule 223](#).

Note.- The above rule does not apply to journeys between places the main route to which lies by road-

219. Conveyance of non-combatant (enrolled) followers and casual personnel on relief moves.—(i) (a) No-Combatant (enrolled) followers of units will accompany units moving in relief.

(b) Casual personnel will accompany the units unless arrangements can be made for their exchange between the relieving and the relieved units.

(ii) When armoured corps units move in relief by road, non-combatant (enrolled) followers of all units will as far as possible be accommodated in mechanical transport accompanying the unit. Similarly, such casual personnel as cannot be transferred from outgoing to incoming units, will be accommodated in mechanical transport. Those non-combatant (enrolled) followers and casual personnel, who cannot be accommodated in mechanical transport, will be despatched by rail with the advance or rear party at Government expense.

220. Road conveyance for families of soldiers and non-combatants (enrolled).—The family of a soldier and a non-combatant (enrolled) shall be entitled to conveyance by road when they are permitted to accompany or follow the head of the family on—

- (i) moves in relief, and
- (ii) moves on permanent duty.

Government transport will be utilised when available.

On other occasions conveyance by road shall not be allowed except as provided for in [rule 256](#).

221. Recruits.—(i) Recruits, combatant and non-combatant (enrolled), who cannot be recruited locally, are eligible for conveyance by rail, river, canal or sea from the place of joining a recruiting party to the nearest recruiting or medical examination centre, and thence to the unit, corps, or depot to which posted.

(ii) Recruits who present themselves at the headquarters of a unit at the request of the Commanding Officer, or produce a certificate signed by a civil officer of the district that they reported their intention of proceeding to headquarters for enrolment, will be allowed, if finally approved, a refund of actual travelling expenses but no expense will be admitted on account of road journeys.

222. Recruits for a Reserve.—Recruits for a reserve will be eligible for conveyance—

(a) from their homes or places of residence to the nearest recruiting or medical examination centre,

(b) to and from their place of trade test, if medically fit, and,

(c) from the recruiting centre to their homes or places of residence, if finally approved. An allowance of two annas per 15 miles will be granted to them for road journeys made under this rule.

223. Rejected recruits.—(i) Individuals, except those obviously unfit, mentioned in [rule 221 \(i\)](#) recruited by a recruiting party or recruiter and finally rejected by a Recruiting Officer or Commanding Officer, will be eligible for conveyance to the place at which they joined the recruiting party, or to their homes, if they actually proceed therefrom to the former place, or to any place provided no extra expense to the state is involved. An allowance of two annas per 15 miles will be granted to them for road journeys made under this rule.

224. Recruiting Parties.—(i) Recruiting parties shall be entitled to conveyance by rail, river or sea from and to the station from which they are despatched on recruiting duty. For journeys by road marching batta at the following rates—

	Per mensem	
	Rs.	As.
Non-commissioned officers and clerks ranking as such	5	0
Sowars, sepoy and all other (including clerks) ranking as such	1	8

shall be admissible from the date of leaving unit headquarters until return thereto except in the case of journeys made by road under the authority of [rule 225](#).

(ii) Recruiting parties, except when proceeding from their units, will ordinarily pay their own and the recruits railway fares. railway warrants only being issued at the discretion of recruiting officers, the amount so expended being recovered by the unit on the certificate of the recruiting officer,

(iii) Regimental recruiters are entitled to conveyance whilst on recruiting duties, including the period spent on journeys from and to the station of their units. Except when proceeding from their units, they will ordinarily pay their own and the recruits travelling expenses, railway warrants being only used at the discretion of recruiting officers.

The provisions of clause (i) regarding the grant of marching batta or conveyance by road shall also apply, mutatis mutandis, to regimental recruiters.

(iv) Paid recruiters, on recruiting duty, will be eligible for conveyance by rail, river, canal or sea, from the place where they obtain their recruits to the nearest recruiting office and return. They will ordinarily pay their own and the recruits travelling expenses, railway warrants only being issued at the discretion of recruiting officers.

(v) Soldiers on leave, when, on recruiting duty, will be eligible for conveyance by rail, river, canal or sea from the place where they obtain their recruits to the nearest recruiting or medical examination centre and return to their homes, if necessary.

(vi) Reservists, pensioned and discharged soldiers, when employed on recruiting duty, will be eligible for conveyance by rail, river, canal or sea from the place where they obtain their recruits to the nearest recruiting or medical examination centre and return to their homes, if necessary.

225. Moves by road in public conveyances.—In the case of moves authorised in [rules 221](#) to [224](#) the despatching officer may at his discretion allow the individuals concerned to travel by road in public conveyances, if they so desire, subject to the condition that the cost against Government on account of such journeys does not exceed what would have been admissible had these journeys been performed by the main route by rail, river, canal or sea. This rule does not apply to journeys between places, the main route to which lies by road.

226. Honorary Commissioned Officers and J. C. Os. employed on recruiting duty.—(i) Honorary Commissioned Officers employed on recruiting duty will be eligible for travelling and daily allowances under these regulations.

(ii) (a) J. C. Os. when travelling by railway on recruiting duty, will normally do so on warrant. Travelling allowance under these regulations will, however, be admissible when railway warrants cannot be issued.

(b) When travelling by road on which motor buses ply for hire, they will be entitled to a road allowance at a flat rate of half an anna per mile in the plains and one anna per mile in the hills inclusive of the cost of conveyance of baggage and irrespective of the mode of conveyance used.

- (c) When travelling by road on which motor buses do not ply for hire, they will be entitled to the actual out of pocket expenses for conveyance both for themselves and their baggage.

227. Clerks of recruiting offices when accompanying recruiting, assistant recruiting or extra assistant recruiting officers on tour.—A recruiting, assistant recruiting or extra assistant recruiting officer may, when he considers it necessary, authorise a clerk of a recruiting office accompanying him on tour, to travel by public motor bus or lorry between stations which are connected by rail, river, canal or sea. In such cases the actual cost of conveyance by motor bus or lorry shall be admissible, irrespective of the cost of the warrant between the two stations.

228. Conveyance inadmissible on resignation.—An individual resigning the service, a staff, departmental or extra-regimental appointment before the expiration of the prescribed tour of duty therein, forfeits all claims to conveyance at public expense, unless such conveyance is specifically authorised by these rules.

229. Conveyance admissible to individuals proceeding on leave pending retirement or in anticipation of discharge.—An individual who proceeds on leave pending retirement, or in anticipation of discharge, may be granted conveyance for himself and family to the same extent as would have been admissible on actual retirement or discharge, provided that the provision of such conveyance does not involve the State in any expenditure over and above the expense which would be incurred by the provision of conveyance on actual retirement or discharge, subject to the liability of refunding the cost of such conveyance should the individual subsequently rejoin unless ordered to do so on public grounds.

230. Leave in conjunction with duty in a country overseas.—(i) An individual who proceeds at, Government expense to a country overseas to attend a course, on deputation, or in any other circumstances which entitle him to conveyance back to Bangladesh, may avail himself of leave for a period not exceeding three months (excluding the periods of the voyages to and from that country) without forfeiting title to passages from, and to Bangladesh.

(ii) If more than three months' leave is availed of (excluding the periods of the voyages), the individual will be liable for the cost of passage one way. As a general rule, the single passage granted by the State in such cases will be from Bangladesh to the country overseas but the C.-in-C., R .P.N. /Q.M.G. /C.-in-C, R P. A. F., has the power to order the alternative should such a course be more economical to Government.

(iii) As an exception to clause (ii) above, an individual detailed for duty in a foreign country who is granted leave on medical certificate as a result of which the aggregate period of leave exceeds three months the title to passages to and from that country will be retained provided that :—

- (a) the disability is due to sickness contracted in Bangladesh, or

(b) the disability is directly due to Government service while attending a course of instruction or otherwise undertaking duty in that country.

(iv) This rule in no way affects the normal rules in Military Leave Rules governing the date of commencement and termination of leave.

(v) In the event of a course of deputation, or the individual's nomination therefor, being cancelled within thirty days of arrival in that country no passage liability will be involved on account of either the onward or return journeys provided the individual returns to Bangladesh by the first vessel in which passage is offered. If, however, he enjoys a longer period of leave than thirty days before the cancellation of the course, the individual will be liable—

(a) for the cost of passages for himself and family from that country to Bangladesh if the leave of which he avails himself exceeds thirty days but does not exceed three months exclusive in both cases of the period of the voyage to that country, or

(b) for the cost of passages for himself and family to and from that country if the leave of which he avails himself exceeds three months exclusive of the period of the voyage to that country.

231. Transfer whilst on privilege wound, injury, disability, or earned leave uncombined with other leave.—(i) An individual to whom travelling allowance is admissible, who goes on privilege, wound, injury, disability, or earned leave uncombined with other leave after he has given over charge of one appointment and before he has taken charge of another, is entitled, whether the order of transfer is received before or after the commencement of his leave, to the conveyance which would have been admissible had he remained at duty.

In the case of an individual who travels from a station at which he is spending his leave with his family to join a new post by a class lower than that to which he is entitled, travelling allowance is admissible as follows :-

(1) For self-

(a) one fare actually paid for the journey made as a result of the transfer,

Or

one fare of the class of accommodation by which the journey was actually made, from the old to the new station,

Or

one fare of the class of accommodation to which his grade entitles him from the old to the new station,

whichever of the three is least, plus

(b) two extra fares of the class of accommodation to which his grade entitles him, from the old to the new station.

(2) For family-

For each member, one or half fares as the case may be, as in (1) (a) above, subject to the provisions of the first subpara of [rule 122\(1\)](#).

232. Transfers on leave other than privilege leave or leave on M. C (wound, injury, disability, earned or service leave).—(i), When on return from leave in or out of Bangladesh (other than that mentioned in [rule 231](#)) an individual who is not entitled to conveyance at public expense for a journey within Bangladesh to rejoin his appointment, is posted to a station other than that from which he proceeded on leave, the controlling officer referred to in [rule 127](#), may authorise free conveyance on warrant or requisition from the old to the new station, of the individual's personal effects within the authorised scale laid down in [rule 382](#) and conveyances subject to the rules in [rule 372](#), left at the old station. In those cases where an individual performs a longer journey by reason of his transfer and is therefore necessarily put to extra expense on account of conveyance of himself, his family, and personal effects and servants, if any accompanying him, the controlling officer, referred to in [rule 127](#), may also grant such travelling allowance as is considered necessary to meet this extra expense limited to travelling allowance at the temporary duty scale for the individual and travelling allowance for his family from the old to the new station. The maximum extra expense admissible in such cases will be limited to the difference between travelling allowance at the temporary duty scale for the individual and travelling allowance for his family, if any, from the leave station to (a) the new station and (b) the old station.

Note.—The term "extra expense" used in this clause means any expenditure over and above that which would have been incurred had the individual been required to return to his original station on expiry of his leave.

(ii) Civilians, who are governed by clause (i), will receive the actual cost of transportation by the appropriate means of conveyance of personal effects up to the prescribed scale and conveyances, between the old and the new stations instead of using warrants for the same.

(iii) An individual on leave, whose unit is moved to another station within Bangladesh, may have his baggage conveyed with the unit, provided that they are within the authorised scale.

(iv) If a motor cycle for which free conveyance is admissible under (1) above, is transported by road under its own power, an allowance as in [rule 372 \(ii\)](#) may be paid.

(v) The period of lien laid down in [rule 16 \(ii\)](#) also applies to the conveyance of personal effects or conveyances under this rule on return of an individual from leave. In cases where an individual wishes to convey his personal effects or conveyances, before proceedings on leave or during the period of leave, the controlling officer may allow him to despatch the same in advance on warrant/requisition from the old to the new station, but in each case the individual concerned will have to take the risk of change in or cancellation of posting orders as the State will not accept any liability on account of any subsequent move or moves of such personal effects, etc. In the event however, of the individual being finally posted to a station nearer to his old station or in the event of his transfer being cancelled, recovery of any extra expenditure already incurred on the conveyance of baggage, etc., will not be made from him.

(vi) The controlling officer may, in special cases, permit an individual to make his own arrangements for conveyance of his baggage normally required to be conveyed on

warrant. In such cases, the individual concerned may draw actual expenses incurred up to the limit of the amount which would have been admissible had the maximum authorised scale of baggage laid down in [rule 382](#) been conveyed on warrant under the above rules.

Note.—The provisions of [rule 169-B](#) (d) (6) also apply to this rule.

233. Journeys undertaken whilst on leave.—(i) Except as otherwise provided in these rules, conveyance is not admissible for a journey made during leave or while proceeding on or returning from leave.

(ii) In no case shall an individual who is transferred to an appointment at another station while on leave, be allowed on return to rejoin at his original station, unless such a course is ordered in the interests of public service.

(iii) An individual who is detailed for temporary duty while on leave, may, if such duty entails a journey from the place where he is spending his leave when so detailed, draw the travelling allowance admissible for the particular duty performed from the place where he is spending his leave to the place where he performs the duty and also for the return journey to the place where he spends his leave, provided he actually performs this return journey.

234. When conveyance may be authorised during leave.—(i) The Q.M.G., the C.-in-C., R.P.N., and the C.-in-C., R.P.A.F., may, for special reasons which should be recorded, authorise conveyance for an individual in the following circumstances :—

(a) When detailed for temporary duty while proceeding on or returning from leave;
or

(b) When detailed for temporary duty at the place where he spends his leave.

(ii) An authority to draw conveyance under sub-para (i) shall only be given when the following conditions are fulfilled :—

(a) it is necessary or expedient in the public interest for the individual concerned to perform the duty at that particular time; and

(b) if the individual concerned were not required to perform the duty, it would be necessary to detail some other person to perform it.

235. Extent of conveyance admissible for duty moves during leave,— The conveyance admissible under [rule 234](#) shall be limited to that admissible for a single journey on temporary duty between the individual's permanent station at the time when he proceeds on leave and the place where he is required to perform the duty.

236. Travelling allowance for officers ordered to report to N. H. Q. at the time of leave.—An officer, when ordered on first appointment to a shore appointment, and on final vacation of such appointment, to report himself to N. H. Q., on return from or proceeding on leave shall be granted travelling allowance for himself only on the temporary duty scale.

237. Officers detailed to convey secret bags.—When an officer returning from leave who is not entitled to free conveyance to his station, is detailed by the embarkation commandant to convey secret bags marked "Safe Hand" he shall be provided with a first class warrant for himself only for a journey from a port in Bangladesh to the formation concerned. Similarly an officer who, when proceeding on leave, is detailed by the competent authority to convey such bags, shall be issued with a single first class warrant for himself for the journey from the station of origin to the port in question. Daily allowance for the period of the journey is inadmissible.

238. Conveyance of details and baggage to and from transit camps- Conveyance for families and invalids and for the public baggage of troops is admissible between the railway station and transit camps, on arrival and departure. Such transport as may be required will be obtained by S .S.O. or the N.C.O. i./c. of the transit camp.

239. Individuals attending examinations and courses of instruction.—(i) Conveyance is admissible to individuals ordered or permitted to attend any of the following whether they pass or fail:-

- (a) An authorised course of instruction.
- (b) An examination in professional subjects.
- (c) A prescribed language examination, including each class of the Interpreter ship.
- (d) A language requalification examination.

(ii) Conveyance as authorised in (i) is admissible once only in respect of the same course of examination, unless the individual concerned is compelled to withdraw on account of illness or circumstances beyond his control, or is ordered to attend the examination at a station outside the division in which he is stationed, or is ordered by competent authority to attend a course for the purpose of renewing a certificate obtained by him at a previous course, or is ordered to attend a Senior Officers' Course at the School of Artillery on a subsequent occasion, provided that the number of vacancies allotted to units for that course are not exceeded. For exception see [rules 275\(d\)](#) and [319](#).

Note 1.- If on the occasion of first presenting himself a journey is not involved, e.g., the course or examination is held at the candidate's own station, and he fails, free conveyance for the same course or examination on a subsequent occasion will not be admissible except in the circumstances mentioned in clause (ii) above.

Note. 2.—In the case of individuals permitted to appear in the first class and special certificates of education by taking up one or more subjects at a time, each subject, or subjects taken up together, will be considered as one examination.

(iii) Individuals who have once been through a course other than a qualifying course, will, if detailed or permitted to attend the course again as a refresher course, be allowed conveyance both ways on every such occasion, provided the refresher course is authorised by regulations.

(iv) When the duration of courses referred to above exceeds three months, the family of the individual concerned is entitled to conveyance within Bangladesh.

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(v) An individual detailed or permitted by the D. M. T. and E. to attend a voluntary course of instruction, or examination in professional subjects and languages, is entitled to conveyance as in (i) and (ii) above.

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241. Individuals attending courses or examinations while on leave.— (i) An individual ordered or permitted to attend an authorised course of instruction or examination, whilst on leave, is entitled to conveyance from his place of residence to the station, provided that the expenditure caused thereby does not exceed that which would have been incurred had he not been on leave.

(ii) Conveyance is inadmissible to an individual who, for his own conveyance, does not proceed to the station to which he had been originally ordered, but is permitted to attend the course or examination in question at the station at which he is residing while on leave.

242. Individuals stationed in a concessional area when deputed to attend a course of instruction.—Individuals normally entitled to draw travelling allowance and who are stationed within an area in which field service concessions are admissible will be granted travelling allowance on the prescribed scale when deputed for a course of instruction ordinarily involving return to their unit or formation on completion of the course, instead of being provided with a warrant.

243. Individuals of States Forces attending courses of instruction or undergoing attachments to regular Army units, formations or headquarters for training.—(i) Officers who hold commands or appointments similar to those held by Commissioned Officers of the Bangladesh Army, when detailed to attend authorised or local courses of instruction or to undergo attachments to regular army units, formations or headquarters for training in Bangladesh, are entitled to draw mileage from the station of duty to the place of instruction or training and back again.

(ii) Other officers and men of States Forces detailed to attend authorised or local courses or classes of instruction or to undergo attachments to regular army units, formations or headquarters for training in Pakis-tan, are entitled to conveyance on the outward and return journeys for themselves. Conveyance for these individuals is to be provided by warrant.

Note.—The C. G. S. will be viewed as the superior officer and his countersignature will be accepted as sufficient authority for the admission of travelling allowance claims provided that a copy of the orders of the prescribed authority sanctioning the attachment or the attendance of the officer concerned at the course or class is attached to the claim.

244. On recall from leave.—(i) An individual belonging to any of the classes enumerated below and who is in a country overseas on duty and goes on leave, other than privilege leave, taken by itself in that country and recalled to Bangladesh on public grounds under instructions from Ministry of Defence before the expiration of such leave, is entitled to conveyance to his station in Bangladesh.

- (a) Officers and warrant officers.
- (b) Civilian officers and subordinates.
- (c) Nursing officers.

An individual recalled from leave, other than privilege leave taken by itself in an overseas country, may be refunded his actual expenses incurred on the return journey up to the cost from the leave station in an overseas country to Bangladesh.

(ii) An individual of the above-mentioned classes and a J. C. O. of Special Medical Section on leave in Bangladesh, other than casual leave, recalled for active service or for duty with his corps or unit or in his appointment by the Divisional, Sub-Area or Brigade Commander before the expiry of his leave, and an officer of the States Forces who is recalled to his unit from leave in Bangladesh other than casual leave, for active service with the regular Bangladesh Army, is entitled to conveyance to his station, provided that the emergency necessitating his return could not have been foreseen at the time of his proceeding on leave.

(iii) When an individual's leave is curtailed by a short period only i.e., by one-third or less of the total leave granted, a competent authority, a Corps/Divisional/Sub Area or Brigade Commander will decide whether conveyance under clause (1) and (ii) above is admissible.

Note 1.—In case of Air Force Officers/personnel, Group HQ/Station Commander O.C. HQ PAF East Bangladesh are also the deciding authorities for allowing conveyance under this rule.

Note 2.—Officers on recall from leave under this rule will travel on cash T.A. in accordance with [rule 9](#).

(iv) J. C. Os. of Special. Medical Section recalled from leave who travel by railway on the concession of return journey for a single fare, will only be refunded their actual expenses for railway journeys, viz., half the single fare paid.

(v) An individual included in the classes mentioned in (i) who is recalled to duty in Bangladesh from leave other than privilege leave taken by itself in an overseas country, is entitled to be reimbursed the cost of his conveyance when he proceeded on leave in addition to receiving return conveyance admissible under (i), provided that he is required on being recalled, to leave the country in which residing before the expiration of half his leave, or of three months, whichever period is the shorter.

(vi) The rules regarding the grant of conveyance to soldiers and non-combatants (enrolled) recalled from leave will be found in [rule 307](#) (g) and [342\(f\)](#).

245. Conveyance admissible when travelling to attend Corps/Regi, mental Re-union.- (i) Serving Officers, JCOs and personnel below commissioned rank travelling from East and West Bangladesh and vice versa in connection with attending Corps/Regimental Re-union shall be entitle to free conveyance by air or sea whichever is cheaper.

(ii) Ex-servicemen and Military Pensioners travelling within East and West Bangladesh in connection with attending Corps/Regimental Re-union shall be entitled to use BAFT-1728 (concession voucher) for rail journeys. Free conveyance under (i) above shall not be admissible to them.

Note :- The above rule will also be applicable to the P.A.F. on occasions, known as Squad on Anniversaries. As far as possible P.A.F. personnel will be provided air passage in service aircraft on fill up basis and without prejudice to service requirement. Air or sea passage, whichever is cheaper, by commercial lines, will be provided if passage by service aircraft is not available. This concession will be admissible once in three years.

246. Conveyance of insanes.- Commissioned officers including Nursing Officers of the P. M. N. S., are entitled to conveyance to and from an asylum in Bangladesh on being declared insane.

247. Individuals, after discharge from the service, when proceeding to a hospital in connection with the supply, etc., of artificial limbs and appliances.—(i) Discharged soldiers and followers are entitled, on the authority of the O. C. military hospital nearest their homes, to conveyance on warrant by rail, river or road, from their homes to the military hospital at which they first report in person and thence to Sialkot or other station to which they may subsequently be sent for treatment, and also for the return journey in connection with the supply, repair and renewal of artificial limbs and surgical appliances and further surgical treatment.

(ii) When attendance is considered necessary they will be provided with warrants for the outward and return journeys.

(iii) The class of rail accommodation will be the same as that which was admissible to the individual prior to his discharge.

(iv) For road journeys, where warrants cannot be issued, discharged soldiers and followers may be granted an allowance of anna per mile in the plains and 0.5 anna per mile in the hills.

(v) Should it be necessary for a discharged officer to proceed from his home to Sialkot or any other station in Bangladesh in connection with the repair or renewal of an artificial limb or appliance, his actual travel-ing expenses may be admitted provided that the O. C. military hospital nearest his home certifies that the journey to such station was essential for the proper execution of the work.

248. Conveyance of workmen of the ordnance and clothing factories and establishments under the C. I. T. D. to receive specialist treatment or for specialist medical officer to attend on them.- (i) Temporary and extra establishment in ordnance and clothing factories and in the establishments under the C. I. T. D. who are workmen as defined in the Workmen's Compensation Act, are entitled to free conveyance when directed by the medical officer in charge of the factory or inspection section concerned to

proceed to another station to consult, or receive treatment from, a military specialist medical officer. No daily allowance will be admissible.

(ii) When the workman is not fit to travel the military specialist medical officer called in by the medical officer in charge of the factory or inspection section concerned to attend on him is entitled to travelling allowance as for duty journeys.

249, Journeys to obtain medical advice.*—(i) If, in order to obtain medical advice, a person is compelled to leave a station at which he is posted and at which there is no medical officer of Government, and travels to another station, he may draw travelling allowance for the journey on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary. The journey should not be undertaken without the previous permission of the controlling officer if such permission can be obtained without risk to the person requiring medical advice.

(ii) Other Ranks who fall sick while on leave and who are required to report to a hospital for treatment or to a civil medical officer, will be entitled to the refund of the actual cost of transport hired provided that the medical officers who examine them certify that the men concerned were unable to walk and that the type of transport used was appropriate in each case.

Bills and certificates duly attested by civil or military medical officers should be handed over to the men concerned before they leave hospital. On return to their units men will present these papers to their commanding officers who will submit them to the C. M. A. concerned for payment on contingent bills.

250. Journeys to obtain medical certificate.*—If a person is compelled to travel to another station to obtain a medical certificate in support of his application for leave, he will be granted free conveyance on warrant except in the case of a civilian who will draw a single fare by rail and river of the class to which his grade entitles him and a road mileage allowance at the rates laid down in rule 153 but no such concession will be allowed for a journey to obtain the countersignature of a medical officer of Government on such a certificate. The journey should not be undertaken without the previous permission of the controlling officer if such permission can be obtained without risk to the person requiring leave.

251. Conveyance of persons summoned to appear before a medical board for assessment or reassessment of pension.—(i) A person (serving or discharged) who is ordered from his Home to proceed to another station to appear before a medical board for assessment or reassessment of his pension or constant attendance allowance will be entitled to free conveyance to and from that station. If in the opinion of the medical board such a person should be examined by a specialist, free conveyance to and from the specialist's station or direct therefrom to the individual's home, as may be necessary, will also be admissible.

(ii) Officers will travel on cash T. A. under the normal rules. Discharged soldiers, non-combatants (enrolled) and casual personnel of the follower class may be granted

warrants for rail and river journeys and for road journeys an allowance of 1 anna per mile in the plains and 1 anna per mile in the hills.

(iii) No daily allowance will be admissible for the period of stay at the place where medical board is held.

Note.- No allowance will be admissible for halts in connection with the journeys under [rules 249](#) and [250](#).

(iv) The authority to sanction claims for travelling allowance of officers and issue of warrants to others will be the O. C. Hospital or President of the Central Medical Board as applicable.

252. Conveyance of students of the King George's Royal Bangladesh Military College, Jhelum, to receive specialist treatment.—Students of the King George's Royal Bangladesh Military College at Jhelum, who require X-ray examination or operative treatment (excluding that for enlarged tonsils) which cannot be performed at the local military hospital, are entitled to conveyance on the outward and return journeys at the end of consultation or treatment to the military hospital, Rawalpindi, from the Jhelum college. The above students may be accompanied by an attendant when considered necessary.

253. Conveyance admissible when proceeding within Bangladesh limits for anti-rabic treatment.—(i) All individuals shall be entitled to conveyance, when proceeding for and returning from anti-rabic treatment under the orders of the competent medical authority, from a station where such treatment is not available to the nearest station where the treatment is available. The concession shall be admissible also to individuals on leave.

(ii) An individual eligible for conveyance under clause (i) whose pay does not exceed Rs. 50 a month and who is not admitted as an indoor patient at a hospital or institute for treatment, may be granted actual conveyance charges to and from his place of residence out of the contingent grant. Such free conveyance shall be allowed only if the competent medical authority, after considering the nature of the wound and the distance involved, certifies that the patient is unable to walk.

(iii) A member of the family of a soldier shall be entitled to conveyance, when proceeding for or returning from anti-rabic treatment under the orders of the competent medical authority, from a station where such treatment is not available to the nearest station where the treatment is available.

254. Individuals ordered to attend an investiture.—Individuals ordered to attend an investiture to receive a decoration awarded for field or other service are entitled to conveyance on both the outward and return journeys.

255. Attendance of officers at University and Degree College Con-convocations to receive their Degrees.—Officers who graduated before they were commissioned, but have not yet formally received their degrees, and are permitted to attend a convocation of their University in order to do so, will be considered as travelling to and from the University on duty if they attend the convocation in uniform.

256. Families of soldiers, religious teachers and non-combatants (enrolled) proceeding on field service or ordered to vacate married accommodation.—(a) (i)

When soldiers, religious teachers and non-combatants (enrolled) proceed on field service, on service overseas other than field service, or to a station at which accommodation for their families cannot be provided or where families are not permitted to reside, their families, who are borne on the authorised married establishment and are residing in Government quarters or private houses and drawing C. I. L. Qrs. are entitled to conveyance to their homes and,

subsequently, to conveyance from their homes to join the head of the family on his return to a station at which accommodation for his family can be provided and families are permitted to reside. Such conveyance to families may also be provided to and from their selected places of residence other than their recorded homes provided the cost thereof does not exceed the cost of conveyance to and from their homes.

(ii) As an alternative to the above families may proceed to and remain with the regimental centre or depot, if formed, provided that accommodation is available and their quarters are not required for other purposes. Such families will subsequently be entitled to conveyance to rejoin the head of the family on his return to a station at which accommodation for his family can be provided.

(iii) A family travelling under this sub-para, is entitled to a road allowance of 2 annas for the wife and 1 anna for every other member of the family over 3 years of age, for every 10 miles or fraction thereof travelled by road provided that the total road journey performed exceeds 15 miles from the nearest railway station.

(b) Families of soldiers, religious teachers and non-combatants (enrolled), who are on the authorised married establishment, will be granted free conveyance to their homes or to a selected place of residence provided no extra expenditure is caused to the state, when they are ordered to vacate married accommodation so as to ensure even distribution of the available accommodation among the units in proportion to their strength and the necessity for the evacuation of their accommodation is certified by the Brigade Commander/O.C.H.Q. P. A. F., Dhaka. This is also applicable to families on the authorised married establishment in non-family stations who were permitted to occupy married ranks' accommodation when they are similarly displaced. Families so displaced will also be allowed free conveyance when they rejoin the head of the family on his being reallocated married accommodation at the same station or any other station of duty.

257. Relatives visiting officers, cadets, soldiers, non-combatants (enrolled), etc., dangerously ill in hospital, etc.—(i) When appointed medical officer considers it

necessary that a civilian subordinate, soldier, a non-combatant (enrolled), casual personnel or private servant, or a class IV servant, suffering from tuberculosis or paraplegia as a result of military service or invalided to a peace station as a result of illness or injury contracted on field service and lying dangerously ill in hospital, should be visited by a relative, the actual cost of conveyance to and from the station at which the individual is in hospital, is admissible to the relative, the cost for both journeys being paid after the arrival of the relative at the hospital. The relative is entitled to the same class of conveyance as the patient visited or 2nd class whichever is lower.

The grant of free conveyance in the case of a patient suffering from tuberculosis or paraplegia is restricted to one return journey for one relative only every six months. If in

any case the patient is granted leave to visit his relatives, he will be granted free conveyance on warrant for the return journey which will be off-set against one corresponding visit of a relative.

(ii) (a) Free conveyance will be granted to not more than two persons, one of whom must be a relative, to visit a cadet in King Georges Royal Bangladesh Military College, Jhelum, reported as dangerously ill in a military hospital, or to attend the funeral of any such individual within Bangladesh, provided that illness or death is not due to the individual's own misconduct.

(b) Serving personnel summoned to visit cadets will travel on warrant in the class of accommodation appropriate to their grade, Warrants will be issued on the authority of a certificate from the O. C. Hospital notifying dangerous illness of the cadet. Ex-service personnel will travel on cash travelling allowance in the class of accommodation according to the grade held at the time of release from military service. The cost of conveyance to and from the hospital will be paid after the arrival of the visitors by the Officer Commanding hospital. In cases where the cost of conveyance to the hospital exceeds Rs. 10 the Officer Commanding hospital, who issues the certificate of dangerous illness, will also send by telegraphic money order for each visitor one single fare of appropriate class.

(iii) (a) Free conveyance will be granted to not more than two persons, one of whom must be a relative, to visit an officer, a nursing officer, a cadet, a soldier, a non-combatant (enrolled) or an enrolled trainee reported as dangerously ill in either a civil or military hospital or to attend the funeral of any such individual within Bangladesh, provided that illness or death is not due to the individual's own misconduct.

(b) The cost of conveyance to and from the hospital (civil or military) will be paid after the arrival of the visitors at the hospital by the officer commanding in the case of military hospital and by the authority who issues the notification of dangerous illness in the case of civil hospital. In cases where death occurs at a place other than a civil or military hospital, necessary payment will be made by the O. C. station. The visitors will be entitled to the same class of conveyance as the patient or the deceased, or second class, whichever is lower.

258. (i) Civilian witnesses attending military courts and courts of inquiry held by civil authorities.—(a) A civilian witness in Government service who is summoned to attend a military court is entitled to conveyance and will receive travelling allowances under the rules applicable to him, provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties.

(b) A civilian witness not entitled to receive travelling and detention allowances under civil rules or these regulations will, when attending military courts and courts of inquiry held by civil authorities, receive travelling and subsistence allowances at the rates fixed by local Government, High Courts or administrations for non-official witnesses

appearing before courts of law under their jurisdiction. The allowances will be ascertained from and paid through the Magistrate through whom the witnesses are called.

(c) It is the duty of the summoning authority to advance to the witness, through the Magistrate concerned, a sufficient sum to cover his travelling expenses, and to arrange payment to him of his expenses on account of carriage, boarding and return conveyance before he leaves the station to which summoned.

(ii) Witnesses attending civil courts.—An individual detailed or summoned either as a witness or as an accused to attend a civil court in a case involving the interests of the State, provided that in the case of a witness the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties, will be entitled to free conveyance. When such conveyance is provided, a witness may not accept any payment on account of travelling or subsistence allowance from the court. Any fees which may be deposited in the court for the travelling and subsistence allowances of the witness must be credited to Government. If the court in which he gives evidence is situated within 5 miles of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

Note 1.—An individual summoned to give evidence while on leave will be entitled to conveyance under this rule, from and to the place from which he is summoned, as if he were on duty.

Note 2.—When a witness attends a civil court in his private capacity, he is only entitled to such travelling and subsistence allowances as are admissible in accordance with the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence. An individual ordinarily eligible to travel on warrant will be entitled to receive advance of travelling expenses for both the forward and the return journeys which will be refunded as soon as such charges are paid to him by the court.

259. Journeys to attend meetings of the Service Sports Control Board, etc.—Members travelling from one station to another to attend committee meetings convened by the Services Sports Control Board or Committees subordinate thereto, referees or umpires selected to attend meetings of Referees or Umpires Sub-Committees and individuals representing S. S. C. B. on recognized civilian sports associations of an all-Bangladesh nature will be considered as travelling on duty. All claims for the travelling and daily allowances on this account will be countersigned by the officer convening the meeting.

260. Journeys to attend meetings of the Sailors Soldiers and Air-men's Board.—Officers detailed as military members of the Sailors', Soldiers' and Airmen's Board to attend quarterly board meetings will use Government transport or alternatively be granted travelling and daily allowances under the normal rules.

261. Allowances admissible to officers permitted to attend conferences, congresses or meetings.—(a) Officers permitted on their own request to attend conferences (other than regimental conferences), congresses or meetings held in Bangladesh, if any Government interest is served thereby, will be allowed a single

railway fare of the class of accommodation to which they are entitled, for the journey each way, without any road mileage or daily allowances for halts at the place of meeting.

(b) Travelling and daily allowances under normal rules will however be admissible when an officer is officially sent to attend a conference, congress or meeting.

262. Officials and non-officials invited to conduct examinations in foreign languages.—(a) Non-official examiners invited to conduct examinations in foreign languages will be allowed travelling allowance as first or second grade officers, at the discretion of the Board of Examiners and daily allowance up to a maximum of Rs. 15 (first grade) and Rs. 10 (second grade). These examiners will be paid their T. A. and D. A. claims on the completion of their duties as examiners and before starting on their return journey.

(b) Government officials invited for this purpose will travel on duty and receive T. A. and D. A. under the normal rules.

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263. Journeys in connection with the interview/examination for the Central Civil Services.—Service officers will be allowed one first class fare each way for their journeys in connection with the interview/ examination for the Central Civil Services.

264. Military convicts and prisoners.—Conveyance is admissible for military deserters or absentees brought back to their units or elsewhere for trial after apprehension and for soldiers sentenced to penal servitude, imprisonment or detention travelling to and from a military prison or detention barracks and also for necessary escorts. Baggage will be restricted to railway free allowance.

265. Journeys in connection with selection for courses abroad.—Officers and Gentlemen Cadets (under training at the P. M. A.), who are called for interview at G. H. Q. in connection with their selection for courses abroad, will be granted conveyance on warrant and daily allowance under the normal rules.

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269. Journeys in connection with interviews for grant of permanent regular commission.— Serving officers (SSRCOs/ECOs) called for interview by the Commission's Review Board at GHQ will be entitled to free conveyance on warrant and daily allowance for the period of halts.

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SECTION 2—OFFICERS AND THEIR FAMILIES.

273. Rules applicable to movements between stations in Bangladesh and stations abroad.—Subject to all rules of general applicability, unless any exception thereto is authorised, an officer is entitled to conveyance in the circumstances stated in this rule.

(a) **When travelling on duty.**

(b) **When detailed for deputation, delegation, permanent or temporary duty or a course of instruction in a foreign country.**

(i) Free air/sea passage, whichever is more economical to the State, from Karachi or other place of departure to the country to which deputed, etc., and free air passage for the return journey will be granted except for journeys to places in India and Ceylon[see sub-clause (ii) below].

(ii) In the case of journeys between Bangladesh and India or Ceylon, mileage allowance as admissible for journeys on temporary duty in East and West Bangladesh will be granted.

(c) **When granted leave while posted on permanent duty, or under-going courses of instruction, abroad, of, not less than 3 years duration.**— Free air or sea passage, as may be more economical to Government, from the foreign country concerned to Karachi/Chittagong and back, will be granted subject to the condition that an officer may, if he so desires, select either alternative method of transport subject to availability, and to his paying the difference in fare if more costly. The concession will be granted only once during the entire tenure and will be subject to the condition that the leave expires at least 6 months before the termination of the tour of duty/course of instruction,. He will travel from the place of duty, abroad to the port of embarkation/ emplaning and from the port of disembarkation/deplaning to his home in Bangladesh and vice versa by rail or road under the normal rules.

Note.—This clause is subject to review later.

(d) **When detailed for a course of instruction or a period of deputation while on leave.**—An officer, who, whilst on leave in an overseas country is detailed to attend a course of instruction or is placed on deputation in that country will be entitled to return passage, at public expense, from the country concerned to Bangladesh for himself subject to the following conditions:-

- (i) That he has defrayed the cost of his passage to the country concerned.
- (i) That the period of deputation or the duration of the course undergone exceeds three months.
- (iii) That he would have been sent overseas at public expense to undergo the course or deputation had he not been on leave.

Passage at public expense to Bangladesh for the family will be admissible only if the duration of the course or deputation overseas exceeds one year.

(e) **When placed on deputation or other duty whilst on leave overseas for a period exceeding 3 months.**- Conveyance is admissible from the country concerned to his station in Bangladesh provided that an officer would otherwise have been deputed for the duty and sent from Bangladesh to that country at public expense.

(f) **Passages for officers taking leave after the termination of the deputation or duty will not be granted, unless the provision of such passages would in any case be necessary under the existing rules.**

(g) **On recall from leave.**—[See rule 244.](#)

(h) **When invalidated to Bangladesh from field service.**- Conveyance will be provided on warrant to the station to which sent in Bangladesh and when returning therefrom on recovery either to proceed on field service or to rejoin a unit or appointment in Bangladesh.

(i) **On being declared insane.**—[See rule 246.](#)

274. Conveyance admissible to officers who proceed out of Bangladesh for the study of foreign languages.—(a) An officer who is deputed to proceed to a foreign country on language duty will be entitled to conveyance from and to his station in Bangladesh to and from the station to which he is posted in that country. Passages for families are, not admissible. An officer who, except for reasons of ill-health or such special circumstances as the Chief of the General Staff may decide, fails to qualify as a 2nd class interpreter will be required to defray the cost of return conveyance from that country to his station in Bangladesh.

(b) An officer who is recalled owing to an unfavourable report by the Military Attached will be required to defray the cost of return conveyance, from the country to his station in Bangladesh.

(c) An officer who voluntarily proceeds at his own expense to a country other than that to which he was sent at the conclusion of his period of study for purposes of leave, and who returns to Bangladesh via the country in which he studied, will not forfeit return conveyance between the country in which he studied and Bangladesh provided he does not avail of more than three months' leave. Such an officer, if he returns direct to Bangladesh from the country where he spends his leave, will only be eligible for conveyance from the port of disembarkation in Bangladesh to his station. Conveyance will, however, be admissible for any baggage, within the authorised scale, which he may wish to send direct from the country in which he studied to his station in Bangladesh.

275. Rules applicable to movements within Bangladesh.- Subject to all rules of general applicability, unless any exception thereto is authorised, an officer is entitled to conveyance in the circumstances stated in this rule and the subsequent rules :-

- (a) **When travelling on duty.**
- (b) **On rejoining for duty after retirement and when returning therefrom on completion of the period of employment.**
- (c) **When detailed or permitted to attend an examination or course of instruction.**-See [rules 239](#) and [241](#).
- (d) **When attending the Staff College entrance examination on second and subsequent occasions.**—Conveyance is admissible on each occasion on which an officer qualifies, whether admitted or not.
- (e) **On recall from leave.**—[See rule 244](#).
- (f) **When invalidated from field service in Bangladesh.**—Conveyance will be provided on warrant to the station in Bangladesh to which sent and when returning therefrom on recovery either to proceed on field service or to rejoin a unit or appointment.
- (g) **When transferred for medical treatment under the orders of the competent medical authority.**—Travelling allowance at temporary duty scale is admissible from one military hospital to another for continued treatment as an in-patient or when transferred to a military hospital from a station in which no such hospital exists and when returning therefrom. Movement orders for the onward journey will constitute authority for the return journey as well.

Conveyance to his permanent station when necessary is admissible in respect of his authorised servants, and baggage in the event of an officer being transferred to hospital, while detailed or permitted to attend a course of instruction or an examination or whilst absent on duty from his permanent station.

- (h) **When moving to another station to consult or receive treatment from a specialist and when returning therefrom.**-Conveyance will be admissible when the move takes place under the orders of the competent medical authority which will be obtained beforehand unless the delay involved entails danger to the health of the patient. Travelling allowance at temporary duty scale under [rule 169](#) will be admissible. Movement orders for the onward journey will constitute authority for the return journey as well.
- (i) **When appearing before a medical board for a prescribed medical examination and when returning therefrom.**

Note 2.—Conveyance is inadmissible to an officer appearing before a medical board for the purpose of commutation of pension.

(j) **On being declared insane and proceeding to and from an asylum in Bangladesh.**

- (k) **When detailed or summoned either as a witness or as an accused to attend a civil court in a criminal case.**—[See rule 258 \(ii\)](#).

- (l) **When ordered to attend an investiture to receive a decoration.**-[See rule 254.](#)
- (m) **When proceeding under orders of the competent medical authority to another station to consult or receive dental treatment from a dentist.**— Officers serving within Bangladesh when proceeding to another station under orders of the competent medical authority to consult, or receive dental treatment from, an officer of the Bangladesh Army Dental Corps or from a civilian dentist employed under the rules in Regulations for the Medical Services in circumstances which entitle the officer to free treatment, will be entitled to free conveyance by road, river, rail and sea from and to their stations. Free passage is restricted to the conveyance of the patient from his station to the station at which the officer of the Bangladesh Army Dental Corps or civilian dentist is serving and back at the end of the consultation or course of treatment.

(n) **Leave travelling concessions for commissioned officers—**

- (i) A Commissioned Officer (other than a K. C. P. O.) proceeding on privilege or combined leave within Bangladesh, will travel on warrant by the main route to and from the nearest railway station to his home or the place where the family resides. This concession will be admissible once after his first year of commissioned service and thereafter every other year. Railway free allowance of baggage only will be admissible,

Where the main route is wholly or partly by sea, the embarkation authority will, on requisition from the O. C. the unit arrange return sea passage within Bangladesh. River journeys will be made on warrant. Road journeys will be performed on warrant or mileage allowance at the rates laid down in [rule 153\(1\)](#) (iii) will be admissible.

The O. C. will have the discretionary powers to authorise the use of a warrant to a place other than the railway station nearest to the officer's home or the place where the family of the officer resides, provided no extra expense to the State is incurred and that the authorised scale of the issue of warrants is not exceeded.

Officers up to and including Commander/Lt.-Col./Wing Commander may use form "D" when proceeding on leave at their own expense.

- (ii) An officer who, owing to the exigencies of the service, is prevented from availing himself of the concession of free conveyance in one year may be granted such concession in the subsequent year when proceeding on leave. For the purpose of determining his eligibility for further free conveyance the concession shall be held to have been availed of in the year in which it originally fell due.

- (iii) The cost of warrants admissible for rail/road/sea journeys may be drawn in cash and utilised towards the cost of air passage by individuals wishing to travel by air provided evidence is produced that the amount drawn has in fact been applied to this purpose. When the cost of air travel including connected rail/road/sea journeys is less than the cost of travel by rail/road/sea and the journey is actually performed by air, claims for travelling expenses will be paid at the lower rates.

For journeys between East and West Bangladesh conveyance shall be admissible by sea or air whichever is cheaper.

- (iv) Officers proceeding on leave to India will travel on warrant within Bangladesh limits and will be granted the cost of fares in cash for travel within Indian limits. This concession will also be admissible to personnel proceeding on leave to Kashmir, Hyderabad and Junagadh States.
- (v) An officer of the R. P. N. granted leave on medical certificate shall be entitled to free conveyance on warrant with temporary duty scale of baggage and a servant to any place in Bangladesh recommended by the Medical Board and the use of such warrant shall not be held to affect the officer's eligibility to travelling concession otherwise admissible.
- (vi) An officer domiciled in East Bangladesh, who is detailed for a definite period of duty in West Bangladesh and is granted privilege leave or special leave before embarkation, will be entitled to free conveyance by rail, road and/or sea/river. This will equally apply to an officer domiciled in West Bangladesh who is detailed for a definite period of duty in East Bangladesh.
- (o) **On retirement or leave pending retirement.**-To selected place of residence in Bangladesh T. A. on temporary duty scale. When proceeding on leave pending retirement form 'E' will be used.

Note.-Officers proceeding on retirement/release should submit their T. A. claims, daily countersigned by the Controlling officers, to the Controller of Military/Naval/Air Force Accounts concerned for pre-audit .And payment before leaving their last duty "stations.Each claim will be supported by a certificate from the officer concerned to the effect that he undertakes to complete the journey for which he has received payment.

When, however, the notice of release is so short as not to allow an officer to adopt the above procedure, he may draw T. A. in advance. A T. A. claim in adjustment of the advance so drawn will be submitted to the Controller of Military/Naval/Air Force Accounts concerned before the officer leaves for his selected place of residence. Any amount that may remain un-adjusted will be made good from his pay for the period of release leave etc. or from his gratuity/pension.

- (p) **On dismissal or removal from service.**—(i) When the C-in-C of the Service concerned is satisfied that a commissioned officer, who is dismissed or removed from the service or who is allowed to resign or retire in order to avoid removal from the service, is unable to pay for his own conveyance and/or that of his

family he may, at his discretion, authorise free conveyance on warrant to the railway station nearest to the individual's home. The scale of baggage shall be restricted to the railway free allowance. Free conveyance of servants shall not be admissible.

- (ii) The class of accommodation to be provided shall be such as the C.-in-C of the Service concerned may order in each case.
- (iii) Applications for the grant of conveyance under this clause shall be submitted to the C.-in-C., R. P. N./Adjutant General/C.-in-C., R. P. A. F.
- (q) **For anti-rabic treatment.**-[See rule 253.](#)
- (r) On being detailed to escort arms/ammunition and explosives and to collect/deliver Military vehicles.

276. Conveyance on first appointment.-(This rule will be published later).

277. Conveyance for cadets undergoing training abroad.—Cadets undergoing courses of instruction abroad of not less than 4 years' duration are entitled to the same concessions as are laid down for commissioned officers under [rule 273 \(c\).](#)

277-A. Conveyance to their homes for cadets from East Bangladesh undergoing training in West Bangladesh.—Cadets from East Bangladesh undergoing training in military institutions in West Bangladesh are entitled to free air passage to and from their homes once a year.

278. Conveyance admissible in respect of attendance at regimental conferences. - Conveyance is admissible to an officer of an active infantry battalion attending the regimental conference at the H. Q. of the Regimental Centre. Conveyance is limited to one officer per unit biennially.

279. Conveyance for officers of the Bangladesh National Guard. -(a) When embodied. -They will be eligible for the same travelling con-cessions as are admissible to equivalent ranks of the Regular Army.

(b) When under training but not embodied. —When travelling to and from regimental centres/battalions on training or to attend a course or when ordered to attend conferences at General or Division/Sub-Area Headquarters, officers will be entitled to travel under the normal rules applicable to regular officers.

280. Medical Officer summoned to treat an individual residing in another station. —A specialist summoned by a competent authority, or a Brigade, L. of C. Sub-Area, or Divisional Commander to another station to see an officer or nursing officer or any of the persons mentioned in [rules 307](#) and [342](#), or an officer of the Bangladesh Army Dental. Corps summoned by a competent authority, or a Brigade, L. of C. Sub-Area or Divisional Commander to another station to advise or treat an individual who is entitled to gratuitous dental attendance, will travel on duty. But such a movement will be ordered only when the patient is certified to be unfit to travel or when it is more economical owing to the number of patients requiring treatment.

281. Colonels and colonel's commandant visiting their units. —(i) A Colonel of a unit, serving or residing in Bangladesh, shall be entitled to free conveyance for one return journey in a financial year to visit his unit. He shall travel on requisition by sea and shall draw travelling allowance at the temporary duty scale for journeys by rail, river and road. Form 'E' shall be used by those eligible to use this form.

(ii) A Colonel commandant of a corps is entitled to free conveyance from and to his place of residence in Bangladesh once a year. T. A. will be admissible at the temporary duty scale.

(iii) No allowance in addition will be admissible nor will reserved accommodation be provided. Advance of travelling allowance or requisition, when necessary, will be obtained from the C. G. S.

282. Conveyance for officers officiating in leave vacancies.- (i) When an officer officiates in a purely privilege leave vacancy travelling allowance on the temporary duty scale shall be granted and be subject to the deduction of the value of Form 'E', irrespective of whether the journey is performed by rail, or by road between places connected by rail. Daily allowance shall not be admissible nor shall conveyance be allowed for motor cars.

(ii) When an officer officiates in a combined leave vacancy extending up to a period of three months or less travelling allowance on the temporary duty scale shall be admissible but daily allowance shall be restricted to the extent admissible under [rule 134 \(ix\) \(b\)](#).

(iii) When an officer officiates in a combined leave vacancy extending over a period of more than three months, travelling allowance on the permanent duty scale shall be admissible but daily allowance shall not be granted.

RULES APPLICABLE TO MOVEMENTS IN COUNTRIES OVERSEAS

283. Admitted to hospitals, etc., in overseas countries.-A Commissioned officer on duty, deputation or delegation or attending a course of instruction in a foreign country is, when admitted to a military hospital in that country, is entitled to receive his actual travelling expenses from his residence to the first hospital to which admitted, from one hospital to another, and when returning to his residence. Travelling expenses as above are admissible also in the event of the officer being admitted for a second time.

RULES APPLICABLE TO FAMILIES OF OFFICERS

284. Conveyance within Bangladesh.- The family of an officer is entitled to conveyance:-

- (a) When the officer moves on permanent duty. However, conveyance is not admissible when a naval officer is permanently transferred from one ship to another ship.
- (b) On moving to and from a seaport when entitled to sea conveyance.
- (c) On retirement in case of families of Commissioned Officers, vide [rule 275 \(o\)](#).
- (d) On first appointment of the officer to his permanent unit (conveyance will be inadmissible during the period of attachment).

285. Conveyance ex-Bangladesh.- (i) The family of an officer is entitled to conveyance-

- (a) When the head of the family moves on permanent duty.
- (b) When the head of the family proceeds to attend a course of instruction or on deputation, delegation, etc., overseas for a period of more than one year.

As an exception to the above, wives may be allowed to accompany their husbands who are sent on courses of instruction to countries overseas other than the United Kingdom provided that the duration of the course or any attachments or visits arising out of it, will entail a stay of eight months or longer in the overseas country. Sanction for free passages both ways for wives will be given in each case by Government on the re-recommendation of the Commander of the Service concerned that he considers that it will be in the interests of the State to allow the wife to accompany the officer.

- (c) When sanctioned by a specific provision in these regulations.
- (d) When the head of the family avails of travelling passage under [rule 273 \(e\)](#).

(ii) Conveyance will not be arranged with a shipping or air company separately unless seats or berths in a vessel or an aircraft belonging to, or chartered by, Government are not available.

286. Conveyance for families of officers who marry while outside Bangladesh.- The family of a commissioned officer who marries while outside Bangladesh will be entitled to free passage to Bangladesh when accompanying or joining the head of the family consequent on his reposting to Bangladesh, subject to the condition that the marriage is contracted with the prior approval of the Head of the Service.

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287. Conveyance for widows and children of officers.—The widow and children of a commissioned officer who dies whilst in the service are entitled to conveyance to their homes within Bangladesh.

288. Passage concessions for families of officers—General rule. —A commissioned officer who, on 28th February, 1950, was unmarried or who joined the service subsequent to that date, will not become entitled to passage concessions for his family admissible under these regulations until he shall either have attained the age of 26 years, or shall have completed six years' total service, excluding boy service, whichever is earlier. This restriction will not apply to officers commissioned from the ranks who, at the time of grant of commission, were already married, or to officers commissioned through the Bangladesh Military Academy, R. P. A. F. College or Officers' Training School, who were married before admission thereto.

SECTION 3.- NURSING OFFICERS OF THE P. M. N. S. AND MEMBERS OF THE AUXILIARY NURSING SERVICE (BANGLADESH).

289. Conveyance for Nursing Officers.—(a) General.—Nursing Officers are entitled to conveyance under the same conditions as are applicable to other Commissioned Officers.

(b) **On first appointment.** —(i) If recruited in Bangladesh, Nursing Officers are entitled to free conveyance on first appointment from place of residence to the station to which posted. Cost of conveyance of baggage up to 17 maunds by passenger train is admissible.

(ii) If enlisted in a foreign country other than India, Nursing Officers will be granted free second class sea passages or passages by chartered aircraft from the country of enlistment to Bangladesh. If no second-class sea passages are available, first-class sea passages of lower grade will be granted. On completion of service they will be granted first class sea passages or passages by chartered aircraft in lieu, in case no sea passage(s) is/are available from Bangladesh to the country of their enlistment or any other country provided no extra expense is caused to the State thereby. Government will not accept any liability for passage(s) if the termination of service is due to one's own fault.

290. Conveyance for General Service Members of the A. N. S. (P.).—During the period of her service with the army, a General Service Members of the A. N. S. (P.) will be entitled to the same travelling con-cessions as for a first grade officer. Leave travelling concessions will be applicable as for Nursing Officers of the P. M. N. S.

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SECTION 4.—CIVILIANS IN MILITARY EMPLOY AND THEIR FAMILIES.

294. Subject to all rules of general applicability, unless any exception thereto is authorised, a civilian of any of the first three grades is entitled to conveyance in the circumstances stated below.

I. **If an officer or a subordinate.—(a) When travelling on duty.**— Provided that pay is admissible during transit.

Note.- Civilians of non-Asiatic domicile recruited overseas for service in Bangladesh under the Ministry of Defence are entitled to travelling Allowance at the temporary duty scale for self only for their journey from the port of disembarkation in Bangladesh to the station of their first appointment.

(b) **When detailed for permanent duty abroad.**—Free air or sea passage, as may be more economical to Government to the foreign country concerned and for the return journey to Bangladesh will be granted.

(c) **When detailed or summoned either as a witness or as an accused to attend a civil court in a criminal case.**—[See rule 257-A \(ii\)](#)

(d) **When detailed to attend an investiture to receive a decoration.**—[See rule 254.](#)

(e) **When directed by his official superior in the interests of public service to apply for an invalid pension and when a board cannot be assembled at the same station.**—Actual expenses limited to mileage are admissible. Similar allowances are also admissible for the return journey when necessary. No allowances will be admissible for halts on the journey.

Note.—A competent authority may sanction travelling expenses as above in special cases in which an individual voluntarily applies for an invalid pension.

(f) **When detailed or permitted to attend an examination or course of instruction.**—[See rule 239.](#)

(g) **When recalled from leave on public grounds.**—[See rule 244.](#)

(h) **For anti-rabic treatment.**—[See rule 253.](#)

II.- If a subordinate.—(a) **On temporary engagement and on termination of employment.**—(1) When the controlling officer is satisfied that the services of a suitable civilian subordinate, required for temporary employment only, are unobtainable in the station, he may authorise conveyance from the nearest place at which such a subordinate can be engaged.

(2) On termination of employment for causes not due to inefficiency, misconduct or any other circumstance within the individual's control, conveyance is admissible to the place of engagement or to any other place in Bangladesh provided that no extra expense is caused thereby.

(3) Conveyance under clauses (1) and (2) above is limited to single fares by rail and river of the class to which his grade entitles him, and a road mileage of two annas 6 pies per mile, or six annas per mile if the pay of the subordinate exceeds Rs. 200 (or, in the case of those on revised rates of pay, Rs. 175) a month.

Note.- A skilled workman of an ordnance factory, engaged at a place other than the station at which his services are required, will travel at his own expense and claim travelling allowance after completing 3 months' approved service in the factory.

(b) **On retirement.**—[See rule 229.](#)

(c) When invalidated from field service or granted leave on the recommendation of a medical board in consequence of sickness or injuries contracted on, or distinctly attributable to, field service.—Provided the officer under whom he is serving considers that conveyance at public expense is necessary, a civilian subordinate may be granted conveyance to his home or other station in Bangladesh. If subsequently called upon to rejoin's for duty, return conveyance is also admissible.

If on expiry of leave an individual reverts to his substantive appointment in Bangladesh (not field service) travelling allowances will be admissible.

(d) Veterinary Inspectors, Veterinary Assistant Surgeons and Zilladars of the P. R. V. and F. Corps (Remount Wing) employed in horse breeding areas, who are required to travel constantly and extensively, are entitled to permanent travelling allowance at the rates given below, to cover actual expenses connected with movements within the limits of their respective permanent charge. The allowance will be admissible during privilege leave provided it is not drawn by any other individual during a permanent incumbent's absence on such leave.

The rates will be as follows: -

		On duty	On privilege leave
		Rs. per mensem	Rs. per mensem
Veterinary Inspectors	..	40	35
Veterinary Assistant Surgeons and Zilladars		20	15

No deduction from the above allowance will be made when the personnel in question travel on duty outside their- permanent charge areas and become eligible to draw travelling allowance under the ordinary rules, [See rule 101](#).

295. Travelling allowance during leave to civilian Government servants.- (1) Travelling allowance will be paid, once in two years beginning from the 1st January, 1949, to civilian Government servants proceeding on leave, other than casual or extraordinary leave, for not less than 15 days under the following conditions:-

Note.—Leave travelling concession admissible under this rule would also be admissible to the civilians (other than E.T.E) employed against airmen's vacancies.

A. Government servants domiciled in East Bangladesh if required to serve in West Bangladesh and vice versa.—Travelling allowance for self and family shall be allowed for the journey from his place of duty to his home town in the other zone of Bangladesh and back to the place of duty subject to the following conditions:-

- (i) Travelling allowance for the Government servant himself shall be admissible at tour rates. One single fare each way shall be admissible for each adult member of his family who accompanies him and for whom full fare is actually paid and fare each way for each child for whom such fare is actually paid.
- (ii) Government shall pay air or sea fares, whichever be cheaper, to first grade officers but if the officer chooses to perform the journey by the land route, rail fares for the shortest land route shall be admissible. In the case of others Government shall pay sea fares but if the individual chooses to travel by air,

Government shall pay air fares if cheaper than sea fares and if the chooses to travel by land route, rail fares for the shortest land route shall be paid.

- (iii) If an individual, has to perform land journey in addition to journey by sea or air or if he travels by land route throughout, he shall be required to meet travelling expenses for 100 miles each way for the portion of the land journey falling within Bangladesh territory and the Government shall pay travelling allowance at the rates specified in (i) above for the remaining portion of the journey.

Note 1.- T. A. under sub-rule (1) (A) will also be allowed to a Government servant who visits a place other than his home town in the other zone. T. A. in such cases will however, be restricted to the maximum of the amount admissible if the journey had been performed to the home town.

Note 2.- The words "if required to serve", occurring in the heading of Section "A", mean that if a person is domiciled in East Bangladesh but is recruited in West Bangladesh (and vice versa), even in a local office, he should be treated as being "required to serve" after the recruitment in such an office in West Bangladesh (and vice versa). Such persons are therefore, also entitled to the concession of travelling allowance during leave.

B. Government servant serving in the same zone of Bangladesh in which he domiciles.-Travelling allowance for self and family at the rates specified in (A) (i) above shall be allowed to the Government servant for the journeys from his place of duty to his home town or such other place in the same zone of Bangladesh where he intends to spend the leave and back to the place of duty. The individual shall meet the travelling expenses for 100 miles each way from his own pocket. If he decides to visit two or more places during leave, he shall be eligible for travelling allowance to the place where he spends the major portion of his leave.

C. Government servant serving in East or West Bangladesh whose domicile is in India.-Travelling allowance for self and family at the rates specified in (A) (i) above shall be allowed to the Government servant for the journeys from his place of duty to his home town in India or to any place within the zone of posting in Bangladesh where he intends to spend his leave, and back to the place of duty. This will be subject to the following conditions: -

(i) For land journeys, the individual shall meet travelling expenses for 100 miles from his own pocket.

(ii) If the Government servant decides to visit two or more places during leave, he shall be eligible for travelling allowance to the place where he spends the major portion of his leave.

(iii) In the case of journeys between places in Bangladesh and India the Government shall pay for the cheapest mode of travel.

(2) In all cases mentioned in (1) above, the following further conditions shall apply:-

- (a) In the case of journeys by road, mileage allowance shall be admissible under rule 169 (A) (a). In case the family of the Government servant accompanies him, he may draw additional mileage allowance at the rates applicable to him if two members of his family accompany him and twice

the rate applicable to him if more than two members of his family accompany him.

Note.—The mileage allowance will not be admissible for road journeys between residence and railway station or sea/air port.

- (b) Travelling allowance shall in all cases be admissible for the class of accommodation to which the grade of the Government servant entitles him. But if he or a member of his family actually travels by a lower class, the travelling allowance admissible shall be restricted to the class by which the journey is actually performed. For the purpose of calculating travelling allowance, the grade of a Government servant will be that to which he belongs on the day preceding that on which the leave commences.
- (c) Individuals availing themselves of the travelling allowance concessions under this rule shall have to record the following certificates on their T. A. bills and shall also quote in the bills the railway ticket numbers and the date of purchase.

Certificate No. 1

Certified that I (and the members of my family for whom Travelling Allowance has been claimed in this bill) have actually performed the journey from to the place for which travelling allowance has been claimed by me and back to the place of duty and that I (and the members of my family for whom travelling allowance has been claimed in this bill) have actually performed the journeys in the class of accommodation for which travelling allowance has been claimed and that the travelling allowance claimed by me does not include any amount in respect of hundred miles of the rail-way or road journey each way.

Certificate No. 2

Certified that I am domiciled in East Bangladesh/West Bangladesh/India.

(d) The phrase "hundred miles" occurring in this rule refers to the distance of hundred miles of land journey each way wherever such journey is involved either alone or in combination with journey, by sea or by air, irrespective of whether the land journey starts from the Head-quarters or from the place of landing by sea or by air.

(e) Temporary Government servants will not be allowed the travelling allowance concession until they have completed 2 or 3 years of service as the case may be in accordance with sub-rule (1) of this rule.

Those who did not complete 3 years of continuous service before 16th April, 1958 would become eligible for the concession for the term 1957-59 only when they have completed 3 years of continuous service.

(f) The family may precede or follow the Government Servant, both in the case of the outward and return journeys, but not more than a month from the dates of the commencement of his journeys, provided that the family stays at the place up to which travelling allowance concession is claimed during the major portion of the leave of the

Government servant. Travelling allowance for the family will be paid only if the Government servant himself becomes entitled to it.

Note.- Travelling allowance will also be admissible to the family of the Government servant for the return journey-

- (i) If it is performed within the prescribed time-limit although the family had performed the outward journey beyond the prescribed time-limit and therefore no TA for that journey was allowed.
- (ii) If it is performed within the time-limit for the first time at the time of the return journey of the Government servant.
- (iii) When a Government servants' family who was already at his native place accompanies the Government servant on his return journey.

(g) In the case of a Government servant who proceeds on leave towards the close of a 2-year period and returns in the beginning of the next period, the concession availed of will count against the former period. The concessions relating to any 2years period must be availed of during the currency of that period. The concession cannot be carried forward to the next period even if leave is refused on administrative grounds.

(h) Employees of Vacation Departments who are entitled to vacations including teachers will be granted the travelling concession when they proceed on vacation or combine leave other than casual or extra-ordinary leave with vacation subject to the same conditions in all respects as apply to admissibility of travelling allowance to Government servants proceeding on leave.

(i) In respect of a journey performed by road between places connected by rail, travelling allowance as for journey by rail will be allowed provided the journey is performed with the prior permission of the authority granting leave. In such cases, the controlling officer shall certify on the travelling allowance bill that the journey was actually performed by road by the Government servant concerned. No advance of travelling allowance will be paid in respect of such journeys.

(j) The concession is not admissible when regular leave is combined with extraordinary leave. Individual deserving cases in which a Government servant takes regular leave but owing to circumstances beyond his control has to combine it with extraordinary leave, will be decided by Government on merits.

(k) The concession is not admissible to an officer engaged on contract unless his contract contains a general enabling clause providing that the allowances sanctioned from time to time after the commencement of the contract will be admissible.

(l) No daily allowance will be admissible to a Government servant during the period of his stay at the place where he spends his leave or during the period he spends at the port of embarkation.

296. Civilian subordinates of the Military Engineer Services whether permanent, temporary or casual.- The following civilian subordinates of the Military Engineer Services attending the departmental examinations shown below are entitled to free conveyance for each examination on the first occasion only, if a journey is involved:-

(a) Overseers or temporary sub-divisional officers	Examination for promotion to, or appointment as, permanent sub-divisional officer.
(b) Clerks, draftsmen, storemen	Examination for appointment to the permanent establishment.
(c) Clerks	Examinations (i) for advancement beyond the efficiency bar at the Rs. 100 stage of pay of the lower division, and (ii) for promotion to the upper division.
(d) M. E. S. subordinates	Examinations for advancement of superintendents E/M Grade II.

Note.—Daily allowance for baits at outstations in connection with the above examinations is not admissible.

297. Candidates for appointment as assistant engineer in the M. E. S.- Civilian subordinates of the M. E. S. who are ordered to move for interviews in connection with their selection for appointment as assistant engineer in the M. E. S. shall be granted travelling allowance at the temporary duty scale, without daily allowance.

298. Civilian Gazetted Officers of the P. O. S. and non-gazetted officers of the Bangladesh Ordnance Department on deputation.- (i) (a) A civilian gazetted officer of the P. O. S. or a non-gazetted officer of the Bangladesh Ordnance Department deputed to proceed to a foreign country on duty is entitled to conveyance to and from that country for himself and such members of his family, within the definition of family, as are actually residing with and wholly dependent upon him at the time he leaves Bangladesh on deputation.

(b) When travelling by sea not more than two full fares are admissible in respect of the family.

(c) The title to passage, if deputation is combined with leave, is governed by [rules 230](#) and [273\(b\)](#).

(ii) Travelling expenses in the foreign country in respect of families are inadmissible.

(iii) The title to conveyance in a foreign country of a civilian gazetted or non-gazetted officer, selected to undergo a course of instruction while on furlough and required to appear before a medical board at Bangladesh House, is given in [rule 240](#).

299. Civilian Bandmasters.—(i) A civilian bandmaster of a unit or corps is entitled to conveyance-

(a) For himself and his family when accompanying the unit.

(b) For himself only when accompanying the band of the unit or corps on temporary duty.

Note.—Conveyance by sea under this rule is restricted to passage by public vessel.

(ii) A civilian bandmaster is not entitled to any travelling expenses, nor to conveyance or passage on any account either for himself or his family when not accompanying the unit.

300. Accompanying head of family granted sick leave after antirabic treatment.-

The family of a civilian subordinate who is granted leave to his home on the recommendation of a medical board after anti-rabic treatment shall be entitled to conveyance at public expense.

301. Families' conveyance—when admissible.—(i) Families of civilian officers are entitled to conveyance when accompanying the head of the family moving on permanent duty.

(ii) Conveyance within Bangladesh is admissible to the family of a technical officer (non-gazetted) or subordinate-

(a) When accompanying the head of the family moving on permanent duty.

(b) To their homes in Bangladesh when the head of the family proceeds on duty to a station outside Bangladesh.

(a) From their homes in Bangladesh to the station to which the head of the family is posted on return from duty outside Bangladesh.

(d) When sanctioned by a specific provision in these regulations.

(iii) The family of a civilian (gazetted/non-gazetted), who is posted abroad on permanent duty, will be entitled to conveyance when accompanying the head of the family to the foreign country concerned and on the return journey to Bangladesh.

302. T. A. to families of deceased civilian government servants.—Families of civilian Government servants domiciled in East Bangladesh/ West Bangladesh, who die while in service in West Bangladesh/East Bangladesh leaving their families in a zone other than the zone of their domicile, will be repatriated to their place of residence in the zone concerned at Government expense subject to the following conditions:-

(i) The concession will ordinarily be admissible to the families of Government servants whose pay at the time of their death was Es. 500 p. m. or less.

(ii) The family of a deceased Government servant will be entitled to claim actual rail and/or sea fares by the cheapest route of the same class as the deceased was entitled to at the time of his death, from the last station of his posting to his home town or to such other place in his zone of domicile as the family may actually proceed to, subject to the condition that the amount to be paid by Government will not exceed the amount admissible from the last station of his posting to his home town. One fare will be admissible for each adult and half fare for each child.

(iii) The concession should be availed of within a period of six months from the date of the death of the Government servant concerned.

(iv) The amount admissible will be paid to the eldest member of the deceased Government servant's family who should apply to the Commanding Officer/Head of the department in which the deceased was working at the time of his death.

- (v) The claim for the concession should be supported by a certificate from the controlling officer of the deceased Government

servant to the effect that the family intend to proceed to the place of residence of the deceased in the zone of domicile within one month of the receipt of Government aid or has already proceeded after the death of the Government servant at its own expense. The certificate should also specify the destination of the family.

- (vi) In special cases, the family of a deceased Government servant who was drawing pay more than Rs. 500 at the time of his death may also be considered for the grant of the concession if it is left in indigent circumstances but each such application will require the orders of the C.-in-C., R. P. N./Q. M. G./ C.-in-C., R. P. A. F.

303-A.

303-B. Conveyance on retirement.- (a) Government servants who are domiciled in one zone of Bangladesh but retire from service in the other zone, may be granted travelling allowance on the following scale:-

- (i) Actual tourist class air fare from KARACHI/LAHORE to DHAKA or vice versa.
or
(ii) Actual sea fare of the class to which Government servant was entitled immediately before his retirement from KARACHI to CHITTAGONG or vice versa. Whichever of the two is cheaper, for the Government servant himself and for each member of his family as defined in these Regulations.
(iii) Actual charges for transportation, by sea, of personal effects from KARACHI to CHITTAGONG or vice versa, as the case may be, not exceeding the maundage which the Government servant was entitled to transport at Government expense on transfer immediately before his retirement and not exceeding Rs. 20 per maund.

(b) The above concession may be availed of during leave preparatory to retirement and within a period of three months after the date of retirement. It shall also be admissible to persons who are re-employed under Government either immediately after retirement or within a period of 3 months thereof and may be availed of within 3 months of the date of termination of such re-employment. It will not be admissible thereafter.

(c) No travelling allowance in any form shall be allowed for the journey, if any, performed within the zone of posting or the zone of domicile.

(d) The time-limit of 6 months prescribed in Rule 16 for purpose of the grant of travelling allowance to the Government servant's family who follows him within that limit from the date of transfer should also be applied in the case of travelling allowance on first appointment in the general spirit of the Rules.

304. Civilian M. T. Drivers.- Civilian M. T. Drivers are entitled to free conveyance on warrant:-

- (a) On first appointment from place of engagement to place of service and on termination of service otherwise than for misconduct, from last place of service to the place of their engagement or to any other place not involving greater expense.
- (b) When travelling on duty.
- (c) When proceeding on leave once in a calendar year or once in two calendar years (according to the entitlement in the basic terms of service), after six months' approved service, from duty station to their homes and back.

305. Determination of T. A. admissible to re-employed pensioners. T. A. of re-employed pensioners shall be regulated as follows:-

- (a) In the case of Government servants whose pension is held in abeyance, the T. A. admissible will be determined with reference to pay drawn by them if it does not exceed the maximum pay of the post, otherwise it will be determined with reference to the maximum pay of the post;
- (b) In the case of Government servants who are allowed to draw the whole or a part of their pension in addition to pay, the T. A. admissible will be determined with reference to pay plus pension subject to the condition that only such portion of the pension will be taken into account for this purpose as, together with the pay, does not exceed the maximum pay of the post.

Note.—For the purposes of this rule "pension" means the gross pension originally sanctioned, i.e., the amount sanctioned before communication or surrender of 1/4th pension in lieu of gratuity.

SECTION 5.- SOLDIERS, PERSONNEL OF THE M.O.D.C., PERSONNEL OF THE P. N. G., VETERINARY ASSISTANT SURGEONS AND THEIR FAMILIES AND RECRUIT BOYS.

306. Rules applicable to soldiers, veterinary assistant surgeons and their families and recruit boys.- Unless otherwise stated, the grant of conveyance by road, under the rules in this section, is governed by the provisions of [rules 216](#) to [220](#).

307. What conveyance is admissible.- Subject to all rules of general applicability, unless any exception thereto authorised, a soldier, or a recruit boy, is entitled to conveyance in the circumstances stated below

- (a) **When travelling on duty.**
- (b) **When detailed for a permanent duty abroad.-** Free air or sea passage, as may be more economical to Government, to the foreign country concerned and for the return journey to Bangladesh will be granted.
- (c) **On transfer to the reserve, or when granted leave pending transfer to the reserve.-** Conveyance is admissible to the individual's home.
- (d) **When discharged, or when granted leave pending discharge.—**Conveyance is admissible to the individual's home-
 - (i) On completion of the period of service for which engaged, or when pensioned.

***(ii) On services being no longer required.**

*This item covers cases of discharge- (a) for misconduct, (b) as unlikely to become an, efficient soldier, and (c) on reduction of establishment.

(iii) When discharged as physically unfit, unless such unfitness is due to his own imprudence.

Note1.- The Brigade, Sub-Area or Divisional Commander may, when circumstances justify it, waive the restriction regarding physical unfitness not being due to an individual's own imprudence.

Note 2.- When the physical condition of an invalided soldier justifies dispatch to his home through one or more military hospitals lying on his way, the O. C. the military hospital in which he is a patient may authorise this course provided that the extra expense caused thereby is limited to the free conveyance of the patient from the railway station to the hospital and vice versa.

Note 3.- An allowance of half an anna per mile or fraction thereof for road journeys may be allowed to a soldier or a recruit boy discharged as physically unfit. The determining authority and officer responsible for claiming the allowance will be the Officer Commanding unit/hospital from which the individual actually proceeds to his home. In exceptional cases, when satisfied that the individual is unable to march, the Officer Commanding may grant conveyance by road in lieu of this allowance. The Officer Commanding/unit hospital is responsible for determining the mode and cost of such conveyance, due regard being paid to economy and suitability, and Government transport being utilized when available.

The amount of allowance or cost of conveyance admissible will be paid by the Officer Commanding unit/hospital to the man 13(for his departure. The amount will be claimed subsequently from the Controller of Military Accounts concerned on a contingent bill on which it will be certified by the Officer Commanding that the amount claimed has actually been paid.

(e) On dismissal from the service whilst serving outside the civil province or administration in which recruited. -Conveyance is admissible to the railway station nearest to the man's home. Families of these men provided they were conveyed at public expense to the station at which the head of family is serving when dismissed, may be granted conveyance for any portion of the journey by sea.

Not applicable to recruit boys.

(f) When detailed or permitted to attend an examination or course of instruction.- [See rule 239.](#)

(g) On recall from leave.—In the case of a J. C. O. of the Special medical section to the extent prescribed in [rule 244.](#)

A soldier or a non-combatant (enrolled) of the Bangladesh Army, granted privilege leave with free conveyance [see clause (n) below], who is recalled to service before the completion of the first half of his leave may again be granted free conveyance to and from his home to the extent prescribed in clause (m).

A soldier or a non-combatant (enrolled) granted leave (other than casual leave) will, if required to rejoin his unit before the completion of the first half of the leave granted to him, be refunded the actual amount paid for the railway journey(**viz.**, the cost of 'a single fare).

If required to rejoin at a new station involving forfeiture of his return journey voucher he will in addition be given a warrant as for those on leave.

A J. C. O., N. C. O. or soldier of the States Forces, recalled to service on mobilization from leave other than casual leave will be eligible for conveyance for the single journey, provided he is not in possession of return journey voucher form. This concession s also be admissible in cases when, although mobilization has not been specifically ordered, an emergency has rendered a procedure similar to mobilization necessary.

Not applicable to recruit boys.

Note.—if the station to which the return journey voucher is admissible is on the direct line to the new station which an individual is required to rejoin for duty, he should be instructed to use the voucher up to that station and be given a warrant for balance of the journey.

(h) When invalidated from field service.

(i) When proceeding under orders of the competent medical authority to another station to consult, or receive treatment from a specialist or dental surgeon, and when returning therefrom.—When proceeding to another station to consult, or receive treatment from a specialist, an officer of the Bangladesh Army Dental Corps or a civilian dentist employed under the rules in Regulations for the Medical Services in circumstances which entitle them to free treatment under orders of the competent medical authority, and when returning therefrom, conveyance will be admissible by rail, river, road and sea for themselves and for any attendants considered necessary. Also applicable to Band boys.

Free passage is restricted to the conveyance of the patient from his station to the station at which the specialist, officer of the Bangladesh Army Dental Corps or civilian dentist is serving and back at the end of the consultation or course of treatment.

For necessary attendants [see rule 361](#).

Not applicable to recruit boys.

(j) When transferred from one military hospital to another for continued medical treatment or from a station at which no such hospital exist to the nearest military hospital for treatment.—For outward and return journeys under the orders of the competent medical authority. Also applicable to Band boys.

For necessary attendants [see rule .361](#).

Not applicable to recruit boys.

(k) When declared unfit for further service and sent to another station to appear before an invaliding board and when returning therefrom.—Conveyance must be authorised by the O. C. station on the recommendation of the appointed medical officer.

Not applicable to recruit boys.

(1) **When granted leave on medical certificate.**-To and from his home Road conveyance will be governed by [rule 217 \(1\) \(c\)](#). For journeys between East and West Bangladesh conveyance shall be admissible by sea or air whichever is cheaper.

Note.- The fact that leave on medical certificate counts as leave for the purpose of determining an individual's eligibility for future leave in accordance with Military Leave Rules, does not affect the provision of conveyance under this clause.

(m) When granted leave while posted on permanent duty, or under-going courses of instruction, abroad, of not less than 3 years duration.— [See rule 273 \(c\)](#).

(n) **When proceeding on leave-**

(i) A soldier when proceeding on privilege leave within Bangladesh will travel on warrant once every other year by rail and or by sea to and from his home or the place where the family resides by the shortest route open. This concession will not however, be admissible until an individual has completed one year of service. Concession railway vouchers as in force will be admissible when free conveyance is not allowed. An individual who proceeds on leave to India will travel on warrant within Bangladesh limits and will be granted the cost of fares in cash for travel within Indian limits. This concession will also be admissible to personnel proceeding on leave to Kashmir, Hyderabad and Junagarh. For places connected by road only, mileage allowance under the normal rules will be admissible.

(ii) An O. C. unit may authorise the use of a warrant to a place other than the railway station nearest to the individual's home or place of residence of the family provided no extra expense is caused to the State and that the authorised scale of the issue of warrants is not exceeded.

(iii) The cost of warrants admissible for rail/road/sea journeys may be drawn in cash and utilised towards the cost of air passage by individuals wishing to travel by air provided evidence is produced that the amount drawn has in fact been applied to this purpose. When the cost of air travel including connected rail/road journey is less than the cost of travel by rail/road/sea and the journey is performed by air, claims for travelling expenses will be paid at the lower rates.

(iv) When an individual proceeds on leave with a free return passage in one calendar year and returns in the following calendar year, the free return passage shall be deemed to have been given in the calendar year in which he proceeded on leave unless the free return passage was granted in advance.

(v) When due to the exigencies of the service, it is desirable that a man should take privilege leave in advance a competent authority may sanction a free return passage also in advance provided that 9 months have elapsed since the man received his last free return passage.

(vi) A soldier domiciled in East Bangladesh who is detailed for a definite period of duty in West Bangladesh and is granted privilege leave or special privilege leave before embarkation, will be entitled to free conveyance by rail, road and/or sea/ river. This will

equally apply to a soldier domiciled in West Bangladesh who is detailed for a definite period of duty in East Bangladesh.

(o) **For anti-rabic treatment.**- [See rule 253.](#)

(p) **When detailed or summoned either as a witness or as an accused to attend a civil court in a criminal case.** -[See rule 258 \(iii\).](#)

(q) **When ordered to attend an investiture to receive a decoration.**- [See rule 254.](#)

(r) **When granted leave prior to and on return from service outside Bangladesh under Military Leave Rules.**—Applicable only to J. C. Os. of Special Medical Section who will be granted conveyance to and from the railway station nearest to their homes.

(s) **A retired J. C. O. or Warrant Officer re-employed in a military capacity.**- Conveyance is admissible from place of residence to station to which posted on re-employment, and to place of residence on completion of the period of re-employment.

(t) On being detailed to escort arms/ammunition and explosives and to collect/deliver Military vehicles.

308. Conveyance for personnel of the Ministry of Defence Constabulary.- Personnel of the Ministry of Defence Constabulary will be entitled to the same travelling concessions as for equivalent ranks of the regular Army. Free conveyance with annual leave will be admissible to the same extent as for J. C. Os. and other ranks of the regular Army.

309. Conveyance for personnel of the P. N. G.—(a) When embodied—Other ranks of the P. N. G. will be eligible for the same travelling con-cessions as are admissible to equivalent ranks of the regular Army.

(b) When under training but not embodied. —When travelling to and from regimental centers/battalions and army schools for training or courses, other ranks will travel on warrant and receive ration money as for other ranks of the regular Army. If travelling by road, they will be entitled to draw road mileage allowance under the normal rules applicable to regular soldiers.

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315. Religious teachers when proceeding on annual leave will be entitled to free conveyance as is admissible under [rule 307 \(n\)](#), in the class of accommodation to which their grade entitles them under these Regulations.

316. Religious teachers proceeding to their homes on reduction of establishment. —Religious teachers and their families residing with them are entitled to

free conveyance by rail, river and sea from their units to their homes, on reduction of establishment.

317. Religious teachers moving on duty.- Subject to all rules of general applicability, a religious teacher is entitled to conveyance when travelling on duty. When a religious teacher moves in relief on permanent duty, his family, if permitted to accompany or follow him, is entitled to conveyance from the station whence he moved or from any other station to his new station provided no extra expense is thereby caused to the State.

318. Candidates for direct commission.- An individual accepted as a candidate for a direct commission in the rank of J. C. O. and ordered to join with a view to his nomination for a direct commission, is entitled to conveyance from his home to the station at which his unit is located.

An allowance of 2 annas a mile is admissible in respect of journeys by road performed under this rule.

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320. Rules applicable to boys of the Bangladesh Signal Corps.—Boys on joining the Signal Training Centre shall be allowed free conveyance on warrant by rail, river, canal or sea from their homes and return thereto, if found unsuitable.

321. Discharged soldier joining the reserve.—(i) A soldier granted his discharge after completion of 3 years colour service and authorised to present himself before the civil or military medical officer nearest to his home, is entitled to conveyance by railway and river and to an allowance of 2 annas for every 15 miles or fraction thereof travelled by road, from his home to the station at which examined and on return therefrom to his home provided that he is under 32 years of age and is certified in his discharge certificate as suitable for service in the reserve.

(ii) A discharged soldier proceeding to present himself before a recruiting officer for enlistment in the reserve, is entitled to conveyance as specified in (i), if certified in his discharge certificate as suitable for service in the reserve.

322. J. C. Os. of the P.R. V. and F. Corps (Remount Wing).—J.C.Os. employed in horse breeding areas, who are required to travel constantly and extensively, are entitled to a permanent travelling allowance of Ps. 50 per mensem each, to cover actual expenses connected with movements within the limits of their respective permanent charge. The allowance will be admissible during privilege leave, but at the reduced rate of Rs. 40 per mensem provided it is not drawn by any other individual during a permanent incumbent's absence on such leave.

Note.—No deduction from the above allowance will be made when the personnel in question travel on duty outside their permanent charge areas and become eligible for free conveyance under the ordinary rules. [See rule 101.](#)

323. Reservists.—(i) A soldier reservist is entitled to conveyance-

(a) When called up for training (see R. A. L) or for service, and when returning therefrom.

- (b) When summoned, on account of absence through sickness or other reasonable cause, to proceed to his reserve centre for medical, examination and when returning therefrom.
- (c) When retransferred to the active list at his own request, provided the unit to which he belongs is then under orders for field service.
- (d) When invalided during training.

Conveyance by railway, river and sea is admissible in the above cases. On such occasions he will be restricted to railway free allowance of baggage. For journeys by road, an allowance of two annas per fifteen miles or fraction thereof is admissible to sepoy reservists. J. C. O. reservists, when called up for training or service and when returning there-from, may be allowed for journeys by road actual travelling expenses by public conveyance limited to mileage allowance for the locality. For road conveyance where the main route lies by rail, river or sea, [see rule 218](#).

(ii) Conveyance under (i) is admissible to and from a reservist's usual place of residence or employment.

(iii) A soldier reservist living beyond the North-West Frontier, when summoned to receive his pay during the year in which he is not called up for training, is entitled to an allowance of 2 annas for every 15 miles, or portion thereof, travelled by road from his home to the reserve centre most convenient to his home.

324. Supplementary Reservists.—Supplementary Reservists are entitled to conveyance-

(a) When called up for service or annual trade test. Conveyance is also admissible for the return journey.

(b) When discharged-

(i) at their own request,

(ii) on fulfilling the conditions of their enrolment, or

(iii) having been found medically unfit for further service. Conveyance is admissible to their homes or places of residence by railway, river, canal or sea in the above cases. In addition, an allowance of two annas per 15 miles is admissible for road journeys.

FAMILIES

325. Families of soldiers moving on duty.- When a soldier moves in relief or on permanent duty other than recruiting duty, his family, if permitted to accompany or follow him, is entitled to conveyance from the station whence he moved or from any other station to his new station provided no extra expense is caused thereby to the State. The family of a soldier is also entitled to free conveyance by road in the same circumstances. Government transport will be utilised when available.

326. Families accompanying retired J. C. Os. or Warrant Officers re-employed in a military capacity.-Conveyance is admissible from their homes to the station to which the officer is posted, and to their homes on completion of the period of the officer's reemployment.

327. Families accompanying soldiers granted sick leave.-(i) The family of a soldier on the authorised married establishment, temporarily serving at a station outside

the civil province or administration in which he was recruited is entitled to conveyance when accompanying the soldier proceeding to his home on leave granted on the recommendation of a medical board, provided that the family was originally conveyed at public expense to the station at which the soldier is serving.

(ii) Conveyance for families under this rule is restricted to conveyance by rail/sea and is admissible only on the condition that further conveyance will not be granted to the family until the unit to which the soldier belongs has returned to the civil province or administration in which he was recruited and until the family has rejoined the unit at their own expense.

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328. When head of family proceeds on field or foreign service.- The rules governing the grant of conveyance to the family of a soldier who proceeds on field or foreign service are contained in [rule 256](#).

329. Families of soldiers proceeding for and returning from anti-rabic treatment. -[See rule 253](#).

330. Accompanying head of family granted sick leave after anti-rabic treatment- The family of a soldier referred to in [rule 327](#) who is granted leave to his home on the recommendation of a medical board after anti-rabic treatment is entitled to conveyance to the extent specified in that rule.

331. On soldier joining the reserve.- The family of a soldier on the authorised married establishment is entitled to conveyance when accompanying the head of the family proceeding to his home on joining the reserve.

332. On death or discharge of soldier.- The family of a J. C. O. of Special Medical Section or a soldier on the authorised married establishment is entitled to conveyance to their home when the soldier-

- (a) dies in the service,
- (b) is pensioned,
- (c) is discharged on reduction of establishment,
- (d) is discharged as physically unfit for further service unless his unfitness is due to his own imprudence.

333. When head of the family is posted abroad on permanent duty.-The family of a soldier, who is posted abroad on permanent duty, will be entitled to conveyance when accompanying the head of the family to the foreign country concerned and for the return journey to Bangladesh.

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SECTION 6.- LADY SUB-ASSISTANT SURGEONS.

338. Conveyance admissible.—A lady sub-assistant surgeon, who is engaged to serve as such in a Troops Child Welfare Centre, will be entitled to conveyance as admissible to civilian officers of the second grade.

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**SECTION 7.—NON-COMBATANTS (ENROLLED),
CASUAL PERSONNEL AND THEIR FAMILIES AND
CLASS IV SERVANTS.**

Rules applicable to non-combatants (enrolled), casual personnel and their families and class IV servants.

341. Road Conveyance.- Unless otherwise stated, the grant of conveyance by road under the rules in this Section is governed by the provisions of [rules 217](#) to [220](#).

342. What conveyance is admissible.- Subject to all rules of general applicability, unless any exception thereto is authorised, a non-combatant (enrolled) is entitled to conveyance in the circumstances stated below:-

(a) When travelling on duty.

(b) On entertainment. [See also rule 221](#).

If sanctioned by the Brigade or Sub-Area Commander, regimental non-combatants (enrolled), who cannot be obtained in a Unit station, will be allowed conveyance by rail from the place of entertainment to regimental headquarters.

(c) When discharged-

(i) on completion of the specified period of service for which enrolled, or any additional period,

(ii) on reduction of establishment,

(iii) as physically unfit for further service unless such unfitness is due to his own imprudence. Conveyance is admissible by the shortest route to the railway station or seaport nearest to the individual's home.

(iv) Non-Combatants (enrolled) and casual personnel of the follower class discharged on account of disability attributable to field service may, if certified to be unable to march, be given by their O. C., road conveyance to their homes under rule 217 (i) (c). Non-combatants (enrolled) and casual personnel of the follower class discharged on account of disability not attributable to field service may, if certified to be unable to march, similarly be given by their O. C. road conveyance to their homes provided he has satisfied himself that the individuals concerned have insufficient means at their disposal to meet the cost thereof.

Note 1.- The Brigade, Sub-Area, or Divisional Commander may when circumstances justify it, waive the restriction in (iii) above.

Note 2.—When the physical condition of an invalided non-combatant (enrolled) justifies dispatch to his home through one or more military hospitals lying on his way, the officer Commanding the military hospital in which he is a patient may authorise this course provided that the extra expense caused thereby is limited to the free conveyance of the patient from the railway station to the hospital and vice versa.

(d) **When proceeding on privilege leave under Military Leave Rules.**- Conveyance is admissible to the same extent as for soldiers under [rule 307 \(n\)](#).

(e) **On recall from leave.**-Conveyance is admissible to the same extent as for soldiers under [rule 307 \(g\)](#).

(f) **When invalidated from field service.**-Conveyance is admissible to the same extent as in clause (c) above.

(g) **When declared unfit for further service and sent to another station to appear before an invaliding board and when returning there-from.**- Conveyance will be authorised by the O. C. Station on the recommendation of the appointed medical officer.

(h) **When transferred from one military hospital to another for continued treatment or from station at which no hospital exists to the nearest military hospital for treatment.**-For outward and return journeys under the orders of the competent medical authority.

For necessary attendants [see rule 361](#).

(j) **When proceeding under orders of the competent medical authority to another station to consult, or receive treatment from, a specialist or dental surgeon and when returning therefrom.**- When proceeding to another station to consult, or receive treatment from, a specialist, an officer of the Bangladesh Army Dental Corps or a civilian dentist employed under the rules- in the Regulations for the Medical Services in circumstances which entitle them to free treatment under orders of the competent medical authority, and when returning therefrom, conveyance will be admissible by rail, river, road and sea for themselves and any attendants considered necessary.

Free passage is restricted to the conveyance of the patient from his station to the station at which the specialist, officer of the Bangladesh Army Dental Corps or civilian dentist is serving in Bangladesh and back at the end of the consultation or course of treatment.

For necessary attendants [see rule 361](#).

(k) **When granted leave on medical certificate.**-Conveyance is admissible to the same extent as for soldiers under [rule 307 \(1\)](#).

(l) **For anti-rabic treatment.** - [See rule 253](#).

(m) **When detailed or summoned either as a witness or as an accused to attend a civil court in a criminal case.**—[See rule 258\(ii\)](#).

(n) **When ordered to attend an investiture to receive a decoration.**—[See rule 254](#).

343. Artificer establishment of the P. E. M. E.—These are entitled to conveyance to their homes:-

- (i) when discharged on reduction of establishment,
- (ii) when pensioned,

- (iii) when discharged as physically unfit for further service unless their unfitness was caused by their imprudence,
- (iv) when discharged on completion of the specified period of service for which enrolled.

The provisions of this rule apply only to such artificers who have not elected combatant status.

344. Artificer establishment (P. K M. E.) when proceeding on leave.- Artificers of the P. E. M. E. who have not elected combatant status are entitled, when proceeding on leave, to conveyance to and from their homes by rail, river, and sea [as in [rule 307 \(n\)](#)] in the lowest class by the direct route.

345. Casual personnel on engagement and on termination thereof.- (i) Provided that the O. C. station is satisfied that casual personnel are unobtainable in the station, he may authorise the grant of conveyance from the nearest place at which their engagement is possible. On termination of their employment such casual personnel are entitled to conveyance to their place of engagement or to any other place, provided extra expense is not involved thereby.

(ii) Conveyance is restricted to conveyance by railway and river unless the individuals are required to accompany troops, animals or stores moving by sea, when conveyance by sea is also admissible.

(iii) Conveyance under this rule is inadmissible in respect of families and baggage. Warrants will be issued for all railway and river journeys.

346. Conveyance for casual personnel.—(i) Conveyance as in clauses (1), (m) and (n) of [rule 342](#) is admissible to casual labour.

(ii) Conveyance as in clauses (a), (e), (h) and (j) of [rule 342](#) may, be authorised by the competent financial authority when necessary for casual personnel who may be required to serve or who are serving at stations other than those at which they were entertained owing to their being unobtainable locally.

346-A. Casual E/M personnel of the MES below the rank of Supdt. E. & M. Gde. II:-

Casual EIM personnel of the MES below the rank of Superintendent E & M Grade II travelling on permanent or temporary duty are entitled to the travelling allowances as admissible to civilians of corresponding grades under these Rules.

CLASS IV SERVANTS.

347. On Duty.- A class IV servant is entitled to conveyance when travelling on duty or when detailed or summoned either as a witness or as an accused to attend a civil court in a criminal case [[see rule 258\(ii\)](#)]. Road conveyance will be admissible under the authority of the head of the office and actual travelling expenses will be admissible under [rule 123](#) provided expenditure is incurred on conveyance. . For scale of accommodation [see rule 79](#).

348. Anti-rabic treatment.- [See rule 253.](#)

349. Travelling allowance during leave.- Class IV servants and their families are entitled to travelling allowance during leave under the same conditions as are applicable to other civilian Government servants, vide [rule 295.](#)

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FAMILIES.

354. Accompanying non-combatants (enrolled) moving on permanent duty.- The family of a non-combatant (enrolled) is entitled to conveyance, including free conveyance by road, when permitted to accompany the head of the family or follow him moving in relief or on permanent duty, from the station from which he moves to his new station,

or from any other station provided no additional expense to the State is incurred thereby. Government transport will be utilised when available. 355, On death of head of family.—The widow and children of a non-combatant (enrolled) who dies in the service are entitled to conveyance to their homes.

356. Accompanying head of family on discharge, etc.- The family of a non-combatant (enrolled) on the authorised married establishment is entitled to conveyance to the railway station nearest to their home when the non-combatant (enrolled) is discharged on reduction of establishment due to reorganization.

357. Accompanying head of family granted sick leave after anti-rabic treatment.- The family of a non-combatant (enrolled) granted leave to his home on the recommendation of a medical board after anti-rabic treatment is entitled to conveyance by railway, river and sea to their home.

358. When head of family proceeds on field or foreign service.- The rules regarding the grant of conveyance to families of non-combatants (enrolled) ordered to proceed on field or foreign service are contained in [rule 256.](#)

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**SECTION 8.—RULES APPLICABLE TO ATTENDANTS AND
PRIVATE SERVANTS.
ATTENDANTS.**

361. Conveyance for attendants.—(i) Conveyance is admissible for attendants when accompanying a sick individual, an invalid, a case of mental disease or an ex-serviceman (patient) staying at the Red Cross Home Sialkot, entitled to conveyance under these regulations provided their services are considered essential by the medical authorities. Appendix 'B' gives the connected details and information regarding medical authorities who can recommended and sanction moves of attendants. The number and class of attendants necessary will be stated by the authority recommending the move.

(ii) An attendant in Government service authorised conveyance under the above rules at public expense shall be considered as travelling on duty; if not in Government service, actual expenses will be allowed at the discretion of the Controlling Officer.

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PRIVATE SERVANTS.

364. Private servants of units.—When a unit or detachment moves by sea, railway, or river within Bangladesh, conveyance is admissible for private servants up to a maximum of 10 per cent. (20 per cent, in the case of Governor General's Bodyguard) of the strength of the unit or detachment exclusive of the authorised establishment of non-combatants (enrolled) and casual personnel.

365. Conveyance of servants by road.- When travelling on duty on warrant free conveyance by road is authorised for the number of servants for whom free conveyance by rail is admissible under [rule 366](#). The scale and mode of conveyance will be as for non-combatants (enrolled) when travelling by road on warrant.

366. Private servants of individuals.- (i) The individuals mentioned below are entitled to conveyance for servants as stated when travelling on duty on warrant or requisition within Bangladesh.

Class.	Individuals.	Number of servants for whom conveyance in admissible.		
		Permanent duty		Temporary and Inspection duty
		Married	un-married	
1	2	3	4	5
(a)	Lieut. General, Air Marshal, Vice Admiral	1
(b)	Major-General, Brigadier, Air Vice Marshal, Air Commodore, Rear Admiral and Commodore.	6	3	1

(c)	Colonel, Lt-Colonel, Major, Group Captain, Wing Commander, Squadron Leader, Capt in R. P. N. Commander and Lt-Commander.	4	2	1
(d)	Captain, Flight Lieut., Lieut., 2nd Lieut., Flying Officer or Pilot Officer and equivalent ranks in R. P. N.	3	2	1
(e)	Nursing Officers and Midwives of Military Families Hospitals.	1	1	1
(f)	J. C. O., Warrant Officer and Veterinary Assistant Surgeon.	1	1	1
(g)	Civilians in receipt of pay exceeding Tk. 750 a month.	4	2	1
(h)	Civilians in receipt of pay exceeding Tk. 200 (or, in the case of those on revised rates of pay, Tk. 175) a month but not exceeding Tk. 750 a month.	1	1	1
(i)	Other civilians in superior service not referred to above.	1	1	..

(ii) A J. C. O. may take an orderly (soldier servant) in lieu of the servant referred to in the table above.

(iii) A commissioned officer not below the rank of Col. travelling on permanent duty at public expense to or from an overseas station is entitled to conveyance for one servant to accompany him.

(iv) Officers who have a tour grant may take such number of servants as required. Officers entitled to a reserved carriage (including saloon) may take the number of servants as are allowed free by railways in the saloon or reserved carriage. Where no separate accommodation exists for servants in a reserved carriage, free conveyance (third class) may be allowed for servants up to 4 in number.

367. Servants of J. C. Os., Warrant Officers and Veterinary Assistant Surgeons.—When a J. C. O., a Warrant Officer, or a Veterinary Assistant Surgeon dies in the service, his servant is entitled to conveyance to the station at which he was entertained or to his home if extra expense to the State is not caused thereby, provided he was conveyed at public expense to the station at which the J. C. O., etc., was serving at the time of his death.

368. Conveyance for servants in connection with field service movements.- (i) An individual proceeding to or returning from a Field Service Area is entitled to conveyance for such servants as are authorised by W.E. to be maintained in the field.

(ii) If detailed for permanent duty after the termination of field operations, or transferred to another station on or before the termination of such operations, conveyance for the difference between the Field Service Scale and the permanent duty scale of servants laid down in rule 366 is admissible from the station from which the individual started on Field Service, or any other station not involving additional expense, to his new station.

369. Conveyance for families of private servants inadmissible.—The family of a private servant is not entitled to conveyance in any circumstances.

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SECTION 9.—TRANSPORTATION OF ANIMALS AND VEHICLES.

372. Conveyance of motor cycles and cycles.- (i) In the case of a person of the second or 3rd grade moving on permanent duty to join an appointment in which the possession of a motor cycle (sole or combination) or an ordinary cycle is considered necessary for the efficient performance of his duties and in the interests of public service, and not mainly or solely for the performance of his journeys between residence and place of work, a competent authority may authorise free conveyance at owner's risk of such a vehicle subject to the following conditions

(a) that such a vehicle is actually in his possession and the necessity for the maintenance of the same for the efficient performance of his duties at the old station was accepted.

(b) that the distance by road between the old and the new station exceeds 80 miles, and

(c) that the vehicle is actually carried by rail (passenger train), steamer or other craft.

Note 1.- When the ordinary residential localities are situated (at a distance of three miles and cover the place of work, the maintenance of an ordinary cycle by a civilian subordinate of the third grade may be regarded to be in the interests of the public service.

Note 2.—Cost of transportation by steamer includes other incidental charges such as ghat pass, river dues, loading and unloading charges.

(ii) If an individual referred to in (i) above, who is transferred from an appointment for which a vehicle is authorised to an appointment for which it is not authorised, is again transferred, within a period of not exceeding four months, to an appointment for which such vehicle is allowed, he may draw the actual cost of transporting the vehicle from the first to the last station.

(iii) If a vehicle is conveyed from a place other than an officer's old station, the actual cost of transporting it from the former station may be allowed provided that the amount so drawn shall not exceed the actual cost of transporting it from the old to the new station direct and provided further that the vehicle is actually transported to the new station within the period of lien laid down in [rule 16 \(ii\)](#).

(iv) When an individual of the second grade who is eligible for the free transportation of his motor cycle by rail or/and steamer, transports his motor cycle by road under its own power, he may draw an allowance of one anna a mile, the distance to be reckoned for the purpose of calculating the allowance being the distance by road or by rail and/or steamer, whichever is less. If the individual or/and his family travel by the motor cycle, travelling allowance may be drawn under [rule 169 \(B\) \(b\)](#) or the value of a warrant under [rule 123 \(iii\)](#), as the case may be.

373. Conveyance of cycles on temporary duty.—When a competent authority or a Brigade, Sub-Area, or Divisional Commander is satisfied that it is in the interests of the public service that a person of the second or third grade moving to another station on temporary duty should be in possession of a motor cycle or bicycle for the efficient

performance of his duties there, he may, by special order in each case, permit that person to send his motor cycle or bicycle to the - station of temporary duty and recover from Government actual cost, in full or in part, of transporting it by rail or steamer (or by country craft when no steamer service capable of conveying the same exists or when such means of carriage is cheaper or more expeditious).

Note.—In cases in which conveyance of a bicycle at public expense is admissible under this rule, hiring charges in lieu may be drawn, but such charges shall not exceed the cost of its conveyance on the outward and the return journeys and will be based on receipts for hiring which will be countersigned by the Officer Commanding of the person concerned at the station of temporary duty.

374. Hiring of conveyance at outstations.—An officer (including a civilian officer of the 1st grade) on duty which involves extensive travelling within a short distance at an outstation may, if considered necessary by the competent authority, Brigade, Sub-Area or Divisional Commander, be provided with hired transport suitable to the nature of duties at Government expense, if no Government transport is available. Such a transport will be provided through the Station Transport Officer and the officer will not be authorised to hire direct.

375. Hire of motor cars for use of recruiting parties of R. P. N.- recruiting officer is authorised to hire through the C. R. P. A. S. C. of the Division concerned, two motor cars at Government expense for the use of the recruiting party, when necessary. Millage allowance shall not be admissible for the members of the party in respect of journeys performed in these cars.

376. Conveyance of Government charges and equipment Conveyance by road for Government charges and equipment rules shall. be by Government mechanical transport only when such convey ante is considered essential in the interests of the State.

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SECTION 10- BAGGAGE AND STORES

The weight of baggage and stores referred to in this Section, in so far as rail and road journeys are concerned, will be calculated at the following official scale.

100 maunds	=	3.673 tons.
27.22 maunds	=	1.0 tons
1 maund	=	82.29 ibs.
10 seers	=	20.57 ibs.

382. Scales of baggage admissible.- (i) When an individual travels at public expense conveyance for his personal effects is admissible up to the following maxima. A competent authority may however, prescribe lower maxima in the case of any specified class of individuals. For baggage transported by sea, a limit of 7.5 cubic feet per cwt is normally imposed.

Scale 'A'

For journeys within Bangladesh

Class of individuals	Permanent duty		Temporary duty journeys on warrant	
	If possessing a family	If not possessing a family	for periods of 30 days and under	For periods over 30 days
(a) Commissioned officers including officers holding Honorary Commission; Civilian Class 1 Officers irrespective of pay, and other Civilians in receipt of pay exceeding Tk. 750 a month.	Maunds 60	Maunds 40 Except for Maj. Sq. Ldr. and Lt-Comd. .. 25 Cspts. or Subalterns and equivalent ranks in R.P.N./R.P.A.F 15 Civilians 15 If drawing under Tk. 1500 a month.	Maunds 3*	Maunds 6*
(b) Nursing Officers, P.M.N.S	..	15
(c) Civilian in receipt of pay exceeding Tk 200 (or in the case of those on revised rates of pay Tk. 175) a month but not exceeding Tk. 750 a month.	22	10	2	3

* Discretionary in the case of officers who have a tour grant. Major General 10 Railway free allowance for officers entitled to reserved accommodation.

Scale 'A' Contd.

Class of individuals	Permanent duty		Temporary duty journeys on warrant	
	If possessing a family	If not possessing a family	for periods of 30 days and under	For periods over 30 days
(d) Midwives of Military Families, Hospitals.	Maunds 5	Maunds 3	Maunds 1-1/2	Maunds 2-1/2
(e) J.O.Os. Warrants Officers Veterinary Assistant Surgeons.	10		1	1.5
(f) Civilians in superior service not included above.	15	6	1	1.5
(g) Other ranks Non-Combatants (enrolled) and casual personnel.	3.5	1.5	1	1.5
(k) Private servants Class IV servants	1	1	1	1.5

Note 1.- The figures against (d), (e) and (g) are exclusive of any allowance for children and may consequently be increased by half a maund per child, in case the individual concerned has a child or children.

Note 2.- Extra baggage is allowed as detailed below:-

	Mds
Armament Artificers; Shipwrights	3/4

Note 3. These scales will be reduced proportionately in those cases where families possessing a separate title to conveyance at Government expense move a part from the head of the family. In such cases the scale of baggage for families will be:-

	Mds
Families of individuals in class (a)	20
Families of individuals in class (c)	7
Families of individuals in class (f)	3
Wives of individuals in class (e)	2-1/2
Wives of individuals in class (g)	1/2
Each child of class (e) and (g)	1/2

SCALE 'B'

For journeys to and from an overseas station whether by land or sea.—

sea.—(i) (a) An individual, whether military or civilian, proceeding abroad on deputation, delegation or other temporary duty not exceeding six months, or on a course of instruction, who is allowed to travel by air, will be allowed luggage up to 80 lbs. (inclusive of the allowance given by the air company) except for the journeys to India or Ceylon. In the case of journeys to India or Ceylon, conveyance for luggage as admissible for journey on temporary duty in East and West Bangladesh will be allowed.

(b) In the case of a military officer or a soldier proceeding abroad on a course of instruction or other temporary duty exceeding two months conveyance by sea at Government expense of the balance of luggage up to the following scales will be allowed:-

(i) Officers	4 Cwts
(ii) Gentlemen Cadets/Officer Cadets/Midshipmen	3.5 "
(iii) Warrant Officers Class	3.5 "
(iv) JCOs/CPOs of the P. N./Fit-Sgts	3 "
(v) Warrant Officers Class II	2.5 "
(vi) Other Ranks/Ratings and Airmen	1.5 "
(vii) Officers families-			
Wife	3 "
Each child over 12 years	2 "
Each child under 12 years	1 "
(viii) All other families—			
Wife	2 "
Each child over 12 years	1 "
Each child under 12 years	0.5 "

(c) A civilian Government servant, when proceeding abroad on deputation, delegation or other temporary duty or on a course of instruction, will be allowed to carry 3 Cwts. of unaccompanied baggage by sea at Government expense. This amount of baggage will be reduced by the amount of baggage already allowed as accompanied baggage under sub-clause (a) above.

(d) (i) On completion of his training, a military officer or a civilian Government servant, attending a course of instructions abroad, will be allowed extra air freight up to 20 lbs. for bringing with him to Bangladesh documents and precis connected with his course. Such documents will be brought by the officer personally and will be packed and weight separately from the luggage and only the actual weight of such packages up to a maximum of 20 lbs. will be allowed anything over 20 lbs. will be sent by air freight through the Bangladesh High Commissioner/Ambassador in the country concerned.

(ii) A certificate will be obtained from the officer concerned that no private papers or other personal effects are included therein.

(iii) This allowance is in addition to the 80 lbs. allowed under sub clause (a) above.

(ii) the R.P.N., the C.-in-C., R.P.A.F., Q.M.G. Divisional Sub-Area or Brigade Commander, or the Commandant, Staff College, Quetta, as the case may be, may authorise all or part of the authorised scale of baggage of a family travelling by land, sea or air to be taken either by the head of the family,

or by the family preceding or following the head of the family; provided that the family is travelling at Government expense as entitled passengers or, if travelling at no cost to Government, is entitled to 1st, 2nd or 3rd Class passage at Government expense. The officer giving authority will be responsible for ensuring that the maximum entitlement of baggage is not exceeded.

(iii) In respect of journeys between stations connected by rail the amount of baggage which will accompany the officer on the march will be decided by the Brigade Commander with due regard to the duration of the march but must not in any case exceed ten maunds.

(iv) Individuals travelling at public expense otherwise than of duty shall be restricted to the railway free allowance of baggage only.

(v) When units move in relief, free conveyance within the authorised limits, is admissible for the kit of men absent on duty or on leave or furlough.

(vi) Families when travelling alone will be allowed free conveyance of personal effects as given in the family scale. See also [rule 171](#).

(vii) Widows and children of soldiers, and non-combatants (enrolled) when proceeding to their intended place of residence in Bangladesh and entitled to free conveyance thereto, will be allowed free conveyance on warrant for baggage as laid down in the scale "A".

(viii) All baggage within the authorised scales but in excess of the allowance by road of the carrying company will be conveyed by the cheapest means of conveyance provided by the company and on where there is no carrying company with a Government contract the cheapest means of conveyance available.

(ix) Soldiers of the Governor General's Bodyguard are entitled to conveyance of baggage as follows when moving on duty :—

	Maunds
J. C. Os.	5
Other ranks.	4

(x) Officers who have resigned or are removed from the service will be eligible for free conveyance of baggage according to the rank held immediately before resignation or removal.

(xi) An officer who on his transfer from Bangladesh to a post abroad is allowed to travel by air, may also be allowed to carry luggage up to a maximum of 50 kilos (one kilo is equal to 2.2 lbs.) as excess baggage or 100 kilos as unaccompanied baggage or the actual expenditure incurred in carrying the baggage by air, whichever is less. The maximum limits fixed above will be inclusive of the free allowance given by the air companies.

(xii) An officer's wife who is allowed to travel by air in the event of her husband's transfer abroad should be allowed to carry with her half the excess baggage permitted to the officer, viz., 22 lbs. accompanied and 44 lbs. unaccompanied or the actual expenditure incurred in carrying the baggage by air, whichever is less. These limits are exclusive of the free allowance given by the air companies.

(xiii) (a) A soldier or a non-gazetted and or gazetted class II civilian Government servant (in receipt of pay up to Rs. 750 per month), who on transfer from Bangladesh to a post abroad is allowed to travel by air,

may also be allowed to carry luggage up to a maximum of 40 Kilos as excess luggage or 80 Kilos as unaccompanied baggage or the actual expenditure incurred on carrying the baggage by air, whichever is less. The maximum limits fixed above will be inclusive of the free allowance given by the air companies.

(b) A soldier who after return from permanent duty or a course of instruction abroad is allowed to proceed on leave and travels by air between East and West Bangladesh while proceeding on and returning from leave before rejoining duty, would be allowed to carry baggage up to 60 lbs. by air (inclusive of the free baggage allowed by air company within the cost of fare).

(xiv) The wife of a soldier or a non-gazetted and or gazetted class II civilian Government servant (in receipt of pay up to Rs. 750 per month) who is allowed to travel by air in the event of her husband's transfer abroad, should be allowed to carry with her half the excess luggage permitted to her husband, viz; 11 lbs. accompanied and 22 lbs. unaccompanied, or the actual expenditure incurred in carrying, the excess baggage by air, whichever is less. These limits are exclusive of the free allowance given by the air companies.

383. Baggage for C.G.S. moving on inspection duty or to and from camps of instruction.—The C.G.S. moving on inspection duty or to and from camps of instruction may take such baggage as he desires provided his tour grant is not exceeded.

384. Public stores.—Conveyance is admissible. -

- (a) for all **bona fide** public stores despatched on Government service;
- (b) for the despatch of military stores by air within Bangladesh, if urgent movement is essential on medical grounds or for operational reasons. Competent authorities for this purpose are officers of the rank of Brigadier and above.

385. Scale of stores for artillery units proceeding to and from practice camps.—Owing to varying conditions, no uniform scale can be laid down for such occasions. C.G.S. is accordingly authorised to decide what stores are necessary and to fix the scales according to conditions prevailing locally. For authorised baggage of individuals, [see rule 382](#).

386. Scale for individuals proceeding on or returning from field service.—(i) All units and individuals proceeding on and returning from field service are entitled to conveyance for the scales of tentage and baggage laid down in W. Es., but see (iv) below.

(ii) When proceeding by sea half the permanent duty scale is admissible. If, however, it is probable that units or individuals will be detained at an intermediate station, despatching officers can at their discretion grant the temporary duty scale thereto, the field service scales only applying from the station from which they actually proceed on service.

(iii) If detained for permanent duty after the termination of field operations, or transferred to another station on or before the termination of such operations, conveyance for the difference between field service scale and the permanent duty scale of baggage is

admissible from the station from which the individual started on field service, or any temporary duty scale when moving within Bangladesh.

(iv) The following scales of excess baggage over and above field service scale will be allowed for personal and units mobilising for duty overseas or in Bangladesh.

Personal scale	Allowance
Officers and lady nurses	80
W. Os. and J. C. Os.	40
Other ranks and Non-combatants	10

Units scale	Maunds
W. E. of 700 personnel and above	75
W. E. of 600-699	65
W. E. of 500-599	55
W. E. of 400-499	45
W. E. of 300-399	35
W. E. of 200-299	25
W. E. of 100-199	15
W. E. of 20-99	10
W. E. of less than 20	Nil

387. Scale for officers invalidated from field service.—Officers invalidated from field service are entitled to conveyance of baggage on the temporary duty scale when moving within Bangladesh.

388. Conveyance of baggage of individuals and units left in Bangladesh when they proceed on field service.—Conveyance is admissible for the baggage of officers and men of units left behind in Bangladesh when they proceed on service, up to the difference between the field service and ordinary scales, also for regimental property proportionate in weight to what would accompany a unit free when moving in relief. Such baggage will be conveyed with the depot of the unit when the letter is moved to another station in the interests of the public service.

389. Conveyance of effects of casualties due to field service.—(i) (a) Conveyance is admissible for the effects, left in Bangladesh or sent from an expeditionary force, of individuals killed in action or who have died as a suit of wounds received, or illness contracted, on field service, or who are missing or prisoners of war, to any station in Bangladesh either from overseas or from another station in Bangladesh.

(b) Conveyance of the effects of soldiers, who are killed in action, or who die on field service, or of wounds received, or illness contracted, on field service is in addition admissible from the Regimental Centre or Depot to their homes.

(c) The scales laid down in [rule 382](#) will not be exceeded.

(ii) Government accepts no responsibility for loss of or damage to such effects *en rout* to destination.

(iii) Parcels containing effects which are unsuitable for despatch as freight may be sent by post, the cost of postage being recovered on a contingent bill.

(iv) Effects will be admitted into Bangladesh free of customs duty,

(v) Conveyance includes cost of despatch by road, railway and river to and from the port and by sea in a public or private vessel.

Note.—Packages and packing materials used for the conveyance of the effects of a deceased individual to the relatives at public expense shall be struck of charge by certificate issue voucher.

390. Conveyance of effects of officers and others who die while in military service.— Articles of sentimental value such as medals, decorations, watches, jewellery, photographs, field glasses, revolvers or swords the property of officers or others who may die while in military service in Bangladesh and which may be reserved by committees of adjustment, will be despatched at public expense to the widow, next-of-kin or legal representative, as the case may be, of the deceased officer or other individual.

Note 1.—This will not apply to horses, saddlery, furniture or any article of a bulky nature, unless there are special sentimental grounds which are held by the committee of adjustment or corresponding authority to justify the grant of free conveyance.

Note 2.—Packages and packing materials used for the conveyance of the effects of a deceased individual to the relatives at public expense shall be struck off charge by certificate issue voucher.

391. Conveyance of effects within Bangladesh of officers and others who die in military service while absent from permanent station.— Baggage and conveyances within the authorised scales of an officer or any other individual who dies while absent from his permanent station on courses of instruction or on other duty entailing temporary detachment from his unit will be conveyed at Government expense from the station of his temporary duty to the station at which his unit is located.

392. Conveyance of baggage of other ranks who are invalided from the service.— Baggage stored with units, belonging to other ranks who are invalided from the service at a station other than the unit head-quarters, consequent on wounds or injuries sustained whilst on duty, may be despatched, up to a maximum of the authorised scale on warrant direct to their homes, or, provided no extra expense is involved, to the intended place of residence.

393. Conveyance to and from the Regimental Centre of the surplus baggage of an active infantry battalion.— When an active infantry battalion proceeds overseas or to stations to which the full relief scale of baggage is not taken, it will be allowed conveyance of baggage, equal to the difference between the relief scale and the amount actually taken with the unit, from the station from which the unit is proceeding to its Regimental Centre, and thence, when desired by the officer commanding battalion, to the station to which the unit may subsequently be posted 'And at which the full mild scale of

baggage is required. The total baggage conveyed free by the State to and from the Regimental Centre together with that taken by the unit will not exceed the amount authorised by regulations in each case.

394. Baggage of individuals transferred whilst on leave.—For the rules regarding the conveyance of baggage of individuals transferred whilst on leave see [rules 231](#) to [235](#).

395. Despatch of baggage in advance of the move of an individual.—An individual under orders for transfer to another station who sends his authorised baggage or a portion thereof in advance of his move does so at his own risk, and is not ordinarily entitled to any compensation in the event of his move being changed or cancelled. A competent authority, however, may, if satisfied that the individual did not despatch his baggage unduly in advance of his own move as originally ordered, sanction a refund of the actual cost of conveyance at goods train rate of the quantity of baggage within the authorised scale, which the change or cancellation of the move has involved.

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Appendix 'A'

(Referred to in rule 10)

Persons authorised to issue Railway, river and Road Warrants, Requisitions and Military Credit Notes.

Item No.	Signing and issuing authority	Extent to which issue is authorised
	(a) By Sea	
1	C.G.S., A.G., Q.M.G and M.G.O	
2	Divisional, Sub-Area or Brigade Commander, O.C. at port of embarkation and Embarkation Commandants.	For personnel and animals.
3	C-in-C., R.P.A.F/R.P.N	For personnel and stores
4	Officer of the Recruiting Organization	For themselves, recruiting parties and recruits.
5	Administrative or executive officers of departments or corps. (b) By Rail, River and Road.	For stores which are the property of the Ministry of Defence at the time of despatch.
6	Chief Administrative Officer	For personnel of the Armed Forces Headquarters and stores. Note.- The C.A.O. may at his discretion, authorise any gazetted officer in his office to sign and issue for him railway warrants and credit notes.
7	A staff officer or establishment officer/assistant establishment officer of a lower formation, a station staff officer, and an Embarkation Commandant).	For himself, personnel, animals and stores.
8	S.T.Os. at ports; Surveyor-in-Charge, Marine Survey; and C.Os. of H.M.P. Ships	For personnel and stores.
9	Group Commanders and Officers Commanding Wing or Station Headquarters.	For himself personnel (not exceeding 20 in number) and equipment. Note.- A Group Commander or O.C. Wing or Station may at his discretion delegate his personal authority to one or more of his service officers.

Item No.	Signing and issuing authority	Extent to which issue is authorised
	(b) By Rail, River and Road.- contd.	
10	Naval Store Officer	For stores which are the property of the Ministry of Defence at the time of despatch.
11	Officers of the Recruiting Organization	For themselves and all those moving under their orders.
12	Commandants of authorised educational, training or other souch establishments notified in the Army List.	For themselves, staff and students, establishments, animals and stores.
13	Military Secretaries to the Governor General	For personnel and stores of the band.
14	Military Secretaries to the Governor of Provinces.	For personnel and stores of the band. The cost of warrants and military credit notes is debitable to the Provincial Government concerned.
15	Officer Commanding Governor General's Bodyguard.	For personnel animals and notes of the bodyguard.
16	Officer Commanding Governor Bodyguard.	For personnel, animals and stores of the bodyguards. The cost of warrants and military credit notes is debitable to the Provincial Government concerned.
17	Administrative medical officers attached to headquarters of formations; Os. C. Military Hospitals.	For medical personnel moving on departmental duty, officers and other ranks discharged from the hospital as fit for duty or further required to attend medical boards, sick transfers, attendants and escorts detailed to accompany patients and for, stores.
		Note.- An Officer Commanding a Military Hospital may on his own responsibility permit the next senior officer to sign warrants and credit notes.
18	Officer Commanding Medical Stores Depot.	For personnel and stores.

*Recruiting Officers and independent Assistant Recruiting officers may at their discretion authorise extra Assistant Recruiting officer (whether employed in a civilian or military capacity) serving under them to issue railway warrants.

Item No.	Signing and issuing authority	Extent to which issue is authorised
19	(b) By Rail, River and Road.- contd. Adjutants of Territorial Force units.	For other ranks of the instructional staff of the unit proceeding on inspection duty or other outstation duty, on the authority of a regimental order authorising the journey or any other description of military duty on the authority of the Divisional, Sub-Area or Brigade Commander for authorised journeys of members of the Territorial Force, and for stores when these are returned to the supplying depot.
20	Administrative or executive officers of departments or services, also military Subordinates of department or services or civilians in the case of M.E.S. when in independent charge of an outstation.	For personnel under their orders when moving on departmental duty and for animals and stores. For stores only in the case of a civilian in the M.E.S. In the case of arsenals and ordnance and clothing depots the ordnance officer i/c may delegate the duty of signing credit notes to his deputy or the Group Officer-in-Charge of the issue branch. In the case of ordnance and clothing factories, the superintendent or other officer i/c may delegate the duty of signing credit notes to a gazetted or commissioned officer of the factory. Note.- The executive head of an establishment or department may issue a warrant for his own use.
21	Offices of the Cantonments Department.	For the stores which are the property of the Government of Bangladesh in the Ministry of Defence at the time of despatch.
22	Deputy Military Accountant General, Assistant Military Accountant General.	For personnel moving on departmental duty under orders of the M. A. G. and despatch of records and stores.
23	Controller of Accounts	For personnel of the Military Accounts Department and stores, also to

		pensioners when attending medical or other boards.
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Item No.	Signing and issuing authority	Extent to which issue is authorised
	(b) By Rail, River and Road.- contd.	
24	Officers of Movement Control Staffs	<p>Note:- A Controller of Accounts may, at his discretion, authorise any gazetted officer in his office to issue credit notes.</p> <p>For personnel, animals and stores.</p>
25	Officers Commanding units or detachments	<p>For themselves and personnel under their command (not exceeding twenty in number) and stores.</p> <p>Note.- An O. C. unit, at his discretion, may delegate' his personal authority to any one or more of his regimental officers.</p> <p>An O. C. Medical Stores Depot may, on his own responsibility, authorise superintendents of his stores, when posted to sub-stores in outstations, to sign and issue military credit notes.</p>
26	O.C. unit who is Q.C. Station in which no staff officer exists	For personnel, animals and stores.
27	Subordinate in charge of:- Military Farms. Branch Military Farms. Military Farm Depots. Fodder Baling Depots.	For himself and subordinates; for despatch of farm stores, farm produce, dairy produce, animals and fodder.
28	Controller of Printing and Stationery, Karachi; Deputy Controller of Printing and Stationery, Dacca; Manager of Publications, Karachi; Manager Government of Bangladesh Press, Karachi.	For stores which are the property of the Ministry of Defence at the time of despatch.
29	R.P.A.S.C. Store-keeper in charge of an outpost.	For stores which are the property of the Ministry of Defence at the time of despatch.

Item No.	Signing and issuing authority	Extent to which issue is authorised
30	(b) By Rail, River and Road.- contd. A Junior Commissioned Officer of the R.P.A.S.C.	Is authorised to sign B.A.Fs. T-1707, T-1711 and T- 1712 when duly appointed by competent authority (Divisional, Sub-Area or Brigade Commander) to act in place of a commissioned officer.
31	O.C. Regimental Centres or Officers detailed by Os.C. as O.C. reservists and recruiting officers.	B.A.F.Y.-1954 for calling up personnel and B.A.F.T.-1707 or T-1707- A on return of such personnel after completion of reserve training only.
32	Government Overseer, Controlled Flour Mills, Lyallpur.	For stores which are the property of the Ministry of Defence at the time of despatch.
33	Assistant Director, Incharge Military Grain Depot, Lahore Cantt.	For stores which are the property of the Ministry of Defence at the time of despatch.

Notes

(i) The officers listed above who are empowered to issue warrants, passage requisitions and credit notes to the extent stated when conveyance is admissible, are responsible for the safe custody of the forms issued to them. Any loss caused to the State by the theft or fraudulent use of warrants, requisitions or credit notes, is liable to be charged against the individual responsible for the safe custody of the forms thus used.

The individuals mentioned may, during their temporary absence from their stations on leave or duty, permit the next senior officer or subordinate to sign warrants, passage requisitions and credit notes for them on their own responsibility. The senior officer or subordinate so permitted will sign the vouchers "for... (absent on)".

(ii) A Commandant of an authorised educational or training establishment may delegate his personal authority of signing railway warrants and credit notes to any one or more of his staff officers.

(iii) The authorities mentioned are empowered also to issue warrants in respect of the families, servants and baggage of individuals, entitled to conveyance under these regulations.

(iv) If a warrant, requisition or credit note is issued on account of any special service or expedition, the form will be endorsed red ink accordingly.

(v) When railway warrants and military credit notes are despatched by post, they should invariably be sent under registered cover.

(vi) The Q.M.G. may delegate power to individuals, firms and companies to sign and issue military credit notes for the despatch by rail of stores which are the bona fide

property of the Ministry of Defence at the time of deipatch. The C.I T.D. may delegate similar authority to personnel under his control.

APPENDIX "B".

(Referred to in rule 361)

Medical authorities for recommending and sanctioning moves of attendants

Journey	Description of individual to be accompanied	Recommending authority	Sanctioning authority
Station in Bangladesh	(1) A sick commissioned Officer or a Nursing Officer of the P. M.N.S.	O. C. hospital (or authorised medical attendant where there is no military hospital.)	A.D.M.S. at Div. H.Q. (a)
	(2) A case of mental disease transferred to a mental hospital in Bangladesh vide rule 246.	Do	Do
	(3) A case of mental disease or invalid proceeding to his home under the rules in Section 5 or 7 of Chapter III.	Nil	O. C. hospital (or authorised medical attendant where there is no military hospital)
	(4) A case of mental disease or an invalid proceeding to another station to consult a specialist or to appear before an invaliding board under the rules in Section 5 or 7 of Chapter III.	Nil	Do
	(5) An individual transferred under the rules in rules 307 (j), 342 (h) or 346 (ii).	Nil	Do

Journey	Description of individual to be accompanied	Recommending authority	Sanctioning authority
Station in Bangladesh - contd.	(6) An ex-serviceman (Patent) staying at the Red Cross Home, Sialkot when required to appear before a reassessment Medical Board under Rule 251.	Medical Officer, In-charge Red Cross Home, Sialkot.	Medical Officer, In-charge Red Cross Home, Sialkot.

Notes

(a) In urgent cases where time does not permit of sanction being obtained before the move local medical authorities will use their discretion.

(b) It is permissible for the medical authority concerned to sanction conveyance for a relative in lieu of a specially detailed attendant.

(c) Normally return conveyance for attendants is admissible if the outward journey has been authorised at public expense. (d) A. J. C. O. (including those granted Honorary Commission) or a Warrant Officer or Veterinary Assistant Surgeon is allowed to take his servant as an attendant but the servant is not entitled to return conveyance.

(e) The services of soldiers or non-combatants (enrolled) and casual personnel proceeding on leave should be utilised whenever possible in lieu of specially detailed attendants.

APPENDIX "C".

(Referred to in rule 193).

PART I.—List of conveyance allowances which are governed by the rules in rules 102 and 103.

Serial No.	Appointments, etc.	Amount of allowances and connected remarks.	If sanctioned specifically for the upkeep of a motor car motor cycle.
1	Staff Surgeon, Quetta	Rs. 75 per mensem	Yes
2	Equipment Officer at Air-craft Depot, Digh Road, employed on part duties at Keamari.	Rs. 50 per month as an alternative to the use of Government transport. See also foot-note (a)	Yes

PART II.—List of conveyance allowances which are not governed by the rules in rules 102 and 103.

Serial No.	Appointments, etc.	Amount of allowance and connected remarks
1	Nursing Officers employed in Military Hospitals in plains stations, for journeys between their quarters and hospitals when distance exceeds half a	Conveyance by private or hired motor cars or by hired tongas may be authorised by Divisional Commanders subject to the conditions that the expenditure shall not exceed Rs. 75 per mensem for motor cars and Rs. 80 per mensem for tongas for any one hospital and that Government transport has not been provided. Govt. Transport where already provided, may be utilised for journeys between messes and hospitals in lieu of private or hired motor cars or hired tongas, subject to the conditions that the expenditure incurred on running of Military Transport for this purpose does not exceed Rs. 75/- (Rupees seventy-five only) per mensem and the transport is used when really necessary.
2	Chief Principal Matron and Principal Matrons, P.M.N.S.mile.	Rs: 50 per mensem on the authority of a certificate from the Adjutant General at stations where a definite need exists for conveyance from residence to place of duty.
3	Civilian clerks, store-keepers, draughtsmen, language teachers and tracers (including those engaged-in leave vacancies) Aircraft De-pot, Drigh Road.	Cost of an intermediate class monthly season ticket between Karachi City and Drigh Road. See also foot-note (b)

Serial No.	Appointments, etc.	Amount of allowance and connected remarks
4	Subordinate staff employed in Embarkation Headquarters, Karachi.	Rs. 500 per annum to meet charges on account of bus fares, etc., for journeys performed on duty.
5	Gazetted officers of Karachi Dockyard.	Not exceeding Rs. 750 per annum to cover taxi hire including detention charges for journeys performed on duty within a radius of 5 miles.
6	Sea Transport Officer, Karachi.	Rs. 90 per mensem to meet charges in respect of journey performed on duty within a radius of 5 miles.
7	W.O./J.C.O. of Sea Transport Establishment at Karachi.	Not exceeding Rs. 1,500 per annum to meet charges on account of bus fares, etc., for journeys performed on duty within a radius of 5 miles.

- (a) The allowance is subject to the following conditions:-
- (i) That during any month in which the allowance is drawn, no Government transport is provided even in emergency.
 - (ii) That a certificate signed by the Officer Commanding, Aircraft Depot, is furnished to the effect that Government Transport was not used during any portion of the month for which the allowance is claimed.
 - (iii) That the allowance is not drawn for a period of less than one calendar month. (b) The grant of this allowance will be discontinued if and when Government residential accommodation becomes available at Drigh Road.

PART III.—Conveyance allowance sanction able by military authorities.

Subject to the fulfillment of the following conditions, a conveyance allowance not exceeding Rs. 30 a month may be sanctioned by the Q.M.G. or a P.S.O. at Air Headquarters, as the case may be, for an officer who is required to make habitual journeys on duty from his headquarters, within a radius of five miles or within the area of the cantonment, whichever is greater:-

- (a) The journeys shall, normally be not less than 5 miles per working day, exclusive of distance from the officer's residence to his place of duty and back thereto.
- (b) The allowance shall not be sanctioned for an officer for whom a Government vehicle is available.
- (c) The allowance shall not be admissible during leave except casual leave, and the rules in the Note to rule 102 shall apply.
- (d) The allowance shall not be admissible to an officer who is governed by rules 194 to 201.
- (e) The annual allotment made to meet the cost of the allowance shall on no account be exceeded.

APPENDIX 'D'

(Referred to in rule 3. See also rule 124)

Unless otherwise provided for by existing orders of general applications, moves on duty within Bangladesh authorised by regulations will be sanctioned as under :—

Moves	Personnel and type f move	Authority
<p>1. Moves outside the Division or Log Area.</p>	<p>All moves except those mentioned below and in items 2, 3, 4 and 5.</p> <p align="center">Exceptions</p> <p>(i) Bodies of troops less than 20 in number, e.g., individuals to and from hill depots or out-station detachments, training staff, students to and from courses of instruction, search parties for deserters, escorts for prisoners, etc.</p> <p>(ii) Moves of personnel between Regimental/Corps Centres and active battalions other than those covered by R.A.I. Rule 271.</p> <p>(iii) Moves on temporary duty of the staff of P.M.A., Kakul.</p> <p>(iv) Moves on temporary duty of the staff of Command and Staff College, Quetta.</p> <p>(v) Moves on temporary duty of the staff of C.Q.B. School, Quetta.</p> <p>(vi) Moves on temporary duty of the staff of O.T.S., Kohat.</p> <p>(vii) Moves on permanent/temporary duty of all civilian personnel borne on the strength of G.H.Q.</p>	<p>G.H.Q. (Branches concerned)</p> <p>Unit Commander.</p> <p>Commandant, Regimental/Corps Centre concerned.</p> <p>Commandant, P.M.A.</p> <p>Commandant, Command and Staff College, Quetta.</p> <p>Commandant, C. Q. B. School, Quetta.</p> <p>Commandant, O. T. S Kohat.</p> <p>Chief Administrative Officer.</p>
<p>2 Moves within a Division, Log Area or Brigade.</p>	<p>All moves except those mentioned in items 3, 4 and 5.</p>	<p>Divisional, Log Area, or Brigade Commander. as the case may be unless specific posting orders have been issued by G.H.Q.</p>

Moves	Personnel and type of move	Authority
3. Moves of personnel of Corps and Deppts. other than R.P.A.S.C.	<p style="text-align: center;">Exception</p> <p>For small parties of troops as in item 1, exception (i), including the medical officer attached to the unit within the unit area.</p>	Unit Commander.
	T.—R. V. & F.—	
	(A) REMOUNT AND VETERINARY PERSONNEL-	
	(a) Officers—	
	(i) All moves except those mentioned below.	D.R.V.& F
	(ii) Temporary moves within a Division/Log Area.	A.D.R.V. & F/D. A. D. R. V. & F., Div./Log Area.
	(iii) Moves on inspection duty of officers at Division/ Log Area H. Q.	Division/Log Area Commander.
	(b) Subordinates-	
	(i) All moves from one Division/Log Area to another, except those mentioned below.	O.C., P.R.V. & F. C. Centre (R. 0.), with the concurrence of D. R. V. & F. in the case of Vety. Assistt. Surgeons, J.C.Os. (G.D.) and Clerks only.
	(ii) Temporary moves within Division/Log Area.	A.D.R.V. & F/D.A.D. R.V. & F., Division/ Log Area.
(iii) All moves within a Remount formation area.	Local executive head of Deptt.	
(iv) Personnel detailed for conducting animals except Remounts.	A.D.R.V. & FJD.A.D. R.V. & F. of the despatching/receiving De-vision/Log Area.	
(v) Personnel detailed on conducting duty for issue or receipt of Remounts.	O.C.Remount Depot with the concurrence of D.R.V.&F.	

Moves	Personnel and type f move	Authority
<p>3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.</p>	<p>(B) Farms</p> <p>(a) Officers- All moves</p> <p>(b) Subordinates-</p> <p>(i) All moves except those mentioned below.</p> <p>(ii) All moves within own area</p> <p>II.- M. G. O. SERVICES-</p> <p>(i) All moves except those mentioned below.</p> <p>(ii) Individuals serving under the Director of Ordnance Services.</p> <p>(A) PERMANENT MOVES-</p> <p>(a) Officers—</p> <p>(1) Colonels and above</p> <p>(2) Lt.-Colonels and below</p> <p>(b) J.C.Os., O.Rs. and civilian non-gazetted staff except E.T.E.</p> <p>Note.- Commandants, Chief Ordnance Officers and Ordnance Officers I/C Depots are empowered to transfer personnel serving under them between their main establishments and outlying Sub-Depots or detached Sections under their charge.</p> <p>(B) TEMPORARY MOVES--</p> <p>(a) Officers</p>	<p>D..R.V & F</p> <p>D.R.V & F.</p> <p>Farm Officer/Manager concerned.</p> <p>M.G.O</p> <p>Military Secretary, G.H.Q</p> <p>Director of Ordnance Services</p> <p>Director of Ordnance Services.</p>

Moves	Personnel and type of move	Authority
3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.	(b) Moves- Cs.P.A.O.C. of H.Q. Div./Log Area within Div./Log Area.	Div./Log Area Commander.
	(c) Moves- Officers, J.C.Os., and O.Rs. employed under Cs.P.A.O.C. in Div. H. Qrs. and in Ordnance field units within Div./Log Area.	C.P.A.O.C. of HQ. Div./ Log Area. -
	(d) J.C.Os. and O. Rs.	D.O.S., if employed at G.H.Q., otherwise O. i/c P.A.O.C. Records.
	(e) E. T. E.	D.O.S., Ministry of Finance will be consulted before a move is ordered.
	(iii) Individuals serving under the Controller of Inspection on Technical Development.	
	(A) PERMANENT MOVES-	
	(a) Military officers	Military Secretary, G.H.Q
	(b) Civilian officers	C. I. T. D.
	(c) J.C.Os. and O. Rs.	Record office concerned.
	(d) Civilian non-gazetted staff	Chief Inspector concerned except in cases involving promotion to gazetted rank which will be treated as in (b) above.
	(B) TEMPORARY MOVES-	
	(a) Military Officers Civilian Officers	Chief Inspector concerned within the establishments under his command and stations where they are required to carry out inspection

Moves	Personnel and type of move	Authority
<p>3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.</p>	<p>(b) J.C.Os. and O.Rs.</p> <p>(c) Civilian non-gazetted staff including E. T. E.</p> <p>(d) Personnel controlled by O. i/c P.A.O.C. Records but employed in C. I. T. D. establishments.</p> <p>(iv) Individuals serving under the Director of Electrical and Mechanical Engineers (P.E. M.E.).</p> <p>(A) PERMANENT MOVES-</p> <p>(a) Officers of the rank of Colonel and above.</p> <p>(b) Other officers and civilian workshop supervisors.</p> <p>(c) J. C. Os./W. Os. and other Personnel.</p> <p>(B) TEMPORARY MOVES (INCLUDING VISITS AND INSPECTIONS).-</p> <p>(a) All officers and civilian workshop supervisors.</p> <p>(b) J.C.Os./W.Os. and other personnel.</p> <p>Note.- O. C. unit is empowered to authorise moves between the parent unit and sanctioned detachments either on permanent or temporary duty.</p>	<p>Chief Inspector O. i/c establishment in which employed.</p> <p>Chief Inspector/O. i/c establishment concerned. In the case of E.T.E., Ministry of Finance (Mily) will be consulted before the move is ordered.</p> <p>O. i/c P.A.O.C. Records</p> <p>Military Secretary, G.H.Q.</p> <p>D.E.M.E.</p> <p>O. i/c P.E.M.E. Records.</p> <p>C.P.E.M.E./D.A. D.E.M. E. within own area ; otherwise D.E.M.E.</p> <p>C.P.E.M.E./D.A.D.E.M. E. within own area otherwise O. i/c P.E.M. E. Records.</p>

Moves	Personnel and type f move	Authority
<p>3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.</p>	<p>III.—M.E.S.----</p> <p>(A) POSTINGS AND TRANSFERS TO AND FROM M.E.S.—</p> <p>Military and civilian officers and subordinates.</p> <p>(B) PERMANENT MOVES-</p> <p>(a) Moves from one Area to another—</p> <p>Military and civilian officers and all other individuals.</p> <p>(b) Within an Area—</p> <p>(i) Military and civilian officers (except Lts. and A.Es.)</p> <p>(ii) Military and civilian officers (Lts. and A.Es.) and all other individuals.</p> <p>(c) Within an M.E.S. Division—</p> <p>Military and civilian officers and all other individuals.</p> <p>(C) TEMPORARY MOVES-</p> <p>(a) from one Area to another— Military and civilian officers and all other individuals.</p> <p>(b) Within an Area—Military and civilian officers and all other individuals.</p> <p>(c) Within M.E.S. Divisions— Military and- civilian officers and all other individuals.</p>	<p>E-in-C</p> <p>E-in-C</p> <p>E-in-C</p> <p>C.M.E.S. D.C.E in the case of areas in Baluchistan.</p> <p>G.E.</p> <p>E-in-C</p> <p>C.M.E.S. D.C.E in the case of areas in Baluchistan.</p> <p>G.E.</p>

Moves	Personnel and type of move	Authority
<p>3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.</p>	<p>IV.—P.A.M.C. INCLUDING P.A. D.C. P.A.M.C. (NON-MEDICAL)-</p> <p>(a) All moves from one Division/Log Area to another—</p> <p>(i) Officers</p> <p>(ii) J.C.Os. O.Rs. and N.Cs. (E)</p> <p>(b) Moves within Divisions/ Log Areas.</p> <p>(c) Urgent temporary moves</p> <p>(d) Moves of J.C.Os., O. Rs. and N.Cs. (E) within a unit.</p> <p>V.- JUDGE ADVOCATE GENERAL'S DEPTT.— Moves on Court Martial, Instructional and Advisory duties within Bangladesh.</p> <p>VI.- BANGLADESH SIGNALS—</p> <p>(a) Between units of Bangladesh Signals Corps.—</p> <p>(i) All moves—Officers</p> <p>(ii) All moves—Other personnel.</p> <p>(b) Within units of Bangladesh Signals Corps.—</p> <p>(i) All moves—Officers. and other personnel (excluding officers and other personnel of S. T. C.).</p> <p>(ii) All moves—Officers and other personnel of S. T. C.</p>	<p>D.G.M.S.</p> <p>O. i/c P.A.M.C. Records.</p> <p>Division/Log Area Commander.</p> <p>Division / Log Area/ Brigade Commander.</p> <p>O.C. unit.</p> <p>J.A.G.</p> <p>D. Sigs.</p> <p>O. i/e Records</p> <p>O.C. units</p> <p>Commandant, S.T.C.</p>

Moves	Personnel and type of move	Authority
<p>3. Moves of personnel of Corps and Deptts. other than R.P.A.S.C.- contd.</p>	<p>VII.—R.P.A. PERSONNEL—</p> <p>(A) PERMANENT MOVES-</p> <p>(a) Officers</p> <p>(b) Personnel</p> <p>(B) TEMPORARY MOVES-</p> <p>(a) Between units under command H.Q. Corps Arty.</p> <p>(b) Between units of an Army Group, R.P. A.</p> <p>(c) To Ordnance Depots from units under Command H. Q. Corps Arty. and/or Army Group R.P.A.</p> <p>(d) All other moves</p> <p>VIII.- D.O.F. PERSONNEL—</p> <p>(i) All moves other than those mentioned below.</p> <p>(ii) Individuals serving under the Director of Ordnance Factories (other than those mentioned in item 1 (vii).</p> <p>(A) PERMANENT MOVES- Officers and non-gazetted establishments.</p> <p>(B) TEMPORARY MOVES-</p> <p>(a) Officers</p> <p>(b) Non-gazetted staff employed at G.H.Q.</p> <p>(c) Non-gazetted staff employed in Ordnance and Clothing Factories.</p>	<p>D. of Arty.</p> <p>O.i/c r.P.A. Records</p> <p>Commander Corps Arty.</p> <p>Commander Army Group concerned.</p> <p>Commander Corps Arty. and/or Army Group R.P.A. concerned.</p> <p>D. of Arty</p> <p>Ministry of Defence</p> <p>D.O.F.</p> <p>D.O.F.</p> <p>D.O.F.</p> <p>Supdt./Officer In-charge of the factory</p>

Moves	Personnel and type of move	Authority
4. Miscellaneous	<p>I.- BETWEEN UNITS OF R.P. ENGINEERS.</p> <p>(i) All moves- Officers</p> <p>(ii) All moves- All other personnel.</p> <p>II.- (a) Posting of P.A.C. personnel to the P. A. C. Centre and School when units concerned are not located in the same Log Area.</p> <p>(b) Handing over of A.F.Vs. to repair shops and taking delivery of same after repair.</p> <p>III.- MOVES OF RECRUITING OFFICERS/ASSISTANT RECRUITING OFFICERS-</p> <p>(a) On postings</p> <p>(b) Within their respective areas</p> <p>(c) Outside their respective areas</p> <p>(d) Regtl. Rectg. Parties</p> <p>IV.- (a) Moves of military and civilian personnel employed in Medical Departments and Station Health Organisation.</p> <p>(b) Moves of personnel employed in the military Nursing Services.</p> <p>(c) Temporary duty moves of E. R. E. officers employed in Medical units under the D. G. M. S.</p>	<p>E-in-C</p> <p>Commandant R.P.E. Centre</p> <p>Commandant P.A.C Training Centre.</p> <p>Commandant P.A.C Training Centre.</p> <p>Military Secretary, G.H. Q., letter appointing the officer will be authority for moves.</p> <p>R. O/A. R. 0. (in case of independent Branch Rectg. Office) concerned.</p> <p>D. of O., A. G's. Branch G.H.Q.</p> <p>Commandant of the Regtl. Centre concerned.</p> <p>D.G.M.S.</p>

Moves	Personnel and type of move	Authority
5. Moves of R.P.A.S.C. personnel	(a) Officers- (i) Permanent and temporary moves and moves on inspection duty at G.H.Q. and from one Division Log/Area to another. (ii) Permanent and temporary moves within Division Log Area and moves on inspection duty/within Division/ Log Area Headquarters. (b) All other personnel (i) Permanent and temporary moves from one Division/ Log Area to another. (ii) Permanent and temporary moves within Division/Log Area.	D.S.T C.R.P.A.S.C./D.A.D.S.T., Division/ Log Area. O. i/c Record of the Branch of the Corps concerned. C.R.P.A.S.C/D.A.Ds.S.T., Division/Log Area.

Notes.

1. The rules shown above are not applicable to moves ordered under rule 271, R. A. I. nor do they in any way affect the powers of competent medical authorities referred to in the various rules for moves on medical grounds, e. g., rule 253, etc.

2. A movement order can be signed by a staff or other officer "for" an authority referred to above, but the responsibility rests with the latter.

3. When a move authorised by a higher authority is actually carried out under orders issued by the lower authority concerned, a reference to the orders of the former will be quoted in flat orders of the latter for the information of the audit authorities.

4. The rules in regard to the movement of bodies of troops are contained in the See also item 1, exception (i).

5. In cases where a unit serving in one Division/Log Area has a detachment located in another Division/Log Area Divisional Commander or Log Area Commander in whose area the Headquarters of the unit is located, may sanction the move of the O. C. the unit (or in his place adjutant or quartermaster, or, in the case of M. T. units the workshop officer), in connection with the inspection of the detachment as and when necessary. Moves of the officers in connection with changes in command of the detachment and other moves of officers and personnel to and from headquarters and detachments of a unit may similarly be sanctioned.

6. The authority competent to sanction the move of an artillery regimental commander for inspection of a detachment can sanction in lieu the move of an adjutant for the same purpose as and when necessary,

7. Moves of soldiers and non-combatants (enrolled) and temporary personnel proceeding to their homes on discharge, transfer to reserve or pension, etc., referred in Sections 5 and 7, Chapter III, will be carried out under the authority of unit commanders.

8. No separate sanction will be necessary for moves of soldiers to schools of instruction to which vacancies have been allotted by a Division/Log Area. A reference to such orders on the w is will meet requirements.

9. (a) All moves of parties exceeding 20 will be authorised by the Brigade/ Station Commander.
- (b) S. S. O will be responsible for making all administrative arrangements for the provision of railway wagons, transportation of goods to the railway station and for the issue of ice, tea and attachment of dining cars, etc. The railway warrant required for the party will be prepared and issued by the S. S. O. at the railway station after checking the actual number of personnel entertained.

Appendix "E"

(Referred to in rule 153)

List of localities which have been declared to be specially expensive and where daily allowance and road mileage at increased or special rates are admissible.

Sl No.	Province	Name of locality	Increase in the rate of road mileage	Increase in the rate of daily allowance	Remarks
1	2	3	4	5	6
1	East Bengal	1. Hill tippera	50 per cent	50 per cent. subject to a maximum of Rs. 10.	
		2. Chittagong Hills Tracts	Ditto	Ditto	

N.B.- Under Appendix 'E' serial Nos. 1-2 and 4-7 omitted.

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CONCORDANCE FORM PASSAGE REGULATION, 1940
TO PASSAGE REGULATION (PROVISIONAL), 1952

This concordance shows, rule by rule, where the provisions of the old edition have been incorporated in the new edition. It is intended solely as a guide and shall not be quoted as authority.

1940	1952	Remarks
Paras	Rules.	
1 and 2	1	Revised
3	2	
4	3	
5	4	
6	5	Revised
7	..	Incorporated in Rule 26.
8	6 and 7	Unnecessary portions omitted.
9	8	Unnecessary portions omitted.
10	9	Revised
11	10	some portion taken to Appendix "A"
12	..	Omitted.
13	11	
14	12	Unnecessary portions omitted.
15	29	
16	13	
17	14	
18 and 19	15	
20	16	Unnecessary portions omitted.
21	..	Omitted.
22	17	
23	..	Omitted.

1940	1952	Remarks
Paras	Rules.	
24	18	
25	..	Blank
26	19	
27	..	Omitted.
28	26	
29	27	
30	28	
31-32	..	Omitted.
33	30	Unnecessary portions omitted.
34 and 35	..	Omitted.
36	31	Unnecessary portions omitted.
37	32	Unnecessary portions omitted.
38 and 38-A	..	Omitted.
39	33	Unnecessary portions omitted.
39-A	34	
39-B	..	Omitted.
40	35	
41	36	Unnecessary portions omitted.
42	37	Unnecessary portions omitted.
43	38	Revised
44	..	Blank
45-47	..	Omitted.
48	39	
49	40	Revised
50	41	

1940	1952	Remarks
Paras	Rules.	
51	47	
52	..	Blank
53	48	
54	..	Blank
55	49	
56	..	Omitted
57	50	
58	51	
59	52	
60	53	
61 and 62	..	Omitted.
63	54	
64	55	
65	56	
66	57	
67	58	
68	59	
69	60	Unnecessary portions omitted.
70 & 71	..	Omitted.
72	61	Completely revised
72-A	..	Omitted.
73	62	
74	63	
75	64	
76	66	

1940	1952	Remarks
Paras	Rules.	
77	67	
77-A	68	
78	69	
79	70	Revised
80	76	
81	77	
81-A	78	
82	79	
83	83	
84	84	
85	85	
85-A	86	
85-B	87	
86 & 87	..	Omitted.
88 & 89	..	Blank
90	91	Revised
90-A	93	
91 and 92	..	Blank
93	100	
94	101	
95	102	
95-A	103	Unnecessary portions omitted.
95-B	104	
96	105	
97	106	

1940	1952	Remarks
Paras	Rules.	
98	112	
99	113	Unnecessary portions omitted.
100	114	Unnecessary portions omitted.
101	115	Unnecessary portions omitted.
102	116	
103	117	
104	118	
105	119	
106	120	
107	121	
108	122	Unnecessary portions omitted.
109 and 110	..	Blank
111	123	
112	124	
113	125	Unnecessary portions omitted.
113-A	126	
114	127	Unnecessary portions omitted.
115	128	Revised
116	134	Revised
117	135	
118	136	
119	137	Completely Revised
120	138	Unnecessary portions omitted.
121-122A	..	Blank
123	139	Unnecessary portions omitted.

1940	1952	Remarks
Paras	Rules.	
124	140	
125	141	
126 and 127	..	Omitted.
128	142	
129-131	..	Omitted.
132	144	
133	145	
133-A	146	
134	147	
135	148	
135-A	149	
136	150	
136-A	..	Omitted.
137	151	
137-A	152	Unnecessary portions omitted.
138	153	Revised
139	160	
139-A	161	
140	162	Unnecessary portions omitted.
141	163	
142	..	Omitted.
143	169	Unnecessary portions omitted.
144	171	
145	172	
145-A	173	

1940	1952	Remarks
Paras	Rules.	
146	174	
147	175	
147-A	176	
148	178	
149	179	
149-A	..	Omitted.
150	180	
151	181	Unnecessary portions omitted.
151-A	..	Omitted.
152	193	
153	194	
153-A	195	
153-B	197	
154	198	
155	199	
156	201	
157	202	Unnecessary portions omitted.
158	215	
159 and 160	..	Omitted.
161	216	
162	217	
162-A	218	
163	220	
164	..	Omitted.
165	221	

1940	1952	Remarks
Paras	Rules.	
166	..	Omitted.
166-A	222	
167	223	
168	224	Unnecessary portions omitted.
168-A	225	
168-B	226	
168-C	227	
169	228	
170-172	..	Omitted.
173	229	
173-A	330	Unnecessary portions omitted.
174	231	
175	232	
176-176B	233	
176-C	234	
176-D	235	
177	..	Omitted.
178	237	
179-181	..	Omitted.
182	239	Unnecessary portions omitted.
182 and 183	..	Omitted.
184	241	
185	242	Unnecessary portions omitted.
186	243	
187	..	Omitted.

1940	1952	Remarks
Paras	Rules.	
188	244	Unnecessary portions omitted.
189 and 190	..	Omitted.
191	246	
192	264	Omitted.
192-A	247	
193	..	Omitted.
193-A	248	
193-B	249	
193-C	250	
193-D	251	
194	..	Omitted.
194-A	252	Unnecessary portions omitted.
194-B	..	Omitted.
195	253	Unnecessary portions omitted.
196	254	
197	256	Revised
197-A to 199-A	..	Omitted.
200	257	
201	258	
201-A	259	
201-B	..	Omitted- Obsolete
202	273	Completely Revised
203	274	Unnecessary portions omitted.
204-211	..	Omitted.

1940	1952	Remarks
Paras	Rules.	
212	275	Revised
212-A	276	Unnecessary portions omitted.
213	..	Blank
214	278	
215	280	
216	..	Blank
217 and 217-A	..	Omitted.
218	281	Revised
218-A	282	
219	..	Omitted.
220	283	
221-223	..	Omitted.
224	284	Revised
225	285	Completely Revised
226-228	..	Omitted.
228-A	286	Revised
229-230	..	Omitted.
231	..	Blank
232 and 233	..	Omitted.
234	287	Revised
235		
243-A	..	Omitted.
244-246	..	Blank
247	..	Omitted.
248 and 249	..	Blank

1940	1952	Remarks
Paras	Rules.	
250-261	..	Omitted.
262	289	Revised
263	..	Omitted.
264	..	Blank
265	294	Unnecessary portions omitted.
265-A	296	Unnecessary portions omitted.
265-B	297	
266 and 267	..	Omitted.
268	298	
269	299	
270	..	Omitted.
271	300	
272	301	
273 to 298B	..	Omitted.
299	306	
300	307	Unnecessary portions omitted.
300-A	315	
300+-B	316	
300-C	317	
301	318	
302	..	Omitted. Obsolete
303	320	Unnecessary portions omitted.
304	..	Omitted. Unnecessary
305	321	

1940	1952	Remarks
Paras	Rules.	
305-A	322	
306	323	
306-A	324	
307	325	
307-A	326	
308-110	..	Omitted.
311	327	
312	328	
313	..	Omitted.
314	329	
315	330	
316	331	
317	332	
317-A	338	
318	341	
319	342	Unnecessary portions omitted.
320	..	Blank
321	..	Omitted. Unnecessary
322	343	
322-A	344	
322-B	..	Omitted. Unnecessary
323	345	
323-A	..	Omitted. Obsolete
324	346	
325	347	

1940	1952	Remarks
Paras	Rules.	
326	..	Omitted.
326-A	348	
327	354	
328	355	
329	356	Unnecessary portions omitted.
330	..	Omitted.
331	357	
332	358	
333	361	Unnecessary portions omitted.
334-337	..	Blank
338	364	
339	..	Omitted. Obsolete
340	365	
341	366	Unnecessary portions omitted.
342	..	Blank
343-346	..	Omitted.
347	367	Unnecessary portions omitted.
348	368	Unnecessary portions omitted.
349	..	Omitted.
350	369	
351	..	Omitted. Unnecessary
352	372	
353	373	
354-356	..	Blank
357	374	

1940	1952	Remarks
Paras	Rules.	
358	376	
359	382	Unnecessary portions omitted.
360	383	
361	384	Revised
362-362B	..	Omitted.
363	385	
364	386	
365	387	Unnecessary portions omitted.
365-A	..	Omitted. Obsolete
366	388	
367	389	
368	390	
368-A	391	
368-B	392	
369	393	
370	394	
371	395	

1940	1952	Remarks
Paras	Rules.	
Appendices A to C	----	Blank
Appendix D	Appendix A	Revised
Appendix E	----	Blank
Appendix F	Appendix B	Unnecessary portions omitted.
Appendix G	Appendix C	Unnecessary portions omitted.
Appendix H	Appendix D	Completely revised
Appendix & J	----	Omitted. Obsolete
Appendix & L	----	Blank
Appendix M	----	Omitted.
Appendix N	Appendix E	Unnecessary portions omitted.