

EAST AFR. PROT

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1915

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1st Sept

Last previous Paper

PENSION FOR MR M. J. J. M. DIAS  
3RD GRADE CLERK, GOVERNMENT PRESS

Encloses pension form. He is eligible for pension of £19-4-0 p.a. Pending sanction has approved alimentary allowance of £16 p.a.

W. Hunter

H. J. R.

4/27/15

W. Harris

Correct. approve

C.H.

Nov 31 1915

C.H.

at Nov 15

at ma

1915  
8 Nov 15

Next subsequent Paper

GOVERNMENT HOUSE,  
NAIROBI.  
RECEIVED 1 NOV 15  
BRITISH EAST AFRICA

EAST AFRICA PROTECTORATE.

No. 710.

September 21st, 1915.

Sir,

I have the honour to inform you that Mr. Miguel Joaquim Joao Marçalo Dias, a 3rd grade clerk in the Government Press, retired from the service of this Protectorate on 23rd May last, having reached the age limit.

2. In accordance with the rules relating to Pensions for subordinate officers he is eligible for a pension at the rate of £19-4-0 per annum; and, pending receipt of your formal sanction in the matter, I have authorised payment, through the Agents in India, of an alimentary allowance at the rate of £10 per annum.

3. The necessary pension form duly completed is forwarded herewith.

I have the honour to be,  
Sir,  
Your humble, obedient servant,

*Henry Bignold*

GOVERNOR.

THE RIGHT HONOURABLE

ANDREW BONAR LAW, F.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S. W.

COLONIAL PENSIONS, &c.

230

50262  
 REC'D  
 REG. 1 NOV

PARTICULARS required to be furnished in reference to Persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratitudes on retirement.

(In filling up this Paper refer to the Instructions on page 3.)

1. Name of Applicant **Miguel Joaquim Joao Marcello Dias**  
 2. Office or Situation **ASSISTANT OVERSEER (Clerk, 3rd Grade) Govt. Press.**  
 3. Age **Sixty three (63) years**  
 4. Service in Years and Months **13 years and 10 days**  
 5. Salary or Wages (Average) **£96:0:0**  
 6. Emoluments **£ - - -**  
 Total amount of Salary or Wages and Emoluments, on which Superannuation, &c., is claimed **£96:0:0**

7. Cause of retirement **Age limit**

8. Dates of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguishing Salary from other Allowances, and specifying such Allowances.

Title of Appointment	Date of Commencement	Date of Termination	Salary per annum	Allowances, &c.	Nature of Allowances, &c.
Assistant Compositor	13-5-02	30-6-04	£48/-		
	1-7-04	31-3-07	£60/-		
	1-4-07	31-3-10	£68/-		
	1-4-10	31-3-11	£72/-		
	1-4-11	31-3-12	£76/-		
	1-4-12	31-3-13	£80/-		
Compositor (Clerk, 3rd Grade)	1-4-13	31-3-14	£100/-		
	1-4-14	31-3-15	£104/-		
Overseer (Clerk 3rd Grade)	1-4-15	22-5-15	£108/-		

18. Statement, if the circumstances warrant it, that the Applicant "has discharged his duties with diligence and fidelity, to the satisfaction of the Head Officer or Officers of his Department," to be signed by any two of such Head Officers, if there shall be more than one, or by such Head Officer, if there shall be but one, together with "such a statement as will exhibit the merit, and value, and labour of the services of the Person recommended, embracing as long a period of his public service as can be authentically stated, and observations as to Special Services, Suspension, Reprimand, &c., with full particulars of any injuries received on duty, or other claims or matters for consideration

*Mr. Dias has worked under the Superintendent of the Government Press since 1908. The latter reports as follows:-*  
*"I have always found him an energetic man. He was in charge of the official Gazette room. All his work was thorough, clean, and reliable. His place will be difficult to fill, and I am very sorry to lose him."*

*W. D. Martin*  
*Editor, Official Gazette*

Treasurer

12. Computation, by the ~~Assistant~~ Commissioner of the Pension, &c.

I certify that the pension which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to **nineteen pounds and four shillings (£19-4-0)** and I base my Certificate on the following calculation:

Date of 1st appointment 13th May 1904  
 Date of Retirement 23rd May 1915

	Years	Months	Days
Actual service	11	0	10
Deduct period of leave without salary	0	2	21
<b>Total</b>	<b>12</b>	<b>10</b>	<b>29</b>

Pensionable service 12 years  
 Average salary 296:0:0 per annum  
 Whereof 12 30ths 219:4:0 per annum

*W. D. Martin*  
 for Treasurer

Head Office, Protector of  
 Instructions

Nairobi, 21st May 1915,

## Instructions referred to on page 1

(D) Paper of Particulars and the Certificates connected with it, be not sent in original, the copies must be duly attested.

- Head 1 of Paper.**—In the case of an Officer serving on the West Coast of Africa, a statement is to be added whether he is a native of that Coast. Colonial Regulations, § 120.
- Head 3.** State the description of Allowance for which the Applicant is recommended, viz., Superannuation, Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of Persons claiming an addition to their Pensions in respect of Professional or other special qualifications, this should be stated, and a reference should be given to the authority under which the claim is made.
- Head 5.** If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 4.
- Head 6.** If the Person retiring has been in receipt of the same Salary or in the class from which he retires, for the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of retirement should be inserted, preceded by the word "average," but if the whole period of service is less than three years, then the average for the whole period of service should be inserted.
- Head 7.**—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Emolument (exclusive of salary or wages) which is claimed to be included in the calculation of the Pension or Gratuity.
- Whenever the value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of that amount, so that it shall not exceed one-seventh of the whole.
- Fees which an Officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, at the annual average of the net receipts of the 36 months next preceding the Officer's retirement. These net receipts are to be ascertained by deducting from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defray from his own resources, in performing the services for which he was remunerated by Fees. No deduction, however, from the Fees should be made in respect of Office Expenses provided from Public Funds, for the due discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when forwarded to the Colonial Department should be accompanied by formal Declarations from the retiring Officers, showing the amount received by them for Fees, and the amount defrayed as above for Office Expenses, &c., in each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to satisfy themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one-quarter of the Salaries, and Fees will not in any case be allowed to count for Pension purposes during any period in which the whole time of the Officer receiving them was given to the Public Service.
- Head 8.** In cases of infirmity, if the Applicant is below the ordinary age for retirement, a Medical Certificate is to be furnished showing that he is disqualified by infirmity of mind or body for discharging the duties of his situation, and that such infirmity is likely to be permanent.
- In case of ten years' service or more, this Certificate should be signed by two Officers, of whom at least one should, if possible, be a Salaries Officer of the Government.
- Head 9.** As to "broken" service see Head 5.
- If the Applicant has had any "acting" service, the details must be fully given, with a statement whether or not, during "acting" service, he was connected with the permanent Civil Service of the Colony.
- Head 11.**—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.
- Head 12.** If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.
- The length of service and other particulars of the computation are to be given. When an average of salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

### Instructions referred to on page 1

If the Paper of Particulars and the Certificates connected with it, be not sent in original, the copies must be duly attested.

*Head 1 of Paper.*—In the case of an Officer serving on the West Coast of Africa, a statement is to be added, whether he is a native of that Coast. (Colonial Regulations, § 430)

*Head 3.*—State the description of Allowance for which the Applicant is recommended, viz. Superannuation Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of Persons claiming an addition to their Pensions in respect of Professional or other special qualifications, this should be stated, and a reference should be given to the authority under which the claim is made.

*Head 5.*—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9.

*Head 6.*—If the Person retiring has been in receipt of the same Salary, or in the class from which he retires, for the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of retirement should be inserted, preceded by the word "average," but if the whole period of service is less than three years, then the average for the whole period of service should be inserted.

*Head 7.*—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Emolument (exclusive of salary or wages) which is claimed to be included in the calculation of the Pension or Gratuity.

Whenever the value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of that amount, so that it shall not exceed one-seventh of the whole.

Fees which an Officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, into the annual average of the net receipts of the 36 months next preceding the Officer's retirement. These net receipts are to be ascertained by deducting from the gross amount of Fees such Office Expenses, &c., as an officer may have had to defray from his own resources, in performing the services for which he was remunerated by Fees. No deduction, however, from the Fees should be made in respect of Office Expenses provided from Public Funds, for the due discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when forwarded to the Colonial Department should be accompanied by formal Declarations from the retiring Officers, showing the amount received by them for Fees, and the amount defrayed as above for Office Expenses, &c., of each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government to satisfy themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one-quarter of the Salaries, and Fees will not in any case be allowed to count for Pension purposes during any period in which the whole time of the Officer receiving them was given to the Public Service.

*Head 8.*—In cases of infirmity, if the Applicant is below the ordinary age for retirement, a Medical Certificate is to be furnished showing that he is disqualified by infirmity of mind or body for discharging the duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this Certificate should be signed by two Officers, of whom at least one should, if possible, be a Superior Officer of the Government.

*Head 9.*—In cases of infirmity, see *Head 8.*

If the Applicant has had any *acting* service, the details must be fully given, with a statement whether or not, during the "acting" service, he was connected with the permanent Civil Service of the Colony.

*Head 10.*—In special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension; the facts are to be fully stated.

*Head 11.*—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.

The length of service and other particulars of the computation are to be given. When an account of Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

you  
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8 November 1915

DRAFT.

to Ap. Prod.  
No. 816  
for Sir H. Balfour, Secy

- MINUTE 4
- Mr. Hunter 5
  - Mr. Harris 5
  - Mr.
  - Mr.
  - Sir G. Fiddles.
  - Sir H. Just.
  - Sir J. Anderson.
  - Mr. Steel-Mansland.
  - Mr. Bonar Law

I have the honour to ack.  
the receipt of your despatch No  
710 of the 21st of September, and  
to convey to you my approval of  
the award to Mr. M. J. J. M.  
Deeds, late 3rd Grade Clerk in  
the fourth class of a pension at  
the rate of £19.4 0 per annum

Chang

LEGAL LAW,