

1926

113

KENYA

X. 3219

Dep. Marimootoo,  
262

Date

12th March, 1926.

5 APR 1926

SALEM bin SALIM, JUNIOR CLERK, ADMINISTRATION.

The Form of Particulars required for the  
computation of gratuity payable to - Will be  
sent to receive approval to the payment of a  
gratuity of Shs. 242/31.

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of State

Previous Paper

D. Seed	64	
R. Allen	64	
Whiteman	9.4	

C.O. 533 346

Next Paper

1/17

Downing Street.

363

12 April, 1926.

Sir,

I have the honour to acknowledge the receipt  
of your despatch No. 362 of the 12th of March and to  
inform you that I approve of the payment of a gratuity  
of Rs. 26/- to Salih bin Salim, Junior Clerk,  
Administration Department.

I have the honour to be,

Sir,

Your most obedient,

Humble servant,

SIR,  
SULTAN'S OFFICE,  
SIR S. V. S. 03100, S. C. V. O., O. M. D., D. B. O.,

etc.

etc.

etc.

Welcombe 9/4  
even 9/4



6.A.G.

3219

26. Henna.

J. Hardinge

Chen

Stockburgh

Brindie

Dams

Wilson

Jy. Gore

Larendon

14

Sir,

12 April, 1926

I have etc. to acknowledge

rect. of your despatch no. 262

of the 12th of March and

to inform you that I

approve of the payment

of a gratuity of Shs. 242/31

to Salch bin Salim,

Junior Clerk, Admins.

Dept.

(Signed) L. S. AMERY  
have etc.



GOVERNMENT HOUSE,

NAIROBI.

~~KENYA~~

No. 262

~~KENYA~~

14 March, 1926

A. 3219

5 APR 1926

Sir,

*n of Particulars*

I have the honour to transmit a Form of Particulars required for the computation of gratuity payable to Saleh bin Salim, Junior Clerk, Administration, who has been retrenched from the service of this Colony due to cessation of Juba-land to Italy.

2. Saleh bin Salim's services date from the 3rd November, 1917, and he is, therefore, eligible for a gratuity of Shs 7242/31 earned under Section IV of the Superannuation Act, 1887.

3. I shall be glad to receive in due course your approval to the payment of the amount recommended.

I have the honour to be,

Sir,

Your most obedient, humble servant,

*J. A. Northcote*  
IN GOVERNOR.

RIGHT HONOURABLE  
LIEUTENANT COLONEL E. C. M. S. AMERY, P.C., M.P.,  
SECRETARY OF STATE FOR THE COLONIES,  
DOWING STREET,  
LONDON, S.W.

## COLONIAL PENSIONS, &amp;c.

Particulars required to be furnished in reference to persons recommended for Superannuation, Compensation or Compassionate Allowances, or Gratuities on retirement.

(To be filled up by the Person before the Intervener or his Agent)

Name of Applicant Saleh bin Agim (Native)

Office or Situation Junior Clerk

Recommended for a gratuity of Shs. 248-31

Age 7

Service in Years and Months 7 years, 7 months and 28 days

Salary or wages (Actual) Shs. 1320-00

Emoluments Value of Quarters (minimum) Shs. 480-00

Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. } Shs. 1800-00

Cause of retirement Obolition of Office

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.
					Shs.
Junior Clerk	3-11-17	30- 6-18	480		
Grade Clerk	1- 7-18	30- 9-19	720		
	1-10-19	31- 3-20	840		
Junior Clerk	1- 4-20	31-12-20	1200		
	1- 1-21	30- 6-25	1320		

10. Whether each of the Appointments held by the Applicant has been on the Fixed Establishment of the Colony.

YES

11. Whether the duties of the several offices or situations held since the Applicant entered Civil Service have been such as to require that the holder should give his whole time to the public Service.

YES

12. Whether holding any other Public Appointment, or receiving or claiming to receive Public Money by Compensation, Half-Pay or otherwise.

NO

13. If any kind of Pension or other Allowance has been commuted under the Imperial Peter Commutation Acts, 1869 and 1871, the annual amount of Pension or Allowance Commuted and the date of Commutation should be inserted.

NONE

14. Absence, beyond ordinary Vacation leave, in each of the last 10 years:—

Year	From	To	Period of Absence	Number of Days	Cause of Absence
1911					
1912					
1913					
1914					
1915					
1916					
1917					
1918					
1919					
1920					
1921					
1922					
1923					
1924					
1925					

15. Date of cessation of duty 30th June 1925

16. Date of cessation of Salary 30th June 1925

- Gratuity is due  
17. Date from which, inclusively, ~~Bornwell Commission~~ 1st July 1925.

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 each 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, estimating 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 in duty, or other claims or matters for consideration.

I certify that the Applicant has discharged his duties with  
diligence & fidelity and I have found him capable  
and trust worthy during the two years he has served  
under me.

Francesca Chester  
10/2/26  
acc.

#### Gratuity

To Computation, by the Treasurer, of the ~~Amount~~, &c.—

I certify that the..... Gratuity ..... which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to ~~two hundred and~~  
~~forty two shillings and thirty one cents (Sh.242/31)~~  
and I base my Certificate on the following calculation:—

Date of 1st Appointment - 3rd November 1917

Date of Retirement - 1st July 1925.

	Years	Months	Days
Actual service	7	7	28

Service for purposes of gratuity	- 7 years
Actual salary and emoluments	- Sh.1800/- a year

Gratuity earned under Section IV of  
the Superannuation Act, 1887, being  
at the rate of one week's salary  
for each year of service

\* Sh.242-31

TREASURY,

NAIROBI, 29<sup>th</sup> January 1926.

for Treasurer

The Colony and Protectorate of Kenya

Instructions

INSTRUCTIONS REFERRED TO ON PAGE 1.

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

**HEAD 1 or Part 1.—In the case of an Officer serving on the West Coast of Africa, a statement is to be made whether he is a native of that Coast. (Colonial Regulations, § 100.)**

**HEAD 2.—State the description of Allowances 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 qualification, this should be stated, and a reference should be given to the authority under which the claim is made.**

**HEAD 3.—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 cause, dates, and circumstances of each break or breaks should be stated under heading 9.**

**HEAD 4.—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 a 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 5.—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each Embolument (exclusive of salary or wages) which is claimed to include in the calculation of the Pension or Gratuity.**

Whenever the value of a House or House Allowance, so ascertained, exceeds the sum of the salary and other emoluments which count for Pension purposes, it will be reduced to the latter amount, so that it shall not exceed one-quarter 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. A deduction in respect of the fees should be made in respect of Office Expenses provided to Public Funds, i.e., the due discharge of those duties to which a Fixed Salary is annexed. Particulars when forwarded to the Colonial Department should be accompanied by full 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 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 Salary, and Fees will not in any case be allowed to count for Pension purposes during the period in which the whole time of the Officer receiving them was not given to the Public Service.

**HEAD 6.—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, where at least one should, if possible, be a Salaried Officer of the Government.

**HEAD 7.—As to "broken" service see HEAD 3.**

If the applicant has had any "broken" service, the details must be fully given, and a statement whether or not, during the "broken" service, he was employed with the permanent Civil Service of the Colony.

**HEAD 8.—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 9.—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.**

**HEAD 10.—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.**