

1924  
1923

KENYA

C.O.

4712

30.JAN.24

363

29

18.1.24

I F.L.S.

... C.O. S.D. posted and views of Govt at  
introduction. As it is very advisable Bill  
should be introduced before present Council  
on 20th February.

Min. of S.  
of C.S.I.S.

Min. of State

Subsequent Paper

MINUTE

See Min. of 17 Jan on 363<sup>22</sup> stated  
that the bill must be introduced  
and the main of the much  
shorter draft must be done  
for examination before the Bill is  
introduced. But that is omitted and  
most I think have been done.

I should off at 2nd, as we have  
to telephone I think and it will  
be best to delay Uganda from  
Kenya until a day of advantage  
17 Jan (in my opinion  
3884)

6.6.24

30.1.24

Mr. J.R. 30/1/24

Subsequent Paper

9.6.24 S.C.

MINUTES.

MINUTES NOT TO BE WRITTEN  
ON THIS SIDE

370

I have taken the precaution of  
locking up the papers which followed  
the settlement last summer.

Co/37962/23.

Tel. of 28 Aug a letter from the may  
more persons whatever, including the  
Committee of Association, that a his  
return the Govt will take immediate  
steps to influence the decision on  
emigration.

[This, I hope consider will be  
for your information and pleasure  
"private")]

5/28/40/23.

The Indian delegation claimed that  
outstanding points must be settled  
before "confidence to the local channels  
provided by the Constitution of a Colony."  
They were told that the S.M. was  
answering their delegations in the  
Colonies.

This is therefore acting to set off  
against the necessity for some  
legislation, even if it takes a little  
time to evolve. G.A.S. 30.1.40.

~~SECRET~~ Telegram from the Governor of Kenya in the ~~SECRET~~

Colonial Office for the Colonies, dated 29th January.

(Received Colonial Office 4.30 p.m. 29th January, 1924.)

OFFICE OF THE TELEGRAPH

Government Telegraph

47

Revised

Received

Received

H. M. S. D.

600 PM TAIWAN TOSHS VIA EGYPTADIO

29/5/8 PM 16 =

CHARLES LONDON

RECEIVED SATURDAY 19 MAY 1981

RECEIVED

RECEIVED

RECEIVED

RECEIVED BY OWNER

Dated



373

## DECODE

at a telegram from the Governor of

Kenya

Dated 29<sup>th</sup> January 1924Received in the Colonial Office at 4.14 p.m. on 29<sup>th</sup> January

No 34 29<sup>th</sup> January Your telegram 17<sup>th</sup> January Immigration Bill I should be glad to be informed whether your despatch referred to has been posted and if views of the Indian Government obtained the present council terminates on 20<sup>th</sup> February and it is very advisable that the Bill should be introduced if possible before that date

Governor

Kenya

6/7/12

Sgt.

Concrete  
DRAFT.

Governor  
Lambton

MINUTE.

Mr. Attorney  
Mr. 30.1.1.

Mr.

Sir O. Davis,

Sir G. Grindle.

Sir H. Read. 30/I

X Sir J. Masterton Smith.

Arnold

Mr. Thomas 31/I

S. 18.

Sgtm.

1st 30/I.

Done session of 27 Jan?

34 Improvement Bill

as passed ready mail P

17 January As revised

draft must be sent home

for examination before

introduction There is

no possibility of

introduction before our

Council meets O

Please

1924  
1926

921

KENYA

4751

17 JANUARY 1924

OFF SA TOWN P.M.

375

Concrete plan should be generally adopted with any subsequent modifications necessary. Estimate as to estimated cost. Requests approval to loan of £5000 from Colonial Funds. It is proposed to secure U.S. firm "McGraw" from U.S. to supervise scheme.

MINUTES

think we shall finally agree to deal with this subject by telegram. The question has been under consideration for years and there is no reason whatever why it should suddenly become vitally urgent. All sorts of points arise on this telegram which should be fully explained by detail before the S. P. is asked to give his consent.

What is this "Yan Plan" which the Governor has provisionally approved? which is estimated to cost £50,000 in first three years and £100,000 in all? Is it merely a scheme for some new roads, or does it raise difficult questions of

Subsequent Paper

Saw  
11/11/6

repayment, & proportionate.  
As for the "handicap of the  
property owner" apparently  
£100,000 is to be spent by  
Govt in improving their  
property on condition that they  
give up certain amount of  
land & not the interest on  
the loan by unimproved rates  
value tax. ~~add back to the  
amount due to the Govt  
by the property owner~~. I am not  
at all satisfied that this is a  
satisfactory object of loan  
upon which quite apart from  
the question whether Nanga's  
loan commitments should  
not be put down rather than  
extended. Nor can we be  
satisfied without detailed  
estimates, that the unimproved  
rate value tax of unspecified  
amount will provide  
sufficient for interest on  
the £100,000 plus annual  
maintenance of the new

roads. The rates values on the land  
were estimated in 1919 as worth 376  
£2,000,000 (page 18 of report of  
Munber Committee 5/1125/E.A.P.)  
but that is no guide to the  
results from a tax on unimproved  
rate values. In Nairobi the tax  
on unimproved rate values  
apparently yields about £5,000  
to £6,000 (also in 6024/pc).  
I do not understand why £3000  
should be required for the  
policeman's pay. In last  
year's estimate they provided  
£1600 for the 1st year (page 5 of  
30309/23). There is a Plan of  
Nairobi on the first of the E.A.P.  
files on 24/986/20, but it is of no  
help for this new scheme.  
Incidentally I think these files  
might now be returned.

? Telegraph repeat unable  
to encode until I have  
received details of scheme  
& full estimates of revenue  
and expenditure by department  
and have had opportunity

C. S.  
B. I.

W  
U.S.A.

Office Stamp

U.S.T.R.A.

38 JAN 24

Office of Origin, General Name, No. of Wash. Date

Nashville 6BGS 113/2728 81

Charges  
to pay

for

WHITE RIVER RADIO

Received  
here at

1. Agave  
 2. Sophoreae  
 3. Vitis  
 4. Caryomyia  
 5. Mitchella  
 6. Ulmus  
 7. Gymnospermae  
 8. Myrsinaceae

MINUTES.

MINUTES NOT TO BE WRITTEN  
ON THIS SIDE.

387

Mr. Bottomley,

To fill the vacancy for an Assistant Auditor in Kenya Colony which was caused by the recent promotion of Mr. A. E. Forrest to the rank of Senior Assistant Auditor (60557/23 and 5410/24) I recommend the selection of Mr. A. Pollard of this Department who is, at present, one of the Assistant Auditors in Tanganyika and (being at present in that Territory) is available for immediate local transfer. Mr. Pollard was appointed to his present post on the 1st April 1920 and I assume that, if my recommendation is approved, he would be transferred with the benefit of his previous service and that his increment date would remain the 1st April. I may mention that Mr. Pollard is a keen, intelligent officer and that I am assured by the Auditor of Tanganyika that he is an exceptionally good worker, being both quick and thorough.

With regard to the proposed half-time Senior Assistant Auditor I regret that the difficulties at which I hinted in my minute on 60557/23 still persist. I find that those officers of this Department who, in my opinion, are competent and senior enough for this combined post do not wish to be considered for it partly on account of the regularly recurrent comparatively long periods of disturbance of residence which would be involved and also because it is thought that the salary proposed to be attached to it should be higher than that of a Senior Assistant Auditor. I feel that these objections, which I had not foreseen, are not entirely groundless and it seems to me that, in the circumstances, it is advisable

that

that I should ask to be allowed to withdraw the new scheme which I suggested in my minute on 9344/25 (Somaliland) in favour of one more on the lines of the original proposal contained in that paper. This would involve the addition of one Senior Assistant Auditor to the establishment of the Local Audit Department in Kenya Colony such addition being made conditional on the understanding that, subject thereto, one or other of the officers of the Department will visit the Protectorate at least once a year and remain there long enough to bring the local audit work up to date. Although a similar arrangement broke down during the war I have no reason to doubt, after further enquiry, that, under the more normal conditions which now exist, it should be found to be workable provided that full advantage is taken of the movements of the officers of the Department when proceeding on and returning from leave of absence in this country. In any case I would of course take steps to ensure, as far as possible, that the arrangement worked satisfactorily to meet all the necessary requirements in Somaliland.

Should my present suggestion be approved I would recommend the promotion of Mr. J. L. Worlidge (now Assistant Auditor) to be Senior Assistant Auditor in Kenya Colony and I would be prepared to take immediate steps with a view to filling the resulting vacancy for an Assistant Auditor.

B. J. W.  
I spoke to R. E. Stephen last Friday, and he agreed that it would be better to have 2 Senior Assistants and 2 Assistants, particularly as he had overlooked that

Mr. Pollard was senior to Mr. Worlidge & intended that any Assistant Auditor in ~~2 Affairs~~ Kenya shall be liable to be detailed for the Somaliland work.

383

Mr. Pollard has offered to call to form a local audit unit with vicinity above the Woolridge, i.e. Kenya, & D.C.A. to fill remaining posts Assistants in Kenya.

[The time of the action proposed on the line below based on the above proposed arrangement]

Mr. Shadley (now Assistant Auditor)  
in A-head.

To be forwarded

to T. G. Grade

W.C.A. 4. Paul  
24-3-25  
108.25.3

stone

b. J. R.

20/7/24

M. Pollard unable to accept  
(see tel of 12/4/24 on file 13827 S.R.S.)

etc including the  
for you  
W.C.A.

that I should ask to be allowed to withdraw the new scheme which I suggested in my minute on 9344/23 (Somaliland) in favour of one more on the lines of the original proposal contained in that paper. This would involve the addition of one Senior Assistant Auditor to the establishment of the Local Audit Department in Kenya Colony such addition being made conditional on the understanding that, subject thereto, one or other of the officers of the Department will visit the Protectorate at least once a year and remain there long enough to bring the local audit work up to date. Although a similar arrangement broke down during the war I have no reason to doubt, after further enquiry, that under the more normal conditions which now exist, it should be found to be workable provided that full advantage is taken of the movements of the officers of the Department when proceeding on and returning from leave of absence in this country. In any case I would of course take steps to ensure as far as possible that the arrangement worked satisfactorily to meet all the necessary requirements in Somaliland.

Should my present suggestion be approved I would recommend the promotion of Mr. J. L. Worledge (now Assistant Auditor) to be Senior Assistant Auditor in Kenya Colony and I would be prepared to take immediate steps with a view to filling the resulting vacancy for an Assistant Auditor.

B. T. M.  
I spoke to R. E. Stephenson about this, and he agreed that it would be better to have 2 Senior Assistants and 3 Assistants, particularly as he had noticed that

Mr. Pollard was senior to Mr. Worledge. He intimated that any Assistant Auditor in Kenya shall be liable to be detailed for the Somaliland work.

383

[...] that time, after the  
Colonial Office had been  
called to form a big contingent  
with vicinity along the Worskidge, when  
Kenya, & PCA to fall in -  
Assistants in Kenya, etc.]

[The time of the action agreed on by the  
below time on the above of the  
arrangement?]

Mr. Shadley (now his present)  
in H.Q. -

To be forwarded

W.C. 7. P.M.  
94 - Smith  
108.25.3

stone  
6. 2. 2  
20/7/4

M. Pollard unable to accept  
(see tel of 12/4/24 on file 13827 SR3)

116.6 including the  
for your job  
W.C. 25.3

<b>W</b>	Board from Date	8 59 46	Office of Origin, Foreign Number, No. of Miles, Date, Time handled in, and Route or Line
C 2	By	3	via EGYPTIAN
B 2			

Call No.	3410
To	BT
From	any inquiry made respecting this Telegram
At	3410
By	3410
This form must be used on any inquiry made respecting this Telegram	

Office of Origin, Foreign Number, No. of Miles, Date, Time handled in, and Route or Line

May 10 1948 98/76 17 1

the balance

41 Dec 30 1948

Scanty information  
addition is needed.  
particulars  
particulars

390

Govt Sector

390<sup>A</sup>

(The 1st viceroyal

Sov 5410124 Kenya

DRAFT. Circled

31<sup>st</sup> March

Forwarded

Codes & Seal

4.30 pm

31<sup>st</sup> March 19

CD

Gov. Nairobi

Copy 5  
Yours tel 16 Feb No 58

MINUTE.

Mr. Steel 27/3

Mr. Calder 27/3

Mr E. Stephen 29/3  
Mr Bottomley 31/3

Sir C. Davis.

Sir G. Grindle.

Sir H. Read.

Sir J. Masterton Smith.

Mr. Ormsby-Gore.

Duke of Devonshire.

38/6

If he ought to hold power  
to play as responsible

Assistant Auditor

Tanganyika through

Governor Tanganyika

transfer to Kenya

as Assistant Auditor

at present salary and  
imperial date retaining  
with seniority above  
as at present that is a low  
knowledge.) Denton 1st

W 22/5

Should be appointed on  
the understanding that  
for six months from the day

he would be seconded to  
serve at an Army senior

An eight weeks' leave  
allowance. He is to do

of Col. Andalit was has  
now put forward a  
Scheme to be on the lines

of the recommendation of  
the Gov. of Somaliland

which was mentioned in  
para 2 of my predecessor's  
despatch under reference. Under  
this scheme the establishment

## DRAFT.

### MINUTE.

Mr.  
Sir.  
Mr.  
Mr. C. Davis.  
F. G. Orsielle  
Sir H. Ross  
Sir J. Musterson Smith  
Mr. Ormsby Gore  
Duke of Devonshire

of Assistant Auditors

in Kenya a visit would be  
increased by one. On the  
understanding that one or  
other of the officers in the  
Audit Deptt. of Kenya  
would visit Somaliland  
at least once a year and would  
remain there long enough  
to bring the local audit  
work up to date.

The cost of these  
visits, that is to say the  
cost of the visiting officer's passage  
to and from Berbera, the  
amount of his salary during

DRAFT.

MINUTE.

Mr.

Mr.

Mr.

sir C. Davis.

sir G. Middle.

sir H. Read.

sir J. Masterton Smith.

Mr. Ormsby-Gore.

Duke of Devonshire.

his absence from Kenya  
on the visits, and a due  
proportion of his leave salary,  
would be borne by the  
Govt. of Somaliland.

3. I concur in the

recommendations of the  
Director of Colonial Audit,  
and on this basis I  
approve the increase  
of the establishment of  
the Audit Deptt. of Kenya  
by one Assistant Auditor.  
The Director of Colonial  
Audit will be asked to  
take steps at once to

Dept. of Kenya as Consultant  
Auditor, at his present  
rate of salary + with seniority  
above Mr. J. F. Worledge, who  
is at present the senior officer  
in the grade of Ass't. Auditor  
in that Colony. This step has  
been taken in the view of the  
shortage of experienced Audit  
officers in Kenya.

2. In the event of Mr  
Pollard accepting the offer  
the Director of Financial Audit  
of Transfer steps will be  
taken as soon as required to  
take steps at once to select  
a candidate to fill the resulting  
vacancy in the Audit Dept. of Tanganyika

(Signed) J

KENYA

No. 158.



11142

GOVERNMENT HOUSE,

NAIROBI.

KENYA

January 6th, 1924..

Sir,

397

With reference to Colonial Office despatch No. 501, dated the 13th July, 1923, respecting the grant of a pension to Mr. Dara Khan, late Senior Sub-Assistant Surgeon, Medical Department, I have the honour to state that in view of this Officer's Indian service it is necessary to re-calculate the pension in terms of Colonial Office despatch No. 796 of the 28th October, 1915. His Indian service dates from the 12th April, 1893, to the 7th September, 1898, both dates inclusive and the pension amounts to Shgs. 5.24/- a year from the 1st March, 1923, inclusive, as shown on the enclosed revised form of particulars.

2. The Government of India will be approached in respect of calculation of their share from the 12th April, 1893, to the 7th September, 1898, both days inclusive.

3. I should be glad to receive your sanction to the pension as revised.

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

GOVERNOR'S DEPUTY.

RIGHT HONOURABLE

J. H. THOMAS, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S.W.,

## COLONY AND PROTECTORATE OF KENYA.

~~AMENDED~~

398

## COLONIAL PENSIONS, &amp;c.

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

(In filling up this Paper refer to the Instructions in page 4.)

Name of Applicant Dare KhanOffice or Situation Senior Sub-Assistant SurgeonRecommended for a pension of Sh. 3248/- a year

Age

Service in Years and Months 29 years, 10 months and 17 days

Salary or Wages (Actual) Sh. 6000.00

Emoluments Value of Quarters (15% of Sh. 4800/-) Sh. 720.00

Total amount of Salary or Wages and Emoluments on which Superannuation, &amp;c., is claimed. Sh. 6720.00

Cause of retirement Abolition 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 Sh. Rs.	Allowances, &c.	Nature of Allowances, &c.
Assistant Surgeon	12-4-93	up to 10-2-01	2280		
	11-2-01	31-3-02	2400		
	1-4-02	11-4-03	2880		
	12-4-03	13-8-04	4080		
	14-8-04	6-6-13	4800		
	7-6-13	26-12-16	5280		
	27-1-16	28-2-23	6000		

Government of India is liable to contribute the amount of pension in respect of service from the 12th April 1893 to the 7th September 18 days inclusive.

## COLONIAL PENSIONS, &amp;c.

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

(In filling up this Paper refer to the Instructions in page L)

Name of Applicant, Dar Khan

Office or Situation Senior Sub-Assistant Surgeon

Recommended for a pension of Sh. 3248/- a year

Age

Service in Years and Months 29 years, 10 months and 17 days

Salary or Wages (Actual) Sh. 6000-00

Emoluments Value of Quarters (15% of Sh. 4800/-) Sh. 720-00

Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed } Sh. 6720-00

Cause of retirement Abolition 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 Sh.	Allowances, &c.	Nature of Allowances, &c.
Assistant Surgeon	12-4-93	10-2-01	up to 2280		
	11-2-01	31-3-02	2400		
	1-4-02	11-4-03	2880		
	12-4-03	13-8-04	4080		
	14-8-04	6-6-13	4800		
	7-6-13	26-12-16	5280		
	27-12-16	28-2-23	6000		

Government of India is liable to contribute the amount of pension in respect of service from the 12th April 1893 to the 7th September 1909 days inclusive.

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

Yes

11. Whether the Ranks of the several offices or situations held since the Applicant entered Civil Service, and the dates to record, that the holder should give his whole name of office or rank.

12. Whether Additions and other Extra Allowances, or Commissions, or claims to Extra Money by Commissioners, have been claimed.

None

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

None

14. Absence, beyond ordinary vacation leave, in each of the last 10 years.

Years.	Period of Absence.	Number of Days.	Cause of Absence.
1905	From 12-9-08 To 6-10-08	25	Extension of leave without pay.
1906	"	"	"
1913	14-5-13 to 25-5-13	12	Extension of leave on quarter pay.
1914	"	"	"
1915	"	"	"
1916	"	"	"
1917	"	"	"
1918	"	"	"
1919	"	"	"
1920	"	"	"
1921	"	"	"
1922	"	"	"
1923	"	"	"

15. Date of Cessation of Duty 3rd January 1923...

(Granted leave, with pay, from 4-1-23 to 28-2-23)

16. Date of Cessation of Salary 28th February 1923.

17. Date from which, inclusively, Pension will commence...1st March 1923.

Statement, if the circumstances warrant it, that the Applicant has discharged his duty with diligence and fidelity, to the satisfaction of the Head Officer or Officer "Department," to be signed by any two of such Head Officers, if there shall be less than one, or by such Head Officer, if there shall be less than two, together with a statement as will exhibit the merit, and value, and character of his services in the several appointments, embracing as long a period of his public service as can conveniently be stated, and observations made Special Services, Suspension, Retirement, etc., and all pertinent facts, if any, received on duty or otherwise, or matters of particular interest.

Senior Assistant Surgeon S. Khan has always performed his duties with care and fidelity, and to the satisfaction of the Principal Medical Officer and Officers of the Medical Department.

PRINCIPAL MEDICAL OFFICER.

Computation of Pensions.

I certify that the above statement is correct and true to the best of my knowledge and belief, and that the Applicant

is entitled to receive the same.

I do hereby base my certificate on the following calculation:-

1st Appointment - 1st April 1893  
Retirement - 1st April 1923

Total service 29 years

Actual period of service 29 years, without pay.

Years. Months. Pay.

29. 0. 10. 17.

0. 0. 0. 25.

Total 29. 9. 22.

Salary and emoluments  
thereof 29 months

- 29 years  
- Rs.6720/- a year  
- Rs.3248/- a year

TREASURER

Narrated, 9th January 1924.

The Colony and Protectorate of Kenya

Instructions.

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 the Civil Service have been such as to require that the holder should give his whole time to the public Service.

Yu

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

3

14. If any kind of Pension or other Allowance has been commuted under the Imperial Pension Commutation Act, 1849, and 1871, the annual amount of Pension or Allowance so Commuted and instead of Commutation should be inserted.

卷之三

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

15. Date of ~~Class~~ of duty 3rd January 1923  
(Granted leave, with pay, from 4-1-23 to 28-2-23)

16. Date of cessation of Sabar 28th February 1923

12. Date from which exclusively Present and Commanding **1st March 1923**

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.

Senior Sub-Assistant Surgeon Dara Khan has always performed his duties with zeal and fidelity and to the satisfaction of the Principal Medical Officer and Officers of the Medical Department.

for Chitwan  
**PRINCIPAL MEDICAL OFFICER.**

Nairobi, 21st January, 1924.

Computation, by the Treasurer, of the Pension, &c.

I certify that the **D e n s i o n** which may be paid to the Appointee according to the Rules of the Coœmar Service, amounts to **three thousand two hundred and forty eight shillings (Rs.3248/-)** a year, and I base my Certificate on the following statement:

of 1st Appointment - 12th April 1893  
of Retirement - 1st March 1923.

<u>Years.</u>	<u>Months.</u>	<u>Days.</u>
29.	10.	17.
0.	0.	25.
29.	9.	22.

**enable service** - 29 years  
**salary and emoluments** - Shs. 6720/- a year  
**whereof 29/6<sup>th</sup>s** - Shs. 3248/- a year

TERASAWA

Nairobi, 9th January 1994

#### *Entertainment*

The Colony and Protectorate of Kenya

### InSTRUCTIONS

INSTRUCTIONS REFERRED TO ON PAGE 1.

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**If this 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 made whether he is a native of that Coast. (Colonial Regulations 1873-80, 11th Schedule, Article 2.)

**HEAD 3.**—State the description of Allowance for which the Applicant is entitled to receive—Supernumerary Compensation, Compassionate Allowance, or Gratuity, and its amount. If the Officer has been entitled to an addition to his Pension in respect of Professional or other qualifications, such should be stated, and a reference should be given to the authority under which the claim was made.

**HEAD 5.**—If the service has been interrupted by one or more breaks, the word "broken" should be inserted before or after the number of years and months, and the cause or causes, dates, and circumstances of 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 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.

Whenver the value of a House or House Allowance, so ascertained, exceeds one-sixth 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, deduction, however, from the Fees should be made in respect of Office Expenses provided by Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Particulars when forwarded to the Colonial Department should be accompanied by declarations from the retiring Officers, showing the amount received by them for fees, and 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 the period in which the whole time of the Officer receiving them was not 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 whom at least one should, if possible, be a Salaried 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 the "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 14.**—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 19.**—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.

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Sir J. Millerton Smith

Mr. Ormsby-Gore

Duke of Devonshire

17 March 1923

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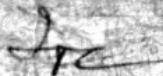
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