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D.A.G.'S DEP NORTHCOOTE.
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DATE
7th July 1925.

OR CIRCULATION -

Mr. *Rhe*
Mr.
Mr.

MR D.A. de SOUZA, 1ST GRADE CLERK. PENSION.

Asst. U.S. of S.


The form of Particulars recommending
Shs 2,953 ^{1/2} a year. Requests approval.
lc

Permt. U.S. of S.
U.S. of S.
Secretary of State.

Previous Paper

MINUTES

The computation is correct

Approved

Jul - 8 - 25

W. H. 7819

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Subsequent Paper

KENYA
No. 854.



GOVERNMENT HOUSE
NAIROBI,
KENYA

7th July, 1925.

35688

Sir,

I have the honour to transmit herewith a Form of Particulars required for the computation of pension payable to Mr. D.A. de Souza, 1st Grade Clerk, Land Department, who has been retrenched from the Service of this Colony in order to effect economy.

2. Mr. de Souza's services date from the 1st October, 1902, and he is, therefore, eligible for a pension in respect of 23 completed years of service. The pension is computed at Shs. 2,953/20 a year, with effect from the 21st December, 1925, inclusive.

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

I have the honour to be,

Sir,

Your most obedient, humble servant,

L. C. M. S. Amery
GOVERNOR'S DEPUTY.

RIGHT HONOURABLE

LIEUTENANT COLONEL L. C. M. S. AMERY, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET,

LONDON, S.W.

Kenya
No. 854.



GOVERNMENT HOUSE
NARIB
KENYA

7th July, 1925.

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Your most obedient, humble servant,

[Signature]
GOVERNOR'S DEPUTY.

RIGHT HONOURABLE

LIEUTENANT COLONEL L. C. M. S. AMERY, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET,

LONDON, E.C. 4.

COLONIAL PENSIONS, &c.

DETAILS required to be furnished in reference to persons recommended for Superannuation, Compensation, or Gratuity, or Advantages on retirement.

(Name of Applicant, Title, Office, and Date of Appointment)

Name of Applicant **Diego Anthony de Souza.**
 Office or Situation **1st Grade Clerk.**
 Recommended for **a pension** of **Sh.2,953 - 20 a year**
 Service in Years and Months **23 years, 2 months and 20 days**
 Salary or wages (**a c t u a l**) **Sh.6,768 - 00**
 Emoluments **value of quarters (15% of Sh.6,240)** **Sh. 936 - 00**
 Total amount of Salary or Wages and Emoluments on which Superannuation Allowance is claimed **Sh.7,704 - 00.**
 Cause of retirement **Abolition of office.**

Details 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	per annum Shs.
1st Grade Clerk	1.10.02	31.3.04	2,400
	1. 4.04	31.3.05	2,640
	1. 4.05	31.3.07	2,880
	1.4.07	31.3.09	3,360
1st Grade Clerk (Sh.3840 by 1st Grade Clerk)	1. 4.09	31.3.10	3,840
1st Grade Clerk (Sh.4800 a year)	1. 4.10	31.3.11	4,080
	1.4.11	31.3.12	4,320
	1.4.12	31.3.13	4,560
	1.4.13	31.3.16	4,800
1st Grade Clerk (Sh.3840 by 1st Grade Clerk)	1.4.16	31.3.17	5,040
1st Grade Clerk (Sh.5280 a year)	1.4.17	31.3.20	5,280
1st Grade Clerk (min. Sh.6240)	1.4.20	30.12.25	6,768

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

Yes

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

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

No

If any kind of Pension or other Allowance has been commuted under the Imperial Pension Commutation Acts, 1862 and 1871, the annual amount of Pension or Allowance Commuted and the date of Commutation should be inserted.

None

Absence, beyond ordinary vacation leave, in each of the last 10 years:-

Year	Period of Absence	Number of Days	Cause of Absence
008	From 5. 3. 08 To 4. 5. 08	61	Extension of without pay
08	5. 5. 08 " 1. 6. 08	28	Extension of on half pay
19	27.4.19 " 22.6.19	57	-do-

30th April, 1925.

(Granted leave with pay from 1. 5. 25 to 20.12.25.)

20th December, 1925.

From ... Pension will Commence 21st December, 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 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 D. A. de Souza has discharged his duties with diligence and fidelity

H. H. Martin

COMMISSIONER OF LANDS

Computation, by the Treasurer, 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 ~~two thousand nine hundred and fifty shillings & twenty pence~~ ^{three} ~~(Shs. 2953-20) a year.~~ and I base my Certificate on the following calculation:-

of 1st appointment - 1st October, 1902.
of Retirement. - 21st December, 1925.

	Years.	Months	Days.
Actual service	23	2	20
Deduct period of leave without pay.	0	2	1
Balance.	23	0	19.
Probable service	-	23 years.	
Salary and emoluments	-	Shs. 7,704/- a year.	
whereof 23/60ths	=	<u>Shs. 2,953/20</u> a year.	

TREASURER,
NAIROBI, 24th June 1925.

H. H. Martin
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 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, § 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 Pension claiming an addition to their Pensions in respect of Professional or other special qualification 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 inserted before the number of years and months, and the cause, dates, and circumstances of each break should be stated under heading 9.

HEAD 6.—If the Officer 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 for that 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 a Pension (exclusive of salary or wages), which is claimed in addition to the Gratuity and the Pension or Gratuity.

When the average 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.

The amount of a Pension allowed to remain 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 immediately preceding 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 incur from his resignation, or performing the services for which he was remunerated by Fees, deducted from the gross amount of the Fees should be made in respect of Office Expenses provided the Officer has not, at the discharge of those duties, to which a Fixed Salary is annexed. For Officers of Permanent Force, a statement forwarded to the Colonial Department should be accompanied by declarations from the retiring officers, showing the amount received by them for fees, an account drawn up as above for Office Expenses, &c., in each of the three years immediately preceding retirement. It will be the duty of the Colonial Government concerned to send the copies of the accounts 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 the Salary, and Fees will not in any case be allowed to count for Pension purposes during periods in which the whole time of the Officer receiving them was not given to the Public Service.

HEAD 8.—In cases of disability, if the applicant is below the ordinary age for retirement, a Medical Certificate is to be furnished showing that he is disabled by a permanent infirmity of mind or body for discharge of his duties, and that such infirmity is likely to be permanent.

In cases of ten years' service or more, this certificate should be signed by two Officers who are not in the same station, and if possible, by a Superior Officer of the Government.

HEAD 9.—If the Officer has been in receipt of "retiring" service, the details must be fully given, and if he has been in receipt of "retiring" service, he was connected with the public service.

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice," the details of such practice should 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.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an addition to Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

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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 those claiming an addition to their Pensions in respect of professional or other special qualification, should be stated, and a reference should be given to the authority under which the claim is made.

HEAD 6.—If the service has been interrupted by one or more breaks, the word "broken" should be added before the number of years and months, and the cause, 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 time 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 36 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 any Endowment exclusive of salary or wages, which is claimed as a part of the pension, and the Pension or Gratuity.

When the value of a House, or House Allowance, ascertained, exceeds, one-sixth the salary and other emoluments which count for Pension purposes, it is to be reduced to one-sixth of the salary and other emoluments, and to exceed the seventh of the whole.

The amount of Paper received for fees for his own use will be taken into account for Pension purposes, and the amount of any other annual average of the net receipts of the 36 months immediately preceding retirement. The net receipts are to be ascertained by deducting from the gross receipts of the 36 months such Office Expenses, &c., as an officer may have had to defray from his own pocket, and not including those expenses for which he was remunerated by Fees. In the case of those whose fees should be made up in respect of Office Expenses provided by the Government, the discharge of these duties, to which a Fixed Salary is annexed. If, after the retirement of an Officer, a statement of the Office Department should be accompanied by a declaration from the retiring Officers, showing the amount received by them for fees, and amount defrayed by them for Office Expenses, &c., in each of the three years immediately preceding retirement, it will be the duty of the Colonial Government concerned to state the amount of the receipt 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 counted for Pension purposes to the extent of more than one quarter the Salary, and Fees will not in any case be allowed to count for Pension purposes during the period in which the whole term of the Office for which they was not given to the Public Service.

HEAD 15.—If an Officer is recommended for a Pension on the ground of being disabled for retirement, a Medical Certificate is to be submitted, and the certificate should state the nature and extent of the disability of mind or body for discharging his duties, and that the disability is permanent.

By the instructions referred to above, the certificate should be signed by two Officers of the Government, one of whom should be a superior officer of the Government.

HEAD 16.—If an Officer is recommended for a Pension on the ground of being disabled for retirement, the details must be fully given, and the date when he was connected with the public service.

HEAD 17.—If an Officer is recommended for a Pension on the ground of being disabled for retirement, as a professional Civil Officer has been allowed to have "private practice," the facts are to be fully stated.

HEAD 18.—If an Officer is recommended for a Pension on the ground of being disabled for retirement, 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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Strachey.

C. D.
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Shuckburgh.

Davis.

Grindle.

Masterton Smith.

Ernst

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Downing Street,

20 August, 1925.

RAFT.

NYA.

Sir,

I have etc. to ack. the

receipt of your despatch No.854 of the

7th July, and to inform you that I

approve the ^{award} grant to Mr.D.A.de Souza,

First Grade Clerk, Land Dept., of a

pension at the rate of Shs.2,953/20

a year, with effect from the 21st

Decr., 1925 inclusive.

I have, etc.
(Signed) L. S. AMERY

496