

1923

KENYA

C O
46449

REC'D
20 SEP 23

516

FROM
GOV'S DEPUTY
NORTHCOTE

1858

DATE
16TH AUGUST 1923

OR CIRCULATION :-

Mr. Jeffries 25/9
Mr. Bottomley
Mr.
1st. U.S. of S.

SUBJECT

RETIREMENT OF MR M.A.A. MONTEIRO
4TH GRADE CLERK, P.W.D.

Enclose computation of gratuity and
requests sanction to payment of Shs 646/15.

2nd U.S. of S.
3rd U.S. of S.
Secretary of State.

Previous Paper

MINUTES

✓
22/9/23

2 Approve 24.9.23

But I don't understand why
there was no increase of pay
in account of incorporation of
war bonus in salary on 1st. April
1920. We might ask as to
this, meanwhile approving the
payment now proposed (since
any calculation would be to
the man's advantage).

Amended 29/12/24

Subsequent Paper

29/12/23
24

25.9.23

25.9.23

stone

KENYA.

NO. 1282.



GOVERNMENT HOUSE

NAIROBI,

KENYA.

18th August, 1923.

46449

REC
REL 20 SEP 23

My Lord Duke,

I have the honour to transmit herewith a Form of Particulars required for the computation of gratuity payable to Mr. M.A.A. Monteiro, 4th Grade Clerk, Public Works Department, who has been retrenched from the service of this Colony in order to save the Government.

Mr. Monteiro's service with the Government, 1910, entitles him to a gratuity for a period of 20,441/10 under Section IV of the Public Works Act, 1910.

In the course of the course, your Grace's attention is drawn to the fact that the amount of the gratuity is payable in instalments.

I have the honour to be,

My Lord Duke,

Your Grace's most devoted
and most obedient servant,

ACTING GOVERNOR.

HIS GRACE

THE DUKE OF DEVONSHIRE, K.G., P.C., G.C.M.G., G.C.V.O.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S.W.

INCLOSURE

COLONIAL PENSIONS, &c.
Keays
 in Despatch No. 1283 of 16.8.11 J 23

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 **Miguel Archanjo Anastasio Monteiro,**
 Office or Situation **4th grade Clerk, Transport, Public Works Dept.,**
 Recommended for **a gratuity** of Sh. 646-15
 Age _____
 Service in Years and Months **10 years 7 months and 4 days**
 Salary or Wages (Actual)) Sh. 2880-00 a year
 Minimum value of quarters (minimum) Sh. 480-00
 Total amount of Salary or Wages and Minimum value of quarters on which Superannuation is payable) Sh. 3260-00
 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.
	22-6-12	31-3-13	1440		
	1-4-13	31-3-14	1560		
4th grade Clerk, Sh. 1920 by	1-4-14	31-3-15	1920		
to Sh. 2880 a year	1-4-15	31-3-16	2040		
	1-4-16	31-3-17	2160		
promoted to Sh. 2160 by	1-4-17	31-3-18	2304		
to Sh. 2880 a year	1-4-18	31-3-19	2448		
	1-4-19	31-3-20	2592		
	1-4-20	31-3-21	2736		
	1-4-21	25-1-23	2880		

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. **Yes**

12. Whether holding any other Public Appointment, or receiving or claiming to receive any Public Money by Compensation, Half-Pay or otherwise. **No**

13. If any kind of Pension or other Allowance has been commuted under the Imperial Pension Commutation Acts, 1869 and 1971, the annual amount of Pension or Allowance so Commuted and the date of Commutation should be inserted.

14. Absence, beyond ordinary Vacations, in each of the last 10 years:

Year	Period of Absence	Number of Days	Cause of Absence
1917	From 25-6-17 To 24-7-17	30	extension of on half pay.
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"

15. Date of Cessation of Duty 31st December 1922.
(Granted leave, with pay, from 7-12-22 to 25-1-23)

16. Date of Cessation of Salary 25th January 1923.

17. Date from which, inclusively, Pension will Commence 26th January 1923

Gratuity is due Pension will Commence 26th January 1923

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. M. A. Monteiro has discharged his duties with diligence and fidelity.

Carried out the duties of Transport Clerk in the Government Post Agency at Mombasa from 22nd June, 1912, to 25th January, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil
 Any other claims or matters for consideration Nil

AG: DIRECTOR OF PUBLIC WORKS.

Gratuity... which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to six hundred and forty six shillings and fifteen cents (Sh. 646-15)

1st Appointment - 22nd June 1912
Retirement - 26th January 1923.

Years.	Months.	Days.
10.	7.	4.
TOTAL		
10.	7.	4.

Salary and emoluments Sh. 3360-00
... earned under section IV of the Pensions Act, 1887, being 10 weeks' pay at Sh. 3360-00 a year **Sh. 646-15**

TREASURY,
NAIROBI, 14th July 1923.

Handwritten signature and initials.

For Treasurer,
The Colony and Protectorate of Kenya.
Instructions.

INSTRUCTIONS REFERRED TO ON PAGE 1.

COLONIAL PENSIONS, &c.

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

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

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

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 Pension claiming an addition to their Pensions in respect of Professional or other special qualifications, the addition 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 each 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 prepared 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, as 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 shall 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 from Public Funds for the due discharge of these 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 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 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.

Name of Applicant **Miguel Arzonjo Anastasio Monteiro.**
 Office or Situation **4th grade Clerk, Transport, Public Works Dept.,**
 Recommended for **a gratuity** of **Sh. 648-15**
 AGE
 Service in Years and Months **10 years 7 months and 4 days**
 Salary or Wages **Actual** **Sh. 2880-00 a year**
 Emoluments **Value of quarters (minimum)** **Sh. 480-00**
 Total amount of Salary or Wages and Emoluments on which Superannuation is claimed **Sh. 3360-00**
 Cause of Retirement **Abolition of Office**
 Description of Emoluments, &c., included in the calculation of the Pension, with their Equivalents, &c., and the value of the same, together with their Pension, &c., and specifying such Allowances.

Date of Appointment	Day of Appointment	Date of Termination	Salary per Annum	Allowances	Nature of Allowances, &c.
	23-6-12	31-3-12	1440		
	1-4-13	31-3-15	1800		
	1-4-14	31-3-15	1920		
	1-4-15	31-3-16	2040		
	1-4-16	31-3-17	2160		
	1-4-17	31-3-18	2304		
	1-4-18	31-3-19	2448		
	1-4-19	31-3-20	2592		
	1-4-20	31-3-21	2736		
	1-4-21	31-1-23	2880		

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.

Yes

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

No

13. If any kind of Pension or other Allowance has been commuted under the Imperial Pension 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	Period of Absence	Number of Days	Cause of Absence
1917	From 25-6-17 to 24-7-17	30	Extension of leave on half pay.
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"

15. Date of Cessation of duty 6th December 1922.

(Granted leave, with pay, from 7-12-22 to 25-1-23)

16. Date of Cessation of Salary 25th January 1923.

Gravimetry 14 day

17. Date from which, inclusively, Pension will Commence 25th January 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.

Mr. M. A. Mouton has discharged his duties with diligence and fidelity.

Carried out the duties of Transport Clerk in the Government Coast Agency at Mombasa from 22nd June, 1912, to 25th January, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil

Any other claims or matters for consideration Nil.

(Sd) A. P. HOEV.

AG. DIRECTOR OF PUBLIC WORKS.

Capacity

I certify that the Gratuity which is payable to the Applicant according to the Rules of the Colonial Service, amounts to Six hundred and forty six shillings and fifteen cents (Sh. 646-15)

and I base my Certificate on the following calculation:

of 1st Appointment. - 22nd June 1912.
 of Retirement - 25th January 1923.

Actual service

TOTAL

Years.	Months.	Days.
10.	7.	4.
10.	7.	4.

Salary and emoluments Sh. 2360.00

Salary earned under section IV of the Pension Act, 1921, being 10 weeks' pay at Sh. 2360.00 a year Sh. 2360.00

THE TREASURER,

NAIROBI, 14th July 1923.

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** — **PAID.** — 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 cause, 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 retired 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, as 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, 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 forms of 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 vouch 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 a 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 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 services 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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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 2.

HEAD 6. — If the Person retiring has been in receipt of the same Salary, or in the class from which he retired 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 as 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. Forms of "Particulars" when forwarded to the Colonial Department should be accompanied by forms of 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 a 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 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.

46449/23 Kenya.



DOWNING STREET,

29 September, 1923.

Sir,

DRAFT.

I have the honour to acknowledge the receipt of ^{Sir Ch. Bowring's} Mr. Northcote's

despatch No. 1282 of the 15th

August, and to inform you that I

approve the award of a gratuity of

Shs:646/15 to Mr. M.A.A. Monteiro

on his retrenchment from the post

of 4th Grade Clerk, Public Works

Department.

2. If ~~do not understand~~ ^{is not clear to me,}

^{for what reason} however, why ~~there was no increase~~
~~failed to receive an increase of~~ ^{salary}
~~of pay made to Mr. Monteiro~~ on
 the 1st. of April, 1920, on
 account of the incorporation of

war

MINUTE.

Mr. Jewell 27.9.23

Mr. Jaffris

Mr.

Mr. Davis

Sir G. Grindle.

Sir H. Hood.

Sir J. Masterton Smith.

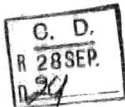
Mr. Omsby-Gore.

Duke of Devonshire.

S3
 Annul
 29/8/23
 2/10

1407

46449/23 Kenya.



DOWNING STREET,

29 September, 1923.

Sir,

DRAFT.

I have the honour to acknowledge the receipt of ^{Sir C. Downing} Mr. Northcote's

despatch No. 1282 of the 16th

August, and to inform you that I

approve the award of a gratuity of

Shs:646/15 to Mr. M.A.A. Monteiro

on his retrenchment from the post

of 4th Grade Clerk, Public Works

Department.

2. It ^{is not clear to me,} ~~is not understood,~~

^{for what reason} however, ~~why there was no increase~~
~~and failed to receive an increase of~~
~~of pay made to Mr. Monteiro on~~
~~the 1st. of April, 1920, on~~
 account of the incorporation of

war

HONOR.

MINUTE.

Mr. Jewell 27.9.23

Mr. Jeffries

Mr.

Mr. Davis

Sir G. Grindle

Sir H. Ford

Sir J. Masterion Smith

Mr. Ormsby-Gore

Duke of Devonshire

Substantive
war bonus in salary, ~~as of April~~

~~1936, and I should be glad to~~

receive information on this point.

I have etc.

I should be glad to
provide information on
this point with, if
necessary, a revised
calculation of gratuity.

~~CONFIDENTIAL~~

1st April 1936

war bonus in salary, on 1st April

1936, and I should be glad to

receive information on this point.

I have etc.

I should be glad to
receive information on
this point with, if
necessary, a revised
calculation of gratuity.

~~CONFIDENTIAL~~