

1923

KENYA

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46450

REC'D
20 SEP 23

523

FROM
GOV'S DEPT
NORTHCOAST

1923

DATE

16TH AUGUST 1923

FOR CIRCULATION:-

Mr. *Jeffries*
Mr. *Bostwick*

Mr.
Asst. U.S. of S.

Perm. U.S. of S.

First U.S. of S.

Secretary of State.

SUBJECT

RETRENCHMENT OF MR J.F. CORDEIRO

1ST GRADE CLERK, P.W.D.

Encloses pension papers and requests
sanction to payment of Shs 2953 -20 a year
from 21.5.23.

Previous Paper

MINUTES

Conrad

PHK

22/9/23

Approved

MJ

24.9.23

C.J.G. 25.9.23.

Wet 25.9.23

come

Asst. Secy

Ann 1923

Subsequent Paper

KENYA

No. 1268



GOVERNMENT HOUSE,
NAIROBI,
KENYA.

16th August, 1923.

46450
REC
REC 20 SEP 23

524

My Lord Duke,

I have the honour to transmit herewith a Form of Particulars required for the computation of pension payable to Mr. J.F. Cordeiro, I Grade Clerk, Public Works Department, who has been retrenched from the service of this Colony in order to effect economy.

stone Form.

Mr. Cordeiro's services date from the 4th May, 1900, and he is, therefore, eligible for a pension on receipt of twenty-three completed years. The pension is computed at £2400/- a year with effect from the 1st May, 1923.

In view of the receipt of Your Grace's sanction to the pension recommended, I have authorized the grant of an alimentary allowance to Mr. Cordeiro at the rate of Shg. 2400/- a year with effect from the 1st May, 1923 inclusive.

I have the honour to be,

My Lord Duke,

Your Grace's most devoted
and most obedient servant,

J. G. S. ...
ACTING GOVERNOR.

IS 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.

COLONY AND PROTECTORATE OF KENYA.

COLONIAL PENSIONS, &c.

525

DOCUMENTS 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: **Jose Francisco Cordeiro**
 Present Situation: **1st grade clerk, Public Works Dept.,**
 Amount of Pension: **a pension of Sh. 2958-20 a year**

Length of Service: **20 years 9 months and 17 days**

Basic Salary: **Sh. 2769-00**

Superannuation: **Sh. 322-00**

Total: **Sh. 3091-00**

Full name of office

Name of Applicant	Per Annum	Sh.	Sh.
1st grade Clerk, P.W. Dept.	1-4-00	31-3-03	1440
	1-4-03	25-6-03	1920
	1-4-06	31-3-07	3120
	1-4-07	31-3-08	3360
	1-4-08	31-3-11	3600
1st grade Clerk, Sh. 3840 by	1-4-11	31-3-12	3840
to Sh. 4800 a year	1-4-12	31-3-12	4080
	1-4-13	31-3-14	4320
	1-4-14	31-3-15	4560
	1-4-15	31-3-16	4800
increased to Sh. 3840 by	1-4-16	31-3-17	5040
to Sh. 5280 a year	1-4-17	31-3-20	5280
1st grade Clerk (minimum	1-4-20	20-5-23	6768
Sh. 310/-) a year			

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 Pensions Commutation Acts, 1869 and 1871, the annual amount of Pension or Allowance commuted and the date of Commutation should be inserted.

None

14. (a) Amount of leave granted. (b) Vacation leave, in each of the last 10 years.

Year	Period of Absence	Number of Days	Cause of Absence
1903	From 18-6-08 to 23-6-08	6	Extension of leave without pay.
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"

15. Date of Cessation of Duty 8th November 1922.

(Granted leave, with pay, from 9-11-22 to 20-5-23)

16. Date of Cessation of Salary 20th May 1923

17. Date from which, inclusively, Pension will Commence... 21st May 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. J. F. Cordeiro has discharged his duties with diligence and fidelity.

Has carried out the duties of Cashier and Accounts Clerk in the Public Works Department from 4th May, 1900, to 20th May, 1923.

Special Services	Nil
Suspensions	Nil
Reprimands	Nil
Injuries received on duty	Nil
Other claims or matters for consideration.	Nil.

a witness
 J. F. DIRECTOR OF PUBLIC WORKS.

18. (a) The Pension to be granted to the Applicant

according to the Rules is two thousand nine hundred and fifty three shillings and twenty pence (Sh. 2953-20) a year, and I base my certificate on the following calculation:

Date of 1st Appointment - 4th May 1900
 Date of Retirement - 21st May 1923.

	Years.	Months.	Days.
Actual service	23.	0.	17.
Product period of leave without pay.	0.	0.	6.
TOTAL	23.	0.	11.

Eligible service - 23 years
 Full salary and emoluments - Sh. 7704-00 a year
 Whereof 23/60ths - Sh. 2953-20 a year

THE TREASURER,

NAIROBI, 19th July 1923.

For Treasurer,

The Colony and Protectorate of Kenya.

Instructions.

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. J. F. Cordeiro has discharged his duties with diligence and fidelity.

Has carried out the duties of Cashier and Accounts Clerk in the Public Works Department from 4th May, 1900, to 20th May, 1923.

Special Services Nil
 Suspensions Nil
 Reprimands Nil
 Injuries received on duty Nil
 Other claims matters for consideration Nil.

as stated
 MAGISTRATE OF PUBLIC WORKS.

STATEMENT OF PENSIONARY RIGHTS

I, the undersigned, pensioner, hereby certify that the Applicant

according to the Rules of the Public Works Department is entitled to a Pension

amounting to the sum of TWO thousand nine hundred and fifty three shillings and twenty cents (Sh. 2953-20) a

year and I have my Certificate on the following regulations:

1st Appointment - 4th May 1900
 Retirement - 21st May 1923.

	<u>Years.</u>	<u>Months.</u>	<u>Days.</u>
Actual service	23.	0.	17.
Reduct period of leave without pay.	0.	0.	6.
TOTAL	23.	0.	11.

Eligible service - 23 years
 Annual salary and emoluments - Sh. 7704-00 a year
 Whereof 23/60ths - Sh. 2953-20 a year

[Signature]
 For Treasurer.

The TREASURY,
 NAIROBI, 19th July 1923.

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 submitted whether he is a native of that Coast. (Colonial Regulations, § 430).

HEAD 2.—State the description of Allowance for which the Applicant is recommended, *etc.*, 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 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 causes, dates, and circumstances of the 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 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 5.—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-seventh of the salary and other emoluments which count for Pension purposes, it is to be reduced to one-seventh 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 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, of whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9.—As to "broken" service see HEAD 3.

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.

COLONIAL PENSIONS, &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 **João Francisco Cardoso**
 Office or Situation **1st Grade Clerk, Public Works Dept.,**
 Recommended for **a pension** of **Sh. 2962-30 a year**
 Service in Years and Months **23 years 0 months and 17 days**
 Salary or Wages (Actual) **Sh. 5708-00**
 Emoluments (Value of quarters 15% of Sh. 3244/-) **Sh. 936-00**
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed **Sh. 6644-00**
 Cause of retirement **Abolition of Office**

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

Date of Appointment	Date of Termination	Salary or Wages	Allowances, &c.	Nature of Allowances, &c.
Responsibility Clerk, Public Works Dept.,	31-3-03	1440		
1-4-03	31-6-03	1920		
1-7-07	31-3-07	3120		
1-4-08	31-3-11	3600		
1-4-11	31-3-13	3648		
1-4-13	31-3-13	4080		
1-4-13	31-3-14	4320		
1-4-14	31-3-15	4560		
1-4-15	31-3-16	4800		
1-4-16	31-3-17	5040		
1-4-17	31-3-20	5280		
1-4-20	30-3-23	6708		

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 Pensions Commutation Acts, 1869 and 1871, the annual amount of Pension or Allowance Commuted and the date of Commutation should be inserted.

None

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

Year	Period of Absence	Number of Days	Cause of Absence
1908	From 18-8-08 To 23-8-08	6	Extension of leave without pay.
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"

15. Date of Cessation of Duty 28th November 1922

(Granted leave, with pay, from 9-11-22 to 30-5-23).

16. Date of Cessation of Salary 30th May 1923

17. Date from which, inclusively, Pension will Commence... 31st May 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. J. F. Cordairo has discharged his duties with diligence and fidelity.

Has carried out the duties of Cashier and Accounts Clerk in the Public Works Department from 4th May, 1900, to 20th May, 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.

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 seven shillings and twenty cents (Rs. 2957-20) a year

and in case of Certificate on the following calculation:-

of 1st Appointment - 4th May 1900
of Retirement - 31st May 1923.

	Years.	Months.	Days.
Actual service	23.	0.	17.
Short period of leave without pay.	0.	0.	6.
TOTAL	23.	0.	23.
Double service	- 23 years		
Salary and emoluments	- Rs. 1700-00 a year		
Whereof 25/50ths	- Rs. 2957-20 a year		

THE TREASURER,

NAIROBI, 10th July 1923.

For Treasurer,

The Colony and Protectorate of Kenya.

Instructions.

INSTRUCTIONS REFERRED TO ON PAGE 1.

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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 Emoluments (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 assessed, 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. 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 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 attest 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 leave "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.

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 Part 2.—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.—In cases where the average Annual Value for the 36 months immediately preceding retirement, of such Emoluments (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. A deduction, however, from the Fees should be made in respect of Office Expenses provided for 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 form 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 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 a 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.

4

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 PAGE 1.—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, the same 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 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 during which the average is to be inserted should be stated, the average for the whole period of service should be inserted.

HEAD 7.—The actual value should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each fund or funds (exclusive of salary or wages) which is claimed to be included in the computation of the Pension or Gratuity.

When the Annual Value of a House or House Allowance, so ascertained, exceeds one-sixth of the salary and 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. A deduction, however, from the Fees should be made in respect of Office Expenses provided for 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 form 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 tune of the Officer receiving them was not given to the Public Service.

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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 a 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.

File 46450/23

Kenya



29 Sept 1923.

Sir,

I have the honour to
 Sir Charles Brinsford ~~M. Northcott's~~
 acknowledge the receipt of your

despatch No. 1283 of the
 16th of August, and

to inform you that I approve the
compensation allowance
 award of a pension at the rate
 of Shs: 2953.70 a year, with
 effect from the 21st of May 1923,
 to Mr. J. F. Cordairo, 1st Grade
 Clerk, P.W.D.

Irc

(Signed) DEVONSHIRE

DRAFT.

No. 1407

MINUTE.

Mr. Brett Sept 26

Mr. J. J. G. 27/9/23

Mr. Davis

Sir G. Grisdale

Sir H. Reed

Sir J. Masterton Smith

Mr. Ormsby-Gore

Duke of Devonshire