



MAIROBI,
KENYA

11

My Lord Duke,

I have the honour to transmit herewith a form of particulars required for the computation of gratuity year. It Sengand sa, Mail Bruner, it is because to the senger proceeding the county of the outless of the engage procedure of the engage procedure to the engage procedu

മായ് അം നേടുയ്ക്കൊടും വേശുവാ തുടുത്തുന്നു

Comment

HIS GRACE

## In Departon No. 1376 of .4. 9.

# COLONY AND PROTECTORATE OF KENYA

### COLONIAL PENSIONS, &c.

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

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

Name of Applicant Sengantusa (native)

Office or Situation Mail Runner, Postal Department

Recommended for a gratuity

of Sh. 228-00

Age .

Service in Years and Months 26 years and 7 months

Salary or Wages / A c & u a

8h . 28-00

Emoluments

Total amount of Salary or Wages and Emberonesias on which Supersummation, &c. is claimed

34,258-00

indec of represent Ill - health

Dates of Commencement and Termination of the several Appendiments in disc Applicant, with their Ricolaments, distinguishing Salary from other allowances and specifying such Allowances.

Title of A	ppinotnen	/ Hate of (9)	- adio ger Thus
ันกก <b>ลท</b> ์		-12-96	3.44
		1899	168
		1918	204
		1920 31-	7-23 228

Trant dates of increases and that of first appointment not known.

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

V--

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.

Min

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 so Commuted and the date of Commutation should be inserted.

V and

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

Year	- 1		l'er	ed of Absence	, !	Natuber of Days.	Cause of Absence
1 :		From	t in	То			9
19		.,			1		,
10		130		1.5			
19		18		21	i	1.	
19		19		91			
19	• • • •	13		<b>D</b>			
19		3,5		1)			
19				39		*	-
19		"		т и	i.		

15. Date of Cessation of Duty 31st July 1923

Date of Cossation of Salary ... 31st July 1923

Gratuity is dus

17. Date from which, inclusively, Peeston will Commense. 1st August 192

18. Statement, if the circumstances warrant is, that the Applicant "has the barged his duties with diligence and fidelity, to that satisfaction of the friend Officer or Officers of his "Department," to be signed by any two of such Head Officer, if there shall be more "than one, or by such Head Officer, 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, Reprimend, &c., with full "particulars of any injuries received on duty, or ather chains or matters for consideration.

We pertify that mail runner Sengentupe discharged his futies with diligence and fidelity while in the Service of this Department, covering a period of over 26 years.

General Post Office.

Mad robi.

24th August 1923.

ACTING POSTMASTER GREERAL,

Gratuit ASST. POSTMATER GENERAL.

I certify that the G r a t u i t y which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to We handred and

twenty eight shillings (Sh. 228),

and I base my Certificate on the following calculation.

e of let Appointment . December 1896 (exact date unknown).

Actual service 26. 7. 0.

hal selary tulty earned in accordance with ction IV of the Superannuation t.1887, being one year's salary

- 8h. 228/- a year

Sh, 228/-

THE TREASURY.

NAMON, 1714 AUGUS 7 1923.

For Tiensurer,

The Colony and Protectorale of Kenya.

Instructions.

HEAD, I are Pares. In the case of an Officer serving on the West Coast of Africa, a statement is to be add whether he is a pative of that Coast. (Colonal Regulations, § 430).

Han 3 —State the description of Allowanes for which the Applicant is recommended, etc., Superannuation Compensation, Compassionals Allowance, or Gratuity, and its amount. In the case of Person-Claiming at each sion to their Pensions in respect of Professional or other energial qualifications, this should be saided, and a reference should be given to the authority under which the claim is madern.

Have 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 amounts, and the causes, dates, and circomstances of the break or breaks should be stated under fiveding 9.

Fixe 6 - If the Person retiring has been in receipt of the same Salary, or in the class for the Se months unmediately before the late of his retirement, the actual or Wages at that date should be inserted, preceded by the word "actual verage annual amount of Salary at Wages for the 36 months next retirement should be inserted, preceded by the word "average," but if the chole period of service is inserted.

Have 7. A separate statement should be inserted of the average Annual Value, for the 15 months immediated precioning retirement, of each Employment, (exclusive of galaxy or wages) which is claimed to included in the consumer of the Penson or Gratuity.

Whenever the value of a House or House Allowance, so ascorraged, exceeds, one-sixth resulting and other emoletisms which count for Pension purposes, it is to be reduced to our sixth of that smooth, so what is stall, not exceed one-seventh of the whole.

Fees which in officer is allowed to retain for his own use will be taken into account! Person parts were with regular valary, at the annual average of the act receipts of the 30 monthless of the first preceding the Officer's retrievant. These net receipts of the act monthless will be proved amount of Fees such Office Expuses, &c., as an officer may have had to defray feel his own resources, in performing the services for which he was remuterated by Fees. No Addiction, 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. Paper "Particulars" when forwarded to the Colonial Department should be accompanied by formal declarations from the retiring Officers, showing the subject to the three years immediately excluding the retiring Officers, showing the subject to the three years immediately excluding the retiring officers, showing the subject of the according to the Colonial Officers and the same of the Colonial Officers and the same of the Colonial Officers of the According to the Colonial Officers of the According to the Colonial Officers of the According to the Colonial Officers of the Colonial Officers of the Colonial Officers of the According to the Colonial Officers of the According to the Colonial Officers of the C

Head 8 -- In cases of integrate of the applicant is below the ordinary age for retirement, a Medical Certificate is to be formshed showing that he is disqualified by infrantly of mind or body for discharging the different his struction, and that such infirmity is likely to be permanent.

In case of ten years' service or ruses, this certificate should be signed by two Officers whom at least one should, if possible, by a Scienced Officer of the Government.

Hear " As to "broken" service see HEAP &

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 perman-divid Service of the Colony.

Heate 11 It is a special organistances, a professional Civil Offices 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 to higher an any deduction from his service under Clause 107 of the Colonis Regularity, the facts should be fully stated.

Hand IV.—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.

### COLONY AND PROTECTORATE OF KENYA

#### 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)

1.	wame of Applicant	Seugantune (mestro)		The Age
	flice or Situation	Ad Amnor, Pestal	Department	
	Reportunded for	e (minty		of Ph. agodo
*	4			S IV
	Years and	Months 26 years and	7 wenths	
6.	Shary or Wages (	Asival		A 2284 40
71	Idments		I.	
	Total amou	nt of Salary or Wages and 1	**	1 1 1
*		Superannuation, &c., is claim	of the on	5 n. 20-17
		9-3		10 F 10 F

X'sus of retirement 411 . heals!

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

,	Title of Appointment	Pate of Commencement	Date of Termination,	o P Salahan	Allowances dec.	Nature of Allu-
1 tunn		=12-96		344		ů.
		1899		168		
		1918		204		¥
		1920	32-7-23	226		
. Born al		4				
Y ASSECT	e sares of 1965.	THE PMS STA	DE ETAG	appelat	ment not	Es ens.
			- " ;			1
				1		
		Sec.	3 Y		A Larger	
					K. J. Additions R	A EXM F
	7.985					
es.	agenti sartu va					
1			EVELT 1	3.87	/· 1	and the same

G. P. P. Sairobi - 9869-3 23. -2.000

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

11. Whether the duties of the several offices or attuations 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

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

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 at Commutation and the date of Commutation should be inserted.

# Sme

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

							the state of the s				-
v,	. ~	,	Period (	of Absence				Number	of Days.	Cause of	Absence.
	7	From	1	То	- 2			_	N		
9	!	**		1>			1				
1.9	1	**		**				÷ .	The state of the s	Signific !	
7.9		1-		**						1	
- 10			. *	,,			1				
- 49	×	**								100	
13	**			10		TQ.	-			· ·	
1:1		29			9				1		
10		- C-4		**			ĺ		Tople	Sec. 5	
19		r.		"	· .	- 1	1	A. A.		1.00	i V

15. Date of Cessation of Puty 31st July 1923

16. Date of Cessation of Salary ... 3181 July 1923

Gratuity to due

17. Date from which, inclusively, Pensics will Companie.

Statement, if the circumstances warrant is that the Applicant "has discharged his duties "with diligence and fidelity, to the satisfaction of the Head Officer of 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 "much a "statement as will exhibit the merit, and value, and labour of the services of the Person "recommended, ombrasing as long a period of his public service as can be authentically "stated," and observations as to Special Services, Sispension, Reprimend, &c., with full "particulars of any injuries received on duty, or other claims or matters for consideration.

We certify that mell runner Sengantum discharged his Inties with diligence and fidelity while in the service of this Department, covering a period of over 26 years.

General Post Office

Hairobi.

I certify that the

S4th August, 1985. Grasuft

Computation, by the Treasurer, of the Poisson, &c

which may be paid to the Applicant

ACTING POSTMASTER CHURRAL

Kepra and Uganda.

ASST POSTMASTER GENERAL.

According to the Rules of the Colonial Service, am outs to

and I base my Certificate on the following calculation

of les dynamical - Perimber 1896 (smeet date unknown) of Restrobust - Lat August 1923

Actual service

LLILL

26. 7. 9

al calary ulty tarned is accordance with it m IV of the Tupersquantion 1887; being one year's calary Da. 228/o a year

علاليد

E TREASURY,

NATION, SPAN AUGUST 1903

Bur Trousarer

The Colony and Protectorale of Kenya.

Instructions.

#### INSTRUCTIONS REFERRED TO ON PAGE 1.

If this Paper of Particulars and the Certificates congected with it, be not sent in original, the copies must be duty effected.

- HEAD I OF PAPER.—In the cash of an Officer serving on the Wass Coast of Africa, a statement is 56 by added whether he is a native of that Coast. (Colombi Regulations, 5 490).
- Hain 3.—State the description of Allowance for which the Appears it recommanded, its, compensation, Compassionate Allowance or Condition, and its amount. In the control of the control of
- 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
- Bran 6.—If the Person retiring has been in receipt of the same Salary, or in the clear from which he retires for the 36 question in medicately 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 must 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 pariod of service should be inserted.
- HEAD 7.—A separate statement should be inserted of the average Annual Value, for the 36 months sushed included in the exiculation of the Pension or Granatty.

Whenever the value of a House of House Allowance, so ascertained, exceeds, one-sixth of the salary and other encluments which count for Pension purposes, it is to be reduced to ansixth af that amount, so that it shall not exceed any surenth of the whole.

Fees which so officer is allowed to retain for his own use will be taken into account for Pension purposes, with regular salary, as the annual success of the net recorps of the 36 manths east preceding the Officer's returement. These uset receipts are to be accordance by deducing from the grass amount of Fees such Office Exponess, do as an officer way have had to delay from his own resources, in performing the services for which he was remujuented by four. Mo deduction, however, from the Fees should be made in respect of Office Exponess, provided from Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Paper of "Particulars" when forwarded to the Colonial Departient should be accompanied by format declarations from the retiring Officers, showing the amount received by them for free, and the amount defrayed as above for Office Expenses, &c., in each of the direct years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to easier themselves of the accessary of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will you 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 any period in which the whole time of the Officer receiving them was not given to the Public Sararies.

Hear 8—In cases of infirmity, if the applicant is below the ordinary age for retirement, a Medical Cardina is to be furnished showing that he is disqualified by infirmity of mind or body for discharging if duties of his situation, and that such infirmity is likely to be permanent.

In case of ten years' service or more, this continuate Abould be signed by two Officers, whom at least one should, it possible, he a Salaried Officer of the Government.

HEAD 9 -As to "broken" service see Head S.

If the applicant has had any "points," service, the details must be fully given, with statement whether or not, during the "acting" service, he was connected with the permane Civil Service of the Colons.

- HERD II.—II, in special are omstances, a professional Civil Officer has been allowed to have "private practics" without forcetting his claim to Person, 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 Colon Regulations, the facts abould be fully stated.
- Haan 19.—The length of service and other particulars of the computation are to be given. When an everof Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

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

- HEAD I OF PARKE. In the case of an Officer serving on the Wast Coast of Africa, a statement is to be added whether he is a mative of that Coast. (Coloma) Regulations, § 430).
- Hein 3 State the description of Allowance for which the Appendix is recommanded, six., Superaugustion, Compensation, Compensat
- Huan bb—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after he number of years and mouths, and the causes, dates, and directinatances of the break or breaks should be scatted under heading 5
- Hear 6.—If the Person returning his been in occupatof the same Salary, or in the class from which he retires, for the 36 months immediately before the date of his returnment, 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 retirements cloudly be inserted, preceded by the root average, but if the whole period of service is less than three years, than the average for the whole period of service in the salary in
- HEAD 7. A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retrieved to such Emoluments (exclusive of salary or wages) which is claimed to be included in the calculation of the Presson of Grandly.

Whenever the value of a House or House Allowance, so ascertained, exceeds, one-sixth of the salary and other emblaneous which count to Denson purposes, it is to be reduced to one-sixth of that amount, so that is shad not exceed an experient of the whole.

Fees which an officer is rathered to retain for his own as will be taken into account for Pension purposes, with regular salary at the annual average of the net receipt of the 30 manual providing the officer is returnent. These net receipts are to be ascertained by deducting from the genes amount of Fees and Office Expenses, &c., as an officer may have had to defrey on the own resources in performing the services for which he was remainerated by Fees. No deduction, however from the Fees should be made in respect of Office Expenses provided from Public Funds for the discharge of those duties to which a Fixed Salary is annexed. Papers of "Particulars" when for warded to the Colonial Department should be accompanied by formal declarations from the returning 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 returnent. It will be the duty of the Colonial Government concerned to salisfy themselves of the accounts of such statements before forwarding them to the Colonial Office. In the case if Officers we example Fixed Salaries and Fees, the Fees will not in officer, continued the count for Pension purposes to the extent of more than one quarter of the Salaries, and Fees the Tolonial Office.

Heat S —In cases of infinity, if the applicant is below the ordering age for retirement, a Medical Certificate is to be furnished showing that he is disqualified by infinity of mind or body for discharging the duties of his situation, and that such infinity is likely to be permanent.

In case of ten years' service or more, this certificate should be signed by two Officers, if whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD DireAs 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 permandal Civil Service of the Colour.

- HEAD H .- If, in special on unstances, a professional Civil Officer has been allowed to have "private practice" without fortening his claim to Pension, the facts are to be fully stated.
- Hza: ): If the Applicant hable to any deduction from his service under Clause 102 of the Colombine Regulations, the lacts should be fully stated.
- Hean 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.