

1923

KENYA

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DATE

1876 4th Sept., 1923

FOR CIRCULATION

SUBJECT

Mr. *Boothby*
Mr.
Mr.
Asst. U.S. of S.

*Gratuity to
Sergeants*

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

*Recommendation
on retirement pay
to all grades.*

Previous Paper

MINUTES

*This is the manner of
Committee on...*

Approve

W. H. ...

*And 100
W. H. ...
11 10 23*

Subsequent Paper

1923

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 Gratuity on retirement.

(In filling up this Paper refer to the instructions on page 4.)

1. Name of Applicant **Sengantusa (native)**
 2. Office or Situation **Mail Runner, Postal Department**
 3. Recommended for **a gratuity** of **Sh. 228-00**
 4. Age
 5. Service in Years and Months **26 years and 7 months**
 6. Salary or Wages (Actual) **Sh. 228-00**
 7. Emoluments

Total amount of Salary or Wages and Emoluments on which Superannuation, &c. is claimed **Sh. 228-00**

Cause of retirement **ill - health**

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	Emoluments per Annum Sh.
Runner	-12-96		144
	1899		168
	1918		204
	1920	31-7-23	228

Exact 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.

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 so Committed 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.
	From To		
19			
19			
19			
19			
19			
19			
19			
19			
19			

15. Date of Cessation of Duty 31st July 1923

16. Date of Cessation of Salary 31st July 1923

17. Date from which, inclusively, Pension will Commence 1st August 1923

Gratuity is due

16. 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 or other claims or matters for consideration.

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

General Post Office,
Nairobi.

W. Pearson
ACTING POSTMASTER GENERAL,
Kenya & Uganda.
W. J. McDonald
ASST. POSTMASTER GENERAL.

24th August, 1923.

17. Computation, by the Treasurer, of the Gratuity &c.—

I certify that the Gratuity which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Two hundred and twenty eight shillings (Sh.228).

and I base my Certificate on the following calculation:

Date of 1st Appointment = December 1896 (exact date unknown)
Date of Retirement = 1st August 1923

	Years.	Months.	Days.
Actual service	26.	7.	0.
TOTAL	26.	7.	0.

Basic salary - Sh.228/- a year
Fuity earned in accordance with Section IV of the Superannuation Act, 1887, being one year's salary - Sh.228/-

THE TREASURY,
Nairobi, 17th AUGUST 1923.

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

COLONIAL PENSIONS, &c.

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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. Name of Applicant **Seungwana (native)**
 Office or Situation **Acting Assistant, Postal Department**
 Recommended for **Gratuity** of **Sh. 220.00**
 Years and Months **26 years and 7 months**
 Salary or Wages (Actual) **Sh. 220.00**
 Total amount of Salary or Wages and Interest on which Superannuation, &c., is claimed **Sh. 220.00**
 Cause of retirement **Ill - health**
 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	Allowances &c.	Nature of Allowances, &c.
Seungwana	12-96		144		
	1899		168		
	1918		204		
	1920	31-7-23	228		

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

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 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, 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 in 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 12 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 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. 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 any period in which the whole time of the Officer receiving them was not given to the Public Service.

HEAD 8.—In cases of infirmity of 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 5.

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

HEAD 11.—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.

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

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, 1869 and 1871, the annual amount of Pension or Allowance so Computed 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
	From	To		
9				
19				
19				
19				
19				
19				
19				
19				
19				
19				

15. Date of Cessation of Duty 31st July 1923

16. Date of Cessation of Salary 31st July 1923

17. Date from which, inclusively, Pension shall Commence 1st August 1923
Gratuity is due

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.

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

General Post Office,
Nairobi.

24th August, 1923. Gratuity

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

I certify that the **GRATUITY** which may be paid to the Applicant

According to the Rules of the Colonial Service, amounts to **two hundred and twenty eight shillings (£228/-)**.

and I base my Certificate on the following calculation:

of 1st Appointment - December 1896 (exact date unknown)
of Retirement - 1st August 1923

	Months	Weeks	Days
Actual service	26.	7.	0.
TOTAL	26.	7.	0.

at salary
with service in accordance with
Rule IV of the Superannuation
Act, 1887, being one year's salary

- £228/- a year

- £228/-

THE TREASURER

NAIROBI, 27th AUGUST 1923

W. MacDonald

For Treasurer

The Colony and Protectorate of Kenya.

Instructions.

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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, 6430).

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 5.

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 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, 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. 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 any 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.

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