

EAST AFR. PROT.

38756

REC'D
Aug 16 1916

38756

for
Bourning 4410

1916

5 July

Last previous Paper.

Mr. M. S. de Souza

Clerk in Customs Dept.

Reports retirement on med. grounds
as f. 16 Mar '16. Includes pension paper.For Hunter

Will you kindly check ?

(No certificate was forwarded)

W.H.

17.8.16

Mr. Bottomley

Correct

W.H.

Aug 17, 1916

Approve of pension but point out that
a copy of the medical certificate should
always be sent with each form of the
one for record.

G.C.S.

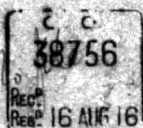
18/8/16 a.m.

R. S.

Next subsequent Paper.

4502
61879See for
45024 (Incomen)

July 5th, 1916.



Sir,

I have the honour to report that Mr. M. S. de Souza, Clerk in the Customs Department, has been certified by the Government Medical Adviser in Bombay as unfit for further service in this Protectorate. He will therefore not return to his duties in the Department.

2. Mr. de Souza was engaged on the 16th of March 1899 and has accordingly completed seventeen years' service, but as he was granted extended sick leave, without pay, from the 16th of January 1916 he is eligible for a pension in respect of sixteen years only.

3. I enclose a form showing the particulars of the pension to which he is entitled, and pending the receipt of your approval I have authorized the grant of an alimentary allowance at the rate of £80 per annum from the 16th of May 1916.

I have the honour to be,
Sir,
Your humble, obedient servant,

GOVERNOR'S Deputy

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 on page 4.)

1. Name of Applicant..... **Manoel Salvador de Souza**.....

2. Office of Situation..... **First Grade Clerk, Customs Department,**.....

3. Recommended for..... **Pension**..... **At £240:0:0 a year**.....

4. Age..... **Fifty five years**.....

5. Service in Years and Months **Seventeen years and two months.**.....

6. Salary or Wages (**Actual**)..... **£240:0:0**.....

7. Emoluments..... **- - -**.....

Total amount of Salary or Wages and Emoluments, on which Superannuation, &c., is claimed } **£240:0:0**

8. Cause of retirement..... **Ill health**.....

9. 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 appointments	Date of Commencement	Date of Termination	Salary per annum	Allowances, &c.	Nature of Allowances, &c.	
First Grade Clerk, Customs Department.	16-3-99	31-5-99	£60/-			
	1-6-99	30-9-99	£80/-			
	21-9-99	5-1-00	£100/-			
	6-1-00	28-2-00	£108/-			
	1-3-00	31-3-00	£120/-			
	1-4-00	31-3-02	£140/-			
	1-4-02	31-3-05	£160/-			
	Entered scale of £160/- by £8/- to £200/- a year.	1-4-05	31-3-06	£168/-		
		1-4-06	31-3-07	£178/-		
	Scale altered to £160/- by £12/- to £240/- a year	1-4-07	31-3-08	£184/-		
		1-4-08	31-3-09	£192/-		
		1-4-09	31-3-10	£204/-		
		1-4-10	31-3-11	£216/-		
1-4-11		31-3-12	£228/-			
1-4-12		15-5-16	£240/-			

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 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	Reason of Absence
1911	From 8-10-11 To 11-10-11	4	Extension of leave without pay, to suit steamer sailings.
1905/06	16-10-15 to 15-1-16	92	Extension of leave with quarter pay, Medical Certificate
1906	15-1-16 to 15-3-16	121	-do- -do- without pay.
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"
19	"	"	"

15. Date of Cessation of Duty 15th May 1915
(On leave from 16-5-15 to 15-5-16, both days inclusive).

16. Date of Cessation of Salary 15th January 1916.

17. Date from which, exclusively, Pension will Commence, 16th May 1916.

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 Officers, if there shall be but one, together with such statements 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, Suspensions, Reprimand, &c. with full particulars of any injuries received on duty, or other claims or matters for consideration.

Extract from the Service Register of Mr. M. S. De Souza.

Makes an excellent Godown Keeper and has a good knowledge of his work. Very tactful with the public and kind hearted to those under him who look up to him like a father.

(Sd.) A. Marsden, 11.4.08

Is commended for his promptness in attending at the Custom House on the night of the 12th December 1908 with a view to assisting in the preservation of property on the occasion of the burning of Messrs. Smith MacKenzie & Co's lighter laden with petrol - vide Office Order No. 646/19.12.08.

(Sd.) F.W. Major, Chief of Customs.

I certify that Mr. De Souza has discharged his duties with diligence and fidelity to my satisfaction. During the time that he worked under me from April 1908 to May 1915 he performed the duties of Head Godown Keeper in a most satisfactory manner. He was punctual and hardworking and was much respected and implicitly obeyed by those under him.

[Signature]
Chief of Customs.

19. 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 sixty four pounds (244:0:0) a year and I base my Certificate on the following calculation:-

Date of 1st Appointment 15th March 1899.
Date of Retirement 15th May 1916.

Years	Months	Days
17	1	0
0	4	4
Total	16	5

Pensionable service 16 years
Actual Salary 2240/- a year.
whereof 2000/- = 264:0:0 a year

[Signature]
For Treasurer,
East Africa Protectorate.

The Treasury,
Nairobi, 8th May 1916.

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 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, Compensatory Allowance, or Gratuity, and its amount. In the case of Pensions 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 actual 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, 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 paid from Public Funds, for the due discharge of those duties to which a Fixed Salary is assigned. 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, and 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.

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.—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.

Gov. EAP

38756
16

G. D.
23 AUG
24

82

Drph

26 Aug 1916

EAP

Ans'd 61849

Sir

No. 593

Gov Belfield

I have the honour to acknowledge the receipt of your despatch No 410 of the 5th of July and to inform you that I approve the award of a pension at the rate of £64 a year, from the 16th of May inclusive, to Mr. M. S. de Souza, late Clerk in the Customs Dept, who has been certified as unfit for further service with the Protectorate.

Inf 21/8/16

Mr Butler 23/8/16

2. I shall be glad if

a copy of the medical certificate

may always be sent home in

cases of this kind, and if you will

furnish ^{me with} a copy of the certificate

issued in the present case, for record.

Govt. Paw
1
St. T.
Last pro MO 2

Copy to Mr Brown, No. 23 Ansley

Next subse
MW

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Last p MC
Cop. to Mr Brown, No. 23 Anstle
Next to M