Kenya. CO 533 365 No. 10057 SUBJECT Establishment of an Ofrican alexal Service. Previous Box. 4164/26 Subsequent 15221/28 Le 16241 /30

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are not really inential ( see marginal notes above ). as proposed, but omist [] and were compared to add that, as stated in para 4 9 dex. on 3/803/24 the J. gl. hope. that the service will prove a " neces and would like a report on it working after it has been in operation for Lyeans. Ageprie 2. 6.27 as her felhier befores. To In 480 (2 and) como = 8 JUN 1927 /a 4 - Sewtenat - 4 ling, 427. accorning Manorandum settings the lagulations of sentice of an auditant Juan levial Service have checken this with what un approve - ku 3 Aud it correct My Mewell

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10057/27 Kenya. C. O. M. Pooley 6/5/30.

/3 May, 1930.

Mr. Mr. Bottomley.

Sir J. Shuckburgh. Sir G. Grindle.

Permt. U.S. of S. Parly. U.S. of S.

Secretary of State.

(No.3)

I have etc. to refer to Ma breducen

America despatch No.480 of the 8th

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DRAFT.

Kenya. Gov. Grigg.

Regulations setting forth conditions of an Arab and African

Clerical Service for Kenya, and to point out that I have not yet

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her received. 2. I shall be glad if I

may be furnished with a report at

I have etc.

(Signed) PASSFIELD.

an early date.

### COLONY AND PROTECTORATE OF KENYA.



S. 20251/III CIRCULAR No. 85. G—62.

A — 9 D—14 19 Pt C1927

THE SECRETARIAT,
NAIROBI,
4th October, 1927.

ARAB AND AFRICAN CLERICAL STAFF

Alone With reference to Secretariat Circular No. 52, of the 8th August, 1925, and paragraph 4 of Secretariat Circular No. 64 of the 4th August, 1927, Arab and African Clerical Staff who do not come under the provisions of the former Circular but who were graded under the Asiatic Terms of Service up to the 8th August. 1925, will if they do not opt to come under the provisions of the latter Circular, be eligible for half pay only on leave, and house allowance in lieu of quarters at the rate of Shs. 10/- per mensem.

EDWARD DENHAM.

Colonial Secretary

To

All Heads of Departments, All Provincial Commissioners,

All Resident Commissioners.

# COLONY AND PROTECTORATE OF KENYA.

S. 20251/16/II. CIRCULAR No. 64. G-47:

A— 8. D—9. THE SECRETARIAT,
NAIROBI,
4th August, 1927.

### ARAB AND AFRICAN CLERICAL SERVICE.

The accompanying Memorandum sets out the Regulations governing the conditions of service of an Arab and African Clerical Service for the Colony and Protectorate of Kenya.

- The Regulations will come into operation as from the 1st September, 1927.
- 3. It is desired that the existing Arab and African Clerical Staff should be brought under the scheme as soon as possible. You should therefore submit recommendations in regard to such clerks on your establishment, giving the following particulars. Name, age, tribe, present salary, incremental scale (if any), whether serving on agreement and, if so, on what terms, qualifications, length of service, nature of work performed.
- 4. It should be noted that certain Arab and African clerks who were engaged since the 1st April 1930s, are, except in regard to leave, serving under the conditions governing the Asiatic Clerical Service. Such clerks should be given the option of continuing under such conditions or of coming under the new Scheme. Their decision should be obtained in writing and transmitted to this Office.
- 5. It will be observed that no mention is made in the Memorandum in regard to Pensions and Gratuities. The question is at present under review and/a decision in so far as it affects this Service will be given at a later date.

G. A. S. NORTHCOTE,

Acting Colonial Secretary

To All Heads of Departments:

- .. All Provincial Commissioners;
- ., All Resident Commissioners.

### REGULATIONS SETTING FORTH CONDITIONS OF AN ARAB AND APRICAN SERVICE FOR THE COLONY AND PROTECTORATE OF KENYA.

1. The Secretary of State has approved the formation of an Arab and African Clerical Service, hereinafter called "the Service," on the following terms and conditions, to come into effect from such date as approved.

There shall be a Colonial Establishment by Grades.

The Service shall be classified in four Grades; the rates of salary per mensem shall be as follows :-

> Shs. 20 to Shs. 60 (No fixed establishment). Learner Grade Shs. 65 by Shs. 10 per measem annually to Shs. 90. Grade II

Sha. 95 by Shs. 10 per mensem annually to Shs. 150. Grade I

increments) according to special qualifications, educational or other-Special Grade

No fixed increments are provided in the Learner stage. The salaries shall be at the discretion of the Head of the Department and may be increased or reduced by him within the limits of the Grade.

(1) Promotion from one Grade to another will be by selection as noise occur in the higher Grade and subject to any such examination as may from time to time be approved;

(2) Increments in cases of special progress may be by Shs. 15 per measure annually instead of Shs. 10 at the discretion of the Head of Department;

(3) When the salary of a member of the Service is on an incremental scale, the holder is not entitled to draw any increment as a right but only by the sanction of the Head of Department;

4) Service for increments is to be reckoned from the date on which a member of the Service first begins to draw any salary of his office.

5. '(1) A candidate for appointment to the Service

(a) shall be a native of Africa, an Arab, a Somali, or such other person as may be nominated by the Colonial Secretary;

(b) shall be in possession of a certificate of good character from the headmaster of his last place of education, or from the District Commissioner of the district in which he is resident at the time of the application;

(c) shall be in possession of a medical certificate signed by a Government Medical Officer to the effect that he is physically fit to become a member of the Service.

(2) Candidates for the Learner Grade shall not be less than the apparent age of 14 years.

(3) Candidates for other than the Learner Grade-

(a) shall not be less than the apparent age of 16 years at the date when he presents himself for examination;

(b) shall have passed an examination which shall include English dictation and composition, reading, copying from manuscript, arithmetic and in one or more of the following:—

(i) Typewriting;

(ii) Book-keeping:

(iii) Shorthand.

6, Members of the Service may be required to undergo such courses of instruction as may be arranged from time to time.

7. Notwithstanding the provisions of Section (3) above, any person who holds a Government appointment at the time these Regulations come into force, may apply to be appointed to the Service. If approved, he may be appointed at any incremental stage of any of the Grades laid down, or he may be required to prove that he possesses the educational qualifications that may be prescribed.

(b) Appointments to the Learner Grade may be made and terminated by the Head of the Department, who will notify the Colonial Secretary. Appointments to other Grades will be made by the Governor.

#### LEAVE

- 9. (1) All leave is subject to the exigencies of the Service. A member may not demand as a right to be granted leave.
- (2) Temporary service it followed without a break by permanent service, may be counted for leave.
- (3) One-and-a-half days' leave on full pay for each completed month of service may be granted to each member of the Service. Such leave may be taken after one year's service at one time or in broken periods at the discretion of the Head of the Department, and may be accumulated up to 72 days; a member of the Service after accumulating 54 days leave may, at the discretion of the Head of his Department, be granted additional leave on full pay for the period necessarily occupied in travelling to and from his home, subject to a maximum of 14 days.
- (4) (a) No member of the Service shall absent himself for any period on the ground of illness wallout permission in writing from a Government Medical Officer Failing such certificate he shall be considered to be absent without leave and shall not be entited to pay for any period of such absence unless in circumstances in which in the opinion of the Head of his Department it was impossible for him to obtain a medical certificate and that he
- (b) A member of the Service may be granted sick leave on full pay up t. a maximum period of three months in any one period of 12 months provided that such sickness is not due to the member's neglect or carelessness.
- at the end of 3 months sick leave in any one period of 12 mont's hears certified unable to return to his daties he may remain absent on half pay for such further period as may be certified by a Medical Officer to be necessary, provided that on the expiration of 90 days' continuous absence from buty or in the event of an absence of 120 days in any twelve consecutive months, apart a, both cases from vacation leave, the Head of his Department of I take the recessary state to enquire into the absentee's fine- br further serior

#### ALLOWANCES

#### VIEW MILITARY

- In Acting allowance to assistant of the between when acting for memhere holding superior posts - - a contine I dowing conditions
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  - etween his own salary and acting if the latter is non-\_ appointment is incremental. then he own salary and the and appendment.
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    - the same that through Heads of Departments for the 1 ... which shall show :-
  - thes of the jest for which acting allowance is claimed; fore part held his the applicant;
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(f) Allowance will be granted from the date on which a member of the Service actually takes over the duties of his acting appointment to the date on which he formally hands over.

#### QUARTERS.

- 11. (a) All members of the Service will receive free quarters or a House Allowance at the rate of 15 per cent. of the initial salary of their Grade subject to a minimum of Shs. 10 per mensem.
- (b) Claims for House Allowance must be submitted to the Director of Public Works through the Head of Department.

#### TRANSPORT AND TRAVELLING.

- 12. Members of the Service when travelling on :-
- (a) Vacation Leave will recommend the transport within the boundaries of the Colony by rail or steamer by the most direct route between the place of his employment and his home when proceeding on and returning from vacation leave, but such free transport will be granted once only in any one period of twelve months.

Members of the Special Grade will be granted second class accommodation and all other Grades and Learners will be granted third class accommodation.

Married members of the Service may also be granted additional free transport up to the extent of one fare as assistance towards the transport of wife and family.

(b) On first appointment or transfer:

Special Grade Clerks :-

Second class accommodation by rail or steamer in respect of himself, his wife and children. Free transport for 540 lbs. weight of necessary personal effects by rail, steamer or road.

All other clerks and learners :--

Third class accommodation by rail or steamer in respect of himself. Free transport for 360 lbs. weight of necessary personal effects by rail, steamer or road.

(c) On tour of official duty and sick leave :-

Special Grade Clerks :-

Second class accommodation by rail or steamer in respect of himself. Free transport for 180 lbs. weight of necessary personal effects by rail, steamer or road.

All other Clerks and Learners :-

Third class accommodation by rail or steamer in respect of himself. Free transport for 120 lbs. weight of necessary personal effects by rail, steamer or road.

In all cases in which free transport of necessary personal effects is granted the decision as to the necessity for personal effects shall lie with the Head of the Department or the officer representing locally the Head of that Department.

### TRAVELLING ALLOWANCE.

13. When travelling on first appointment, or transfer, or tour of special duty, a subsistence allowance will be granted to members of the Service on the following scale

Special Grade ... Shs. 1/50 per night

All other Grades and Learners Shs. 1/00 ,, ,,

### MEDICAL.

- 14. (1) A member of the Service while actually in the Colony or when travelling on duty without the limits of the Colony is entitled to free medical and surgical attendance for himself, his wife and children up to 16 years of age when living with their parents, save that attendance at accouchements will be charged for. A charge will be made for medical comforts and medical appliances.
- (2) Free medical attendance will ordinarily be obtained from members of the Government medical staff and, unless such is not available, attendance by private practitioners must be paid for by members themselves.

- (3) The type of medical attendance to which a member or his family as specified above is entitled is such as is ordinarily supplied by the Government medical staff. Any special arrangements not usually supplied by the Government medical staff will be paid for by the beautiful or himself, unless previous sanction has been obtained.
- (4) The cost of a Medical Officer's travelling in order to attend the wife or family of a member may be debited to the member.
- (5) A Medical Officer will have absolute discretion to order a member note hospital.
- (6) A charge for maintenance in hospital of a member or his wife or member of his family may be made.
- (7) Members requiring medical treatment will report themselves to the medical officer at the place and time specified. No one, except in urgent cases, will receive treatment unless provided with a sick-sheet.
- (8) No sick certificate furnished by a private practitioner shall be accepted unless countersigned by a Government Medical Officer: If such countersignature cannot be obtained and the Head of a Department has reason to be dissatified with the certificate furnished, the matter should be brought to the notice of the Director of Medical and Sanitary Services, who will take stope to verify the certificate.
- (9) The wife or family of a member, when requiring medical treatment, may be required to attend at a hospital or dispensary.

#### DISCIPLINE.

- 15 (1) Members of the Service whose remuneration is fixed on the assumption that their whole time is at the disposal of the Government, are prohibited from engaging in trade or employing themselves in any commercial or agricultural undertaking or acting as private agents in any matter connected with the exercise of their public duties.
- (2) No member of the Service can be permitted to be the editor of an envispaper, or directly or indirectly take part in the management of it. He may not contribute anonymously to any newspaper in the Colony or elsewhere, nor may he write on questions which can properly be called political or administrative, though he may furnish signed articles upon subjects of general interest.
- (3) No correspondence which has passed between Government Departments or between the public and Government Departments may be communicated to any member of the public without the sanction of the Governor, and a member of the Service is not permitted to take copies of official minutes or correspondence for his own purpose, unless such correspondence or expressly addressed to the member personally to be noted by him.
- (4) Before making an adverse report on a member of the Service the likely of the Bellin of the Be
- 15) Testimonials, certificates of service or commendatory letters must be given to members of the Service whether serving or retired, except with the written approval of the Head of the Department.
- (6) In cases of repeated or serious misconduct on the part of a member of the Service the Head of his Department shall report such misconduct to the Governor with a view to his punishment, which may include reduction in pay or grade or dismissal from the Service.
- They member of the Service having a complaint to make shall do so in the first instance to his immediate superior officer. An appeal shall lie from the decision of such officer to the Head of the member's Department.
- 18 . It wait complaints if persisted in after warning or unfounded complaints will be regarded as instances of misconduct.

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Jewel 3 627 wil golfren \$16 f Mr. E. J. Harding. Sir C. Strachey. Sir J. Shuckburgh. Sir G. Grindle. Sir C. Davis. J pur 1929 Sir S. Wilson. Mr. Ormsby-Gore. Earl of Clarendon. Mr. Amery. The thouse and mally for disposed to aboy the 14th Cenya 480 April 16 if gard ? ONS offen the Repetion solly full writer of a that w How Some full of May Portulate of Keye, and of while was and in fre 2 h taka - frogge 4 of market polyth Marfre 14 1 kgs. I total

Service will from a Junes and I thouse wish to be fromhed with a report on the working of the scheme ofte the bour - quation futuro Juan. 3. I woke you small on the question of pensions and gratuates, and lower in the matter bing held was fraiding the report of Al familte to said Jan refer

X 10057 Jewell 3.627 Mr E. J. Harding Sir C. Strachey. Sir J. Shuckburgh. Sir (i Grindle Sir C. Davis. 8 June 1929 Sir S. Wilson Mr Ormsby Gore Earl of Clarendon Mr. Amery I have the Sound and the out of for despetch to 2607 the 14ll Kenya April ot if justed 9 ONS offour the Regulation setting full consistion of an Arab as Ofrim Source futher day Awtitate of Keye. and which was enclosed in June 2 A Ratil - Jumpsoft 4 of analose to 107 VM but Tenger I tout that m/ co316

X 10057 Me Jende 3.6.27 Mr E. J Harding. Sir C. Strachey. Sir J. Shuckburgh. sir G Grindle Sn C. Davis. Sir S. Wilson June 1927 Mr (rmsby Gore Earl of Glarendon I have the hount and the ruly for despotate to 2607 tt. 14ll Cenya 480 April ot if you that ? affron the Regulation setting full Consition of an head a Ofrice Service further long Awaitant of Keya, and which was enclosed in June desfetal 2 A taket - Jungosph 4 of markets to 117 VA 6 1 Higgs I tout stal Service will from a success, and I should wish to be fromhed with a reform a de working of the scheme oft the bour - quation 3 I work you remails on the one on of pursion and gratuities orce - in matter buy neld wer franching the report of the Tank







April, 1927.

Sir,

With reference to your despatch No.891 of the 17th September, 1926, on the subject of the establishment of an African Clerical Service, I have the honour to express my regret at the delay in submitting my final proposals.

- 2. The Scheme was carefully considered by a Committee of Heads of Departments (whose recommendations were submitte to Executive Council). As a result I annex for your approved that Regulations.
- 3. I submit the following observations on the clauses calling for comment in view of modifications in the original scheme and having regard to the opinions expressed by you in your previous despatches.
- 4. Section 9 (3). Leave. It is considered that one and a half days' leave for each completed month of service as recommended by the Select Committee is sufficiently generous for indigenous officials who are unaffected by climatic conditions or by prolonged separation from their families or private affairs. I concur in this view and I trust that you will agree.

Section

### THE RIGHT HONOURABLE

LIEUTENANT COLONEL L.C.M.S. AMERY, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S.W.

has been extended to 3 months. It is considered that in regard to sick leave there should be no differentiation as compared with Europeans and Asiatics.

Staff on the same feeting as the Asiatic Clerical Staff, who have certain peats to which Acting Allowances are attached. It may not desirable at a later date to consider the adoption of the long grade system for the African Service in which case Acting Allowances would disappear.

Section 12 Valuation Leave. Pres transport up to the extent of one fare is allowed to married members of the Service towards the transport of wife and family.

as is recommended by the Committee. The whole question, however, of pensionable commitments is this Colony has recently some under review and I have considered it desirable to appoint a Committee with the following terms of reference:

- (1) To advise the Gevernment as to the posts which should in future some under any of the following:-
  - (a) A Free Pension Schome;
  - (b) A Contributory Pensiem Scheme;
  - (c) A Provident Fund Scheme;
  - (d) Any other analogous form of provision.
  - (2) To estimate the annual cost to Government of their recommendations if put into effect, on the basis of the present staff.

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I have considered the possibility of selecting certain pests, which will be held by Africans, as pensionable pensionable, as a first step. I am however advised that none of those who will at first come within this Clerical Service are capable of more than routine and minor duties and in the circumstances, while I am strongly of the opinion that there should be pensionable prospects for Africans entering Government Service, I consider that it would be best to leave this matter over for advice by the Committee which I have appointed to report on the general question of pensions.

As several years must elapse before pension privileges will be available for any of the African Cherical Service, no injury or injustice will be done to its members by this course. I see no reason for delaying the introduction of this Scheme pending the settlement of this question.

Section 15. Medical. This section is based on the arrangements in force for the Asian Staff. The age limit for children has on the recommendation of the Director of Medical and Sanitary Services been reduced from 21 years to 16 years.

Section 16. Discipline. This embodies certain regulations which are already set out in the Colonial Regulations and Code of Regulations. The difficulty of combining in a single Code of Regulations applicable to one or two sections of a Civil Service will be appreciated and it is for this reason considered desirable that the regulations as affecting Europeans, Asiatics and Natives should eventually be set forth separately. The general regulations coming under this head have therefore been included here. The sets of Regulations for Europeans

and Asiatics will be forwarded to you as soon as they are ready. The production of such separate Codes will greatly facilitate the preparation of Agreement forms and Letters of Appointment appropriate to members of each race.

 I shall be glad to be informed that you approve of the proposed Regulations.

I have the honour to be,

Sir.

Your most obedient, humble servant,

ACTING GOVERNOR

### HEGULATIONS SETTING FORTH CONDITIONS OF AN ARAB AND APRICAN SERVICE FOR THE COLORY AND PROTECTORATE OF ERRYA.

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Learner Grade:

Shs.20 to Shs.40 (No fixed establishment).

Grade II:

Shs.65 by Shs.10 p.m. annually to Shs.90.

Grade I:

Shs.95 by Shs.10 p.m. annually to Shs.150.

Special Grade:

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- 4. He fixed increments are provided in the Learner stage. The salaries shall be at the discretion of the Read of the Department and may be increased or reduced by him within the limits of the Grade.
  - (1) Promotion from one Grade to another will be by selection as vacancies occur in the higher Grade and subject to any such examination as may from time to time be approved.
  - (2) Increments in cases of special progress may be by Shs.15 per measum annually instead of Shs.16 at the discretion of the Head of Department.
  - (5) When the salary of a member of the Service is on an incremental scale, the holder is not emittled to draw any increment as a right but only by the sanction of the Head of Department.
  - (4) Service for increments is to be reckened from

the date on which a member of the Service first begins to draw any salary of his Office.

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- 5. (1) A candidate for appointment to the Service.
  - (a) Shall be a Mative of Africa, an Arab, a Semali; or such other person as may be nominated by the Colonial Secretary;
  - (b) shall be in pessession of a certificate of good character from the Headmaster of his last place of education, or from the District Commissioner of the District in which he is rasident at the time of the application;
  - (c) shall be in possession of a medical certificate simple by a Government Medical Officer to the effect that he is physically fit to become a member of the Service.
- 5. (2) Candidates for the Learner Grade shall not be less than the apparent age of 14 years.
  - 5. (3) Candidates for other than the Learner Grade;
    - (a) shall not be less than the apparent age of 16 years at the date when he presents himself for examination;
    - (b) shall have passed an examination which shall include English Dictation and Composition; reading copying from manustript; Arithmetic and in one or more of the following:-
      - (i) Typewriting; (ii) Book-keeping;
      - (iii) Shorthand.
  - Members of the Service may be required to under go such courses of instruction as may be arranged from time to time.
  - above, any person who holds a Government appointment at the time these Regulations come into Force, may apply to be appointed to the Service. If approved, he may be appointed at any incremental stage of any of the Grades laid down, or he may be required to prove that he possesses the educational qualifications that may be prescribed.
  - 8. (a) Appointments to the Service, other than the Learner Grade, will ordinarily be to the 2nd Grade and at the minimum of that Grade. Learners may at any time

compete in the qualifying examination for the 2nd Grade but will not be allowed to enter that Grade till they have reached the age of 16.

(b) Appointments to the Learner Grade may be made and terminated by the Head of the Department who will motify the Colonial Secretary. Appointments to other Grades will be made by the Governor.

### LEAVE.

- 9. (1) All leave is subject to the exigencies of the Service. A member may not demand as a right to be granted leave.
- (2) Temporary service, if followed without a break by permanent service, may be counted for leave.
- (3) One and a half days' leave on full pay for each completed month of service may be granted to each amember of the Service. Such leave may be taken after one year's service at one time or in broken periods at the discretion of the Head of the Department, and may be accumulated up to 72 days, a member of the Service after accumulating 54 days leave may, at the discretion of the Head of his Department, be granted additional leave on full pay for the period necessarily occupied in travelling to and from his home, subject to maximum of 14 days.
- (4) (a) He member of the Service shall absent himself for any period on the ground of illness without permission in writing from a Government Medical Officer. Failing such certificate he shall be considered to be absent without leave and shall not be entitled to pay for any period of such absence unless in circumstances in which in the opinion of the Head of his Department it was impossible for him to obtain a medical certificate and that he was genuinely ill.

- (b) A member of the Service may be granted sick leave en full pay up to a maximum period of sickness is not due to the member's neglect or carelessness.
- (c) If at the end of 5 months sick leave in any one period of 12 menths he is certified unable to return to his duties he may remain absent on half pay for such further period as may be certified by a Medical Officer to be necessary provided that on the expiration of 90 days continuous absence from duty or in the event of an absence of 120 days in any twelve consecutive months apart in both cases from vacation leave, the Head of his Department shall take the necessary steps to enquire into the absentee's fitness for further service.

### ALLOWATCES.

### 1. ACTING ALLOWANCE.

- 10. Acting allevance to members of the Service when acting for members helding superior pests is payable on the following conditions:
  - (a) The amount of the allegance to be given in each case is left to the discretion of the Governor and will ordinarily be calculated on the following basis;
  - (b) A number of the Service acting in a higher appointment will draw as acting allevance half the difference between his eva salary and that of the appointment in which ha ignoting, if the latter is non-incremental. If the salary of the higher appointment is incremental, he will draw the whole difference between his evaluating and the minimum of the scale attached to that appointment.
  - (e) Acting allegance will only be granted to a member of the Service percenting the duties of a nember of the higher Grade and duties which are separate and distinct from his ordinary duties and which enterl seme opecial knowledge, qualification or respeciality;
  - (d) For the purpose of acting allowance the salary chould be taken to be the substantive salary of the past exclusive of any innertige or other personal ellewance of the helder of the post;

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- (i) The duties of the pest for which acting allowance is claimed;
- (ii) Betails of the post held by the applicant;
- (iii) What special knowledge, qualification or respendibility is entailed with the post for which allowance is claimed which is not required for the post of the claimant;
- (f) Allowance will be granted from the date on which a member of the carrier actually takes ever the daties of his acting appeintment to the date on which he formally white ever.

### QUARTERS.

- 11. (a) All numbers of the Service will receive free Cuarters or a House Allemance at the rate of 15% of the initial select of their Grade subject to a minimum of Sha.10/- per memora.
- (b) Claims for House Allevance must be submitted to the Director of Public Works through the Head of Department.

# TRANSPORT AND TRAVELLING.

- 12. Members of the Service when travelling on :-
- (a) Yeartien Leave. Will receive free transport within the boundaries of the Colony by rail or steamer by the most direct route between the place of his employment and his home when preceding on and returning from vacation leave, but such free transport will be granted once only in any one period of twelve menths,

Members of the Special Grade will be granted 2nd Class accommodation and all other Grades and Learners will be granted 3rd Class accommodation.

Married numbers of the Service per also be grapted additional free transport up to the extent of one fare as assistance formula the transport of wife and family.

# (b) On first appointment or transfer;

# Special Grade Clerks :-

2nd Class accommodation by rail or steamer in respect of himself, his wife and children. Free transport for 540 lbs. weight of necessary personal effects by rail, steamer or read.

# All other clerks and learners :-

3rd Class accommodation by rail or steamer in respect of himself. Free transport for 360 lbs. weight of necessary personal effects by rail, steamer or road.

# (c) On tour of official duty and sick leave :-

# Special Grade Clerks :-

Second Class accommodation by rail or steamer in respect of himself. Free transport for 180 lbs. weight of necessary personal effects by rail, steamer or road.

# All other clerks and learners :-

3rd Class accommodation by rail er steamer in respect of himself. Free transport for 120 lbs. weight of necessary personal effects by rail, steamer or road.

In all cases in which free transport of necessary personal effects is granted the decision as to the necessity for personal effects shall lie with the Head of the Department or the efficer representing locally the Head of that Department.

### TRAVELLING ALLOVANCE.

13. When travelling on first appointment or transfer or tour of special duty, a subsistance allowance will be granted to members of the Service on the fellowing scale:-

Special Grade

She.1/50 per night

All other Grades

Shs . 1/-

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### PENSIONS AND GRATUITIES.

- 14. (1) Members of the Service may be admitted to the pensionable establishment on completion of three years satisfactory service in Grade II or any Grade above Grade II.
- (2) Actual service for pension or gratuity must be continuous.
- (3) Service in the Learner Grade will not qualify or count for peneticn.
- (4) A member of the Service shall be allowed, and may be required, to retire on reaching the age of \$5 years or on completion of \$0 years' service, whichever is the earlier, without the necessity of producing a medical certificate, but he may be retained in the Service for such period as the Government with the member's consent may think fit.
- (5) A member of the Service can only be granted pension subject to the fellowing previsions :-
  - (a) That he is the helder of a pensionable appointment.
  - (b) That he had completed 15 years' actual service.
  - (c) That he has reached the age of retirement, as defined in the preceding Section or that he produced satisfactory proof that he is incapable from infimity of mind or body of discharging the duties of his situation; or that his post has been abelished; or that he has been removed from Office by reason of re-organisation of his Department provided that greater economy is thereby effected.
  - (6) A member of the Service who holds a pensionable post, who is compelled to retire before he has completed 15 years service on the pensionable establishmen or is invalided from the Service whether on grounds of ill health not contracted by his own misconduct, or by reason of the abelition office of the re-organisation of his Department by which greater economy or efficiency is effected, may begranted a gratuity not

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exceeding one month's pay for each year's service in a pensionable office.

- (7) He extension of sick leave granted to a member of the Service who is known not to be returning to duty at the end of such extended leave will be reckoned towards supportantation but "earned" leave granted prior to retirement will count as service for pension in the ordinary manner.
- is the average amount of the pensions are calculated is the average amount of the pensionable emcluments of the member of the Service for the three years preceding his retirement, unless the service has been for three years in the same class of appointment and one which carries regular annual increments, when the pension will be calculated on the actual retiring salary. In computing pensions 15% of the igitial salary of the member-s at the Grade with a minimum of £6 is added to the amount of pensionable emcluments on which pensions are calculated.
- (9) Compassionate grants may in special cases be made to relatives of deceased members of the Service on the recommendation of the Governor, provided that the member's death is clearly due to the conditions of service and provided that the Governor is satisfied that the dependents are destitute and have no relatives who can afford to help them.
- (10) A member of the Service who is dismissed for misconduct or resigns for reasons other than ill health duly certified by a Government Medical Officer, for feits all claims to pension or gratuity.

### MEDI GAL

15. (1) A member of the Service while actually in the Colony or when travelling on duty without the limits of the Colony is entitled to free medical and surgical

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years of age when living with their parents save that attendance at accouchments will be charged for. A charge will be made for medical comforts and medical appliances.

- (2) Free medical attendance will ordinarily be obtained from members of the Government Medical staff and, unless such is not available, attendance by private practitioners must be paid for by members themselves.
- (5) The type of medical attendance to which a member or his family as specified above is entitled is such as is ordinarily supplied by the Government Medical staff. Any special arrangements not usually supplied by the Government Medical staff will be paid for by the member himself, unless previous sanction has been obtained.
- (4) The cost of a Medical Officer's travelling in order to attend the wife or family of a member may be debited to the member.
- (5) A Medical Officer will have absolute of discretion to order a number into hespital.
- (6) A charge for maintenance in hospital of a member or his wife or member of his family may be made.
- (7) Members requiring medical treatment will report themselves to the medical officer at the place and time specified. No one except in urgent cases will receive treatment unless provided with a Sick Sheet.
- (8) No sick certificate furnished by a private practitioner shall be accepted unless countersigned by a Government Medical Officer. If such countersignature cannot be obtained and the Head of a Department has reason to be diseatisfied with the certificate furnished, the matter should be brought to the notice of the

Director of Medical and Sanitary Services, who will take steps to verify the certificate.

(9) The wife or family of a member when requiring medical treatment, may be required to attend at a hospital or dispensary.

# DISCIPLINE.

- 16. (1) Hembers of the Service whose remuneration is fixed on the assumption that their whole time is at the disposal of the terriment, are prohibited from engaging in trade or employing themselves in any commercial or agricultural undertaking or acting as private agents in any matter connected with the emercise of their public duties.
- (2) No member of the Service can be permitted to be the editor of a newspaper, or directly or indirectly take part in the manage/ment of it. He may not contribute anonymously to any newspaper in the Colony or elsewhere, nor may he write on questions which can properly be called political or administrative, though he may furnish signed articles upon subjects of general interest.
  - (3) He correspondence which has passed pretween Government Departments or between the public and Government Departments may be communicated to any member of the public without the sanction of the Governor, and a member of the Service is not permitted to take copies of efficial minutes or correspondence for his own purpose, unless such correspondence is expressly addressed to the member personally to be noted by him.
    - (4) Before making an adverse report on a member of the Service the Read of his Department should warn him privately that his work has not given satisfaction.
      - (6) Testimenials, Certificates of Service or

commendatory letters must not be given to members of the Service whether serving or retired, except with the written approval of the Head of the Department.

- (6) In cases of repeated or serious miscenduct on the part of a member of the Service the Mead of his Department shall report such miscenduct to the Gavernor with a view to his punishment which may include reduction in pay or grade or dismissal from the Service.
- Any member of the Service having a complaint to make shall do so in the first instance to his immediate superior officer. An appeal shall lie from the decision of such Officer to the Head of the member's Department.
- (8) Trivial complaints if persisted in after warning or unfounded complaints will be regarded as instances of misconduct.

# OVERSEAS AGENT FOR THE GOVERNMENT OF INDIA.

1. -----24tm December, 1920.

For reasons stated, considers that there is no necessity for the an appointment.

# Su CStrackey

You will see from Mr. Bottomley's minute on 11005 that the then S. of S. authorised the letter sent on that paper as a purely unofficial statement of Sir R. Coryndon's views but that anything further, especially if it is in the direction of deprecating the appointment, would have to go to him again. patch simply reiterates and adopts those views. s.o.letter to Mr. Walton of the 12th March on X.2844/26 (flagged) suggested - the dropping of private correspondence, but his reply of the 16th March indicated that they did not wish to take the matter up In the circumstances officially at the moment. ? a copy of this should be sent over to Mr. Walton without comment in a semi-official marked "personal" following the procedure adopted in the case of Sir H. Read's letter on 11005/24, though in that came the substance of the despatch was embodied in a letter.

IMMale

No record is since for the any deline in selection of since in the application of the dispetite of the dispetite of Sin R. is yearly views. Its I.O. have charge chosen to conduct this come by means of 50 letters, I represent must continue the practice, selling we too the Sovern

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rd Decr. '25

11005/24.

Sir L. Kershaw to Sir H. Read. Reports that the Government of India are anxious to consider the question of being represented by agents overseas, and instanced particularly Kenya as a country in which they might desire to have such an agent. Enquires what view is

held at the Colonial Office as to the probability of the Governor of Kenya being willing to receive such an

agent. The functions will be those prescribed in Rule 56 under the Indian Emigration Act.

Rule 56 Indian Emigration Act.

- (i) Agents General are responsible for the welfare of emigrants.
- (ii) Shall obtain information on any matters affecting welfare and status of Indians in countries in which they are employed.
- (iii) Submit annual reports regarding the condition of Indians.
- (iv) Shall protect and advise all classes of Indian emigrants and bring any requirements of such emigrants to the notice of the Government of India or local authorities.
- (v) Shall in cases in which work is permitted inspect every ship, maintain registers of emigrants visiting places where they work and reside, and satisfy themselves as to conditions on which emigration is permitted are being strictly observed.
- (vi) They shall be directly subordinate to the Governor General in Council.
- (vii) In carrying aut above duties, shall act in co-operation with the local Immigration Dept.

13th Decr.

Sir H. Read to Sir L. Kershaw. As question concerns kenya very closely, the views of the Governor of Kenya are teing obtained privately before proposals

Sir H. Read to Sir R. Coryndon. Asks for views, points out that such an appointment is more appropriate in a colony to which there is organized emigration, points out that previded Agent did not become entangled in pointies, there would not appear to be any prima facia objection and if he were a good man he might be useful.

dir H. Coryndon to Sir H. Read. Points out that instructions under Fules are very wide, and much wouls depend upon the Agent's interpretation. He would be subjected to much pressure by local Indian ocliticians and find it difficult to avoid becoming er targled in politics. As status of Indians has teen settled, their welfare, as to education, medical service, etc. etc. is the responsibility of the local i Government and can narily te shared with an official as there is no indenof another Administration. tured indian. . awur in kenya, bulk of the Indians are independent jetty traders working under licence, and there seems no scope for the energies of an Agent. frank.v loes not quite see now such an Agent could properly employ his time and sees possicilities of misure erstanding and friction.

Sirk, Head to Sir L. Kershaw. Embodies Sir R.

Mr. Walton to Mr. bottomley. Encloses copy of telegram from Government of India enquiring whether conditions now opportune for renewing proposal for the appointment

13th Decr. '23. 59141/23.

13th Decr. '23. 59141/23.

28th Jany. '24.

20th March, '24. 11005/24.

9 th March, '26. 2844/26. appointment of an Agent in Kenya.

27th March, '26. S. of S. to Governor Confidential. Sends copies of 2844/26. previous correspondence, and enquires whether Governor

attitude to this question differs from that of Sir R. Coryndon, and how the Governor would view a definite proposal from the Government of India of the appointment of an Agent in Kenya.

24th Decr.'26. X.10061/27.

Governor to S. of S. Confidential. Considers there is no necessity for such an appointment, and that if made it would only and to friction and difficulties which it is very desirable to avoid. Has discussed matter with Governor of Tanganyika who is definitely opposed to the participation of his Territory in such an appointment. As far as Kenya was concerned, was inclined personally to agree with Sir R. Coryndon's view. Should such an Agent be appointed, he would have little or nothing to do in connection with the Rules, and there would be risk of his being regarded

as an accredited representative of the Indian Govt.,

Therefore concurs in Sir

to whom they could make representations upon all

R. Coryndon's views and is unable to recommend the proposal.

12th Feby. '27 Mr. H.T.Allen to Mr. Walton. Forwards copy of the

matters affecting them.

th Feby. '27
X.10061/27.

Mr. H.T.Allen to Mr. Welton. Forwards copy of
Governor's Confidential despatch of the 24th of
December, 1926.

X 100 61 /27 Kenya . Mr. G.K. 812/27 Mr. allen 10 Mr. E. J. Harding. Mr. Strachey. Sir J. Shuckburgh. For No. allen's Signature. Sir G. Grindle Sir C. Davis. Sir S. Wilson. Olod 2 Mr. Ormsby-Gore. 12 Feb., 1927. Personal Dear Walton you will remember that DRAFT. (8396/16) in my letter of the 24 " of Dec. J.C. Walton Eng., M.C., I informed you that we were (3.0.) Expecting a despealth from the Governor of Kenya with regard to the question of the approximent of an agent to the Good of India ni Kenya From Gov. Kenya. Conf. 24 dec., 1966 Ve han now received (no. 1 on × 10061/27) the despathle in question and I Endore a copy of it for pour (your since (Signed) H. T. ALLEN.



NAIROBI.

December 1926

### CONFIDENTIAL.

Sir.

I have the honour to express regret at the delay in replying to your Confidential Despatch of the 27th of March last, regarding the possibility of appointing in Kenya an Agent under the Indian Immigration Act, and to state that in my opinion there is no necessity for such an appointment and that if made it would only lead to friction and difficulties which it is very desirable to avoid.

2. I took the opportunity of discussing this matter with the Governor of the Tanganyika Territory during my visit to Dar-es-Salaam in May last. Sir Donald Cameron was definitely opposed to the participation of his Territory in such an appointment. As far as Kenya was concerned he was inclined personally to agree with the late Sir Robert Coryndon's view that there was no real need for an agent when Indians lived under the conditions obtaining in this Colony where no indentured immigration is established. The bulk of the Indians are small tradesmen and there does not appear, therefore, to be scope for the energies of an Agent as described in the Bules numbered 56 of the 10th of March, 1926. The necessity for an Indian Agent has, it is understood, been always

/regarded

THE RIGHT HOSOURABLE
LIEUTEMANT COLONEL. L.C.M.S.AMERY, P.C., M.P.,
SECRETARY OF STATE FOR THE COLOSIES,
DOWNING STREET,

LOYDON, B.V.

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regarded as a corollary to the employment of Indian immigrants in the country to which the Agent is appointed.

- 3. The status of Indians in Kenya has been settled by the memorandum published under sever of Colonial Office memorandum of the 23rd of July, 1923, and their welfare as regards education, medical fees, protection of property, etc, must remain the responsibility of this Government. As stated there is no indentured Indian labour in Kenya and the bulk of the Indians are engaged in trading The Indians have been afforded representation on my Executive Council, on the Legislative Council and on the Mairobi Municipal Council as well as on certain Advisory District Committees. I can see no grounds, therefore for the appointment of a special official to safeguard their interests and, in the words of the Indian Emigration Rules, to be "generally responsible for the welfare of Indian emigrants" in Kenya. Should am Agent be appointed he would have little or nothing to do in connection with the Rules and there would be the risk of his being regarded by the Indian community as an accredited representative of the Indian Government, to whom they could make representations upon all matters affecting them. However wellintentioned and tactful such an officer might be, he would find it difficult to justify his appointment without entering into the discussion and consideration of subjects in which it is not intended that such an Agent should be concerned.
  - 4. I therefore concur in the views expressed by the late Sir Robert Coryndon on the question of the

/suggested

suggested appointment and am unable to recommend it

I have the henour to be,

sir,

Your mest shedient, humble servant,

Edward Grigg

GOVERNOR