

1923

KENYA

C O
46469

FROM
GOV'S DEPUTY
NORTHCOTE

1323

DATE
22ND AUGUST 1923

REC
REL. 20 SEP 23

FOR CIRCULATION:-

Mr. Jeffries
Mr. Bostwick
Mr.
1st. Es. 1/2

SUBJECT

RETRENCHMENT OF MR H.R. SAPAT,
IIGRADE CLERK, ADMINISTRATOR GENERAL'S
DEPT.

The pension papers and requests sanction
to pension of Shs. 2005/20 a year from 18.4.23.

MINUTES

6 correct
apl
12/9/23

Approved
(with attn)
24 9 23

C.J.J. 25-9-23.

W.S.
25-9-23

Approved 27. Sept 23

Subsequent Paper

KENYA
No. 1325.



535
GOVERNMENT HOUSE,
NAIROBI,
KENYA.

22nd August, 1923.

46469

REC
REL 20 SEP 23

My Lord Duke,

iona Form.

I have the honour to transmit herewith a Form of Particulars required for the computation of pension payable to Mr. H.R.Sapat, II Grade Clerk, Administrator General's Department, who has been retrenched from the service of this Colony in order to effect economy.

2. Mr. Sapat's services date from the 4th June, 1904, and he is, therefore, eligible for a pension in respect of eighteen completed years. The pension is computed at Shs.2005/20 a year with effect from the 18th April, 1923 inclusive.

3. Pending the receipt of Your Grace's sanction to the pension recommended, I have authorized the payment of an Alimentary Allowance to Mr. Sapat at the rate of Shs.1560/- a year with effect from the date quoted.

I have the honour to be,

My Lord Duke,

Your Grace's most devoted
and most obedient servant,

J. G. ...
GOVERNOR'S DEPUTY.

GRACE

THE DUKE OF DEVONSHIRE, K.G., P.C., G.C.M.G., G.C.V.O.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET, LONDON, S.W.

INCLOSURE

COLONIAL PENSIONS, &c.

Kenya
Despatch No. 1323 of 22.8.23

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

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

Name of Applicant Haridas Ramdas Sapat
 Office or Situation 2nd Grade Clerk, Administration General's Dept.
 Recommended for a pension of Sh. 2005-20 a year
 Age _____
 Service in Years and Months 18 years 10 months and 14 days
 Salary or Wages (A c t u a l) Sh. 6000-00 ✓
 Emoluments Value of quarters (15% of Sh. 4560/-) Sh. 684-00 ✓
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. } Sh. 6684-00
 Cause of retirement Abolition of office

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 Sh.	Allowances &c.	Nature of Allowances, &c.
Clerk, Crown Advocate's	4-3-04	31-3-05	1440		
	1-4-05	31-3-06	1800		
	1-4-06	31-3-07	2160		
	1-4-07	17-1-09	2400		
Promoted to Provincial Office Mombasa	18-1-09	31-7-09	2400		
Promoted to Administration General's Department	1-8-09	31-3-10	2400		
	1-4-10	31-3-11	2520		
	1-4-11	31-3-12	2640		
Promoted to 2nd Grade Clerk Sh. 3000 by order to Sh. 3720 a year	1-4-12	31-3-13	3000		
	1-4-13	31-3-14	3120		
	1-4-14	31-3-15	3240		
	1-4-15	31-3-16	3360		
	1-4-16	31-3-17	3540		
Promoted to 2nd Grade Clerk Sh. 3720 a year	1-4-17	31-3-20	3720		
Promoted to 2nd Grade Clerk Sh. 4560 by order to Sh. 6120 a year	1-4-20	31-3-21	5280		
	1-4-21	31-3-22	5640		
	1-4-22	17-4-23	6000		

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	Cause of Absence
1905	From 5-11-05 To 31-12-05	57	Extension of leave without pay.
19	" " " "		
1907	" 23-1-07 " 25-3-07	62	Extension of leave without pay.
19	" " " "		
1911	" 3-4-11 " 6-4-11	4	Extension of leave without pay
1913	" 26-5-13 " 21-7-13	57	Extension of leave without pay
19	" " " "		
1918	" 5-5-18 " 11-5-18	7	Extension of leave on half pay
19	" " " "		
1922	" 20-5-22 " 18-6-22	25	Extension of leave half pay.

15. Date of Cessation of Duty 14th March 1923 ...

(Granted leave, with pay, from 15-3-23 to 17-4-23)

16. Date of Cessation of Salary 18th April 1923 ...

17. Date from which, inclusively, Pension will Commence 18th April 1923

13. 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.

I hereby certify that the applicant Mr. E. E. ... discharged his duties with diligence and fidelity to the satisfaction of the Head of this Department.

James Thomas
AG. ADMINISTRATOR GENERAL.

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

I certify that the pension which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to Two thousand and five shillings and twenty cents (Sh. 2005-20) a year

and I base my Certificate on the following calculation:—

of 1st Appointment - 4th June 1904
of Retirement - 18th April 1923.

	Years	Months	Days
Actual service	18.	10.	14.
Deduct period of leave without pay	0.	6.	0.
TOTAL	18.	4.	14.
Probable service	- 18 years		
Salary and emoluments	- Sh. 2684-00 a year		
Whereof 18/60ths	- Sh. 2005-20 a year		

THE TREASURER,

NAIROBI, 19th July 1923.

James Thomas
For Treasurer,

The Colony and Protectorate of Kenya.

Instructions.

INSTRUCTIONS REFERRED TO ON PAGE 1.

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

HEAD 1 OF PAPER.—In the case of an Officer serving on the West Coast of Africa, a statement is to be added whether he is a native of that Coast. (Colonial Regulations, § 430).

HEAD 3.—State the description of Allowance for which the Applicant is recommended, viz. Superannuation, Compensation, Compassionate Allowance, or Gratuity, and its amount. In the case of Persons claiming an addition to their Pensions in respect of Professional or other special qualifications, this should be stated, and a reference should be given to the authority under which the claim is made.

HEAD 5.—If the service has been interrupted by one or more breaks, the word "broken" should be added before or after the number of years and months, and the causes, dates, and circumstances of the break or breaks should be stated under heading 9.

HEAD 6.—If the Person retiring has been in receipt of the same Salary, or in the class from which he retires, for the 36 months immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceded by the word "actual." In other cases the average annual amount of Salary or Wages for the 36 months next preceding the date of retirement should be inserted, preceded by the word "average," but if the whole period of service is less than three years, then the average for the whole period of service should be inserted.

HEAD 7.—A separate statement should be inserted of the average Annual Value, for the 36 months immediately preceding retirement, of each 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 provided from Public Funds for the due discharge of those duties to which a Fixed Salary is annexed. Particulars 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.

HEAD 9.—As to "broken" service see HEAD 5.

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

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an average of Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

COLONIAL PENSIONS, &c.

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

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

1. Name of Applicant Meridon Samson Napat
 2. Office or Situation 2nd Grade Clerk, Administration, General Dept.
 3. Recommended for a pension of Sh. 2000-00 a year
 4. Age _____
 5. Service in Years and Months 18 years 10 months and 14 days
 6. Salary or Wages (Actual) Sh. 2000-00
 7. Emoluments Value of quarters (12% of Sh. 2500/-) Sh. 300-00
 Total amount of Salary or Wages and Emoluments on which Superannuation, &c., is claimed. Sh. 2300-00
 8. Cause of retirement Abolition of Office
 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 Appointment	Date of Commencement	Date of Termination	Salary per Annum	Allowances &c.	Nature of Allowances, &c.	
2nd Grade Clerk, Administration, General Dept.	4-8-04	31-3-05	1440			
	1-4-05	31-3-06	1800			
	1-4-06	31-3-07	2100			
	1-4-07	17-1-09	2400			
	18-1-09	31-3-09	2400			
	Transferred to Provincial Office, Provincial Office, Provincial Office	1-3-09	31-3-10	2400		
		1-4-10	31-3-11	2520		
Transferred to Administrator's Department, 2nd Grade Clerk, Sh. 2000 by Sh. 2500 to Sh. 2750 a year	1-4-11	31-3-12	2640			
	1-4-12	31-3-13	2900			
	1-4-13	31-3-14	3120			
	1-4-14	31-3-15	3300			
	1-4-15	31-3-16	3500			
	1-4-16	31-3-17	3600			
	1-4-17	31-3-18	3750			
	1-4-18	31-3-19	3900			
	1-4-19	31-3-20	4000			
	1-4-20	17-4-20	4000			

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

None

14. Absence, (a) ordinary Vacation leave, in each of the last 10 years

Year	Period of Absence	Number of Days	Cause of Absence
1905	From 5-11-05 To 31-12-05	27	Extension of leave without pay.
1907	23-1-07 To 25-3-07	62	Extension of leave without pay.
1911	3-4-11 To 6-4-11	4	Extension of leave without pay.
1913	26-5-13 To 21-7-13	57	Extension of leave without pay.
1915	5-8-15 To 11-8-15	7	Extension of leave on half pay.
1922	20-4-22 To 12-4-22	28	Extension of leave half pay.

15. Date of Cessation of Duty 14th March 1923
(Granted leave, with pay, from 15-3-23 to 17-4-23)

16. Date of Cessation of Salary 18th April 1923

17. Date from which, inclusively, Pension will Commence 18th April 1923

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 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.

I hereby certify that the applicant Mr. H. R. Sapot discharged his duties with diligence and fidelity to the satisfaction of the Head of this Department.

My signature
Ag. ADMINISTRATOR GENERAL.

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

I certify that the pension which may be paid to the Applicant according to the Rules of the Colonial Service, amounts to two thousand and five shillings and twenty cents (2,005.20) a year

and I base my Certificate on the following calculation:

of 1st Appointment - 4th June 1904
of Retirement - 18th April 1923.

	Years	Months	Days
Actual service	18	10	14
Deduct period of leave without pay	0	0	0
TOTAL	18	4	14
Probable service	- 18 years		
of salary and emoluments	- 2,005.20 a year		
less 15/100ths	- 300.78 a year		

THE TREASURY,

NAIROBI, 18th July 1923

Kimston
For Treasurer,
The Colony and Protectorate of Kenya.

Instructions.

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

HEAD 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, § 490).

HEAD 3.—State the description of Allowance for which the Applicant is recommended, *et c.*; 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.—Separate statements 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 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, whom at least one should, if possible, be a Salaried Officer of the Government.

HEAD 9.—As to "broken" service see **HEAD 5.**

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

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "private practice" without forfeiting his claim to Pension, the facts are to be fully stated.

HEAD 14.—If the Applicant is liable to any deduction from his service under Clause 102 of the Colonial Regulations, the facts should be fully stated.

HEAD 19.—The length of service and other particulars of the computation are to be given. When an average of Salary, &c., is taken, the mode of calculating it (whether by months, &c.) is to be explained.

INSTRUCTIONS REFERRED TO ON PAGE 1.

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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.

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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. 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 amount defrayed as above for Office Expenses, &c., in each of the three years immediately preceding the retirement. It will be the duty of the Colonial Government concerned to satisfy themselves of the accuracy of such statements before forwarding them to the Colonial Office. In the case of Officers receiving Fixed Salaries and Fees, the Fees will not in ordinary circumstances be allowed to count for Pension purposes to the extent of more than one quarter the Salaries, and Fees will not in any case be allowed to count for Pension purposes during a period in which the whole time of the Officer receiving them was not given to the Public Service.

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

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

HEAD 9.—As to "Broken" service see HEAD 5.

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

HEAD 11.—If, in special circumstances, a professional Civil Officer has been allowed to have "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.

Jan 46469/23

Kanva

590

Inv

C. D.
R 28 SEP.
D 28

29 Sept 1923.

DRAFT.

SS

Sir,

I have the honour to

Shri Chacko Boring's acknowledge the receipt of your

dispatch No. 1323 of the

27th of August, and

to inform you that I approve the

compensation ^{all the} amount of a pension at the rate

of Rs 2000/- a year, with

effect from the 18th of April 1923,

to *M. H. R. Sapat* on his

- retrenchment from the *Dept of*

graduate work, Administrative

Journal's Dept.

DEPARTMENT

TYPE

No. 1411

Mr. Comptroller

MINUTE.

Mr. *Bull* Sept 27

Mr. *J. H. S.* 28/9/23

Mr.

Mr. *D.*

Mr. *G. S.*

Mr. *H. S.*

Mr. *J. S.*

Mr. *G. S.*

Mr. *D. S.*