

Instructions referred to on page 1

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

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- 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. See Pensions Act, 1967 (No. 9 of 1967).
- 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. See Pensions Regulations, Clause 15.
- Head 6. If the person retiring has been in receipt of the same salary, or in the class from which he retires for the 1 year immediately before the date of his retirement, the actual annual rate of Salary or Wages at that date should be inserted, preceeded by the word "actual". In other cases the average annual amount of Salary or Wages for the 3 years preceding the date of retirement should be inserted preceeded by the word "average", but if the whole period of services is less than 3 years then the average for the whole period of service should be inserted. See Pensions Act 1967 (No.9 of 1967), Regulation 18.
- Head 7. A separate statement should be inserted of the average Annual Value, for the 3 years 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 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.
- Head 8. Pension Emoluments should be distinguished from those not Pensionable by a star or other indication. See section 6 of Pensions Act, 1967 (No. 9 of 1967).
- As to "broken service", see Head 5.
- Head 9. Acting Service in a pensionable office will, when continuous with permanent employment be allowed to reckon as service for pension, provided the period of such acting service has not been taken into account as part of the officer's service in another State.