

E3.66

PART I.

It is hereby Certified
Z.K. MATTHEWS

2. ~~That the total amount of vacation leave for which he/she is eligible in terms of the Bechuanaland Protectorate Leave Regulations is~~ days.

3. That he/she is now granted leave for days with effect from
(plus Course/Study Leave of days
.....)
together with leave on full pay for the periods occupied by the journeys to and from the United Kingdom,
subject to a maximum of days in either direction.

4. That he/she has been in the service of this Government since
being the date on which he/she began to draw pay from the funds of this Government.

5. That in the course of the past five years he/she has been absent from the Bechuanaland Protectorate on leave for the periods specified below:

VACATION LEAVE

[illegible]

SICK LEAVE

From	Period	To	Full Pay. Days.	Half Pay. Days.	No Pay. Days.
PROCESSING ON DUTY					
PLEASE PAY SALARY & ALLOWANCE UNTIL FURTHER NOTICE TO:					
A/C RIGGS NATIONAL BANK, DUPONT CIRCLE BRANCH,					
WASHINGTON D.C. U.S.A.					

LEAVE ADDRESS:

PART II.

1. Last Pay Certificate and Salary Particulars:

I hereby certify that Z.K. MATTHEWS

has received full salary at the rate of R 6030-00 (3015-0-0) per annum up to the 31st October, 1966 inclusive, and that the following recoveries have been effected:—

- (a) Contributions under W. & O.P. Scheme @ R..... (£.....) per annum up to inclusive.
(b) Contributions under other W. & O.P. Schemes @ R..... (£.....) per annum up to inclusive.
(c) Allotment of salary @ R..... (£.....) per annum up to inclusive.
(d) Contribution to Provident Fund @ R..... (£.....) per annum up to inclusive.

2. Particulars of Annual Emoluments to be drawn during leave.

Salary at the rate of R 6030-00 (3015-0-0) a year
Allowance at the rate of R 6300-00 (3150-0-0) a year
Foreign Service Allowance at the rate of R..... (£.....) a year

Gross Annual Total R 12,330-00 (6,165-0-0)

Deductions:

Vide (a) to (d) above R..... (£.....) per annum

Other deductions:

Deposit Local Govt. Tax R 48-00 (£ 24-0-0) per annum
R..... (£.....) per annum R 48-00 (£ 24-0-0)

Net Annual Total R 12282-00 (6141-0-0)

In addition to the above the following is due:—

@ R..... (£.....) p.a. for the period
to
@ R..... (£.....) p.a. for the period
to
@ R..... (£.....) p.a. for the period
to

The following further deductions should be made for the periods stated:—

(a) Balance of advance granted for purchase of a motor vehicle R..... (£.....) in monthly instalments commencing with the month of

(b) Please recover balance of advance of salary R83-83 (£41-18-4) from salary for November 1966

(c)

An increment of salary at the rate of R..... (£.....) per annum has been approved for payment from the N/A inclusive.

The salary of the above-named officer will be drawn in Bechuanaland Protectorate through the Crown Agents, and is to be charged to the Bechuanaland Protectorate Government Account.

3. Particulars of Passages and Passage Allowance:

Paid locally

N.B. Payment of salary commences 1-11-1966

" " F.S. Allowance commences 1.10.1966

PART III.

Instructions for Officers proceeding on Leave and Notes for their guidance.

1. An officer proceeding on leave to the United Kingdom (or Europe) should obtain a duplicate of his Leave and Last Pay Certificate, which on his arrival in the United Kingdom (or Europe) he must produce to the Crown Agents for Overseas Governments and Administrations, if required, in order to draw his salary.
2. An officer should leave a private address at his station and with the Government Secretary to which his correspondence may be redirected during his leave. The Commonwealth Relations Office or the Crown Agents' Office must not be given as the private address of an Officer during leave.
3. On arriving in the United Kingdom (or Europe) an officer must immediately report by letter to the Under Secretary of State for Commonwealth Relations and to the Crown Agents, stating the date of his arrival and giving an address at which he will be found during his leave or from which letters will immediately be forwarded to him. *He must similarly notify any subsequent change of address during his leave.* An officer will be held responsible for any inconvenience which may be caused through communications from the Commonwealth Relations Office or from the Crown Agents not reaching him promptly.
4. Every officer immediately before proceeding on leave to the United Kingdom (or Europe) should present himself to the Medical Officer of his station (or other Medical Officer as provided by local regulations) for examination as to the state of his health. The Medical Officer will furnish him with a paper of advice in proper form which will contain such directions as may be necessary as to any precautions which he should take during the voyage home and after arrival, and will state whether in the Medical Officer's opinion it is desirable that he should be seen by one of the Consulting Physicians to the Commonwealth Relations Office.
If an officer, whose paper of medical advice states that in the opinion of the Medical Officer he should be seen by a Consulting Physician to the Commonwealth Relations Office, does not receive instructions in the matter within a fortnight from the date of his reporting arrival in the United Kingdom (or Europe) he should communicate on the subject with the Commonwealth Relations Office, forwarding the paper of advice.
5. An officer who is taken ill so as to require medical attention during the voyage to, or during leave in the United Kingdom (or Europe), and remains ill for a week, must report the fact to the Commonwealth Relations Office and forward at the same time a medical certificate stating the nature of his illness and if possible its expected duration. He will then receive instructions from the Commonwealth Relations Office as to whether it will be necessary for him to visit one of the Consulting Physicians for examination or to take any further action.
6. An officer who, having received instructions from the Commonwealth Relations Office to visit one of the Consulting Physicians, is prevented from doing so within one week, must report the fact to the Commonwealth Relations Office, giving the reasons.
7. Unless the above rules (4 to 6) are observed, an officer will not be entitled to any salary during any extension of leave which it may be necessary to grant him on the ground of ill health.
8. An officer who, having been granted leave, fails to return to duty at the proper time is liable to summary dismissal.
9. An officer on leave in the United Kingdom (or Europe) desiring an extension of leave must submit an application to the Commonwealth Relations Office stating the grounds on which the extension is required. In the absence of exceptional circumstances such applications must be submitted in sufficient time to allow of reference to the Resident Commissioner by mail.
10. An officer on leave in the United Kingdom (or Europe) desiring to forego a portion of his leave must apply to the Commonwealth Relations Office for permission to do so.
11. Applications for the issue of salary should be addressed to the Crown Agents for Overseas Governments and Administrations, at 4 Millbank, Westminster, London, S.W.1.
12. Officers who are returning to duty on the expiration of leave in the United Kingdom (or Europe) must, unless their return passages have already been booked, or they propose to make their own arrangements, make early application by letter (i.e. at least three months before they are due to leave the United Kingdom) to the Crown Agents, in order that the necessary passage/s may be booked, indicating the amount of passage allowance for which they are eligible, naming the address to which the passage tickets should be sent. No communications on any other subjects should be introduced into a letter applying for a passage.
In cases in which an officer's passage is not being booked by the Crown Agents, the officer must acquaint the Crown Agents well in advance with the name of the steamer by which he will travel.

13. An officer on leave may be required by the Secretary of State to undertake any course of instruction or to discharge any duty during his leave and will not be entitled to any additional remuneration in consideration of such employment. Allowances may, however, be granted to cover necessary out-of-pocket expenses, and extensions of leave may be granted in appropriate cases.

14. No public officer whether on duty or on leave is to allow himself to be interviewed on questions or on matters affecting the defence or military resources either of the dependency in which he is serving or of any part of the British Commonwealth.

15. Officers on leave are prohibited from accepting invitations to read papers or to deliver addresses in public or to give broadcast talks on any subject of a political or administrative nature, or from contributing to newspapers or periodicals, articles or letters on such subjects, without obtaining the prior permission of the Secretary of State.

16. An officer on leave may not accept any paid employment without previously obtaining the sanction of the Secretary of State.

17. Officers domiciled in the United Kingdom are required to furnish to the Commonwealth Relations Office before they return from leave a reliable address to which communications intended for relations or friends may be sent in case of emergency during their absence from the United Kingdom.

Ministry of Home Affairs ✓

With the Compliments

of
General
The ~~Permanent~~ Secretary

MINISTRY OF FINANCE

Personal copies for Officers.