

REGISTRAR'S CIRCULAR NO. 2 OF 1954.

To:

- All Senior Assistant Registrars, Supreme Court.
- All Assistant Registrars, Supreme Court.
- All Presidents, Sessions Courts.
- All Circuit Magistrates.

Preparation of Pension Papers.

The Secretary to the Treasury has informed me that representations have lately been received by His Excellency the High Commissioner, Federation of Malaya, regarding the delay in the preparation and payment of pensions to officers retiring from Government service and has therefore issued instructions that Heads of Departments should give their personal attention to ensuring that the Pension/Retiring allowance/Gratuity papers are finalised before the effective date of retirement to enable the retiring officer to draw his Pension/Retiring allowance/Gratuity on the due date.

2. This Registry is responsible for computing Pension/Retiring allowance/Gratuity and finalising of Pension papers but it should be appreciated that this responsibility can be discharged only on the co-operation of the Court in which a retiring officer is stationed. The main delay in majority of cases is to get a complete and up-to-date Record of Service and Leave with all the necessary details including particularly the dates of emplacement on the Pensionable Establishment.

3. To obviate this delay and to comply with Treasury instructions you are requested to see that the records of service and leave of all officers in your Court are kept up-to-date in all details. The record of service should, among other things, show whether the officer has been placed on the Pensionable Establishment and whether he has exercised option under section 15 of the Regulations under the Pensions Ordinance.

4. Six months prior to the date of retiring an officer's leave eligibility prior to retirement should be computed and this Registry notified so that appropriate action can be taken to approve or get it approved by the Service Branch and the Court concerned can be notified. The draft pension papers should then be prepared in duplicate by the Court from which the officer retires and submitted to this Registry for checking and computation of Pension/Retiring allowance/Gratuity by the Financial Assistant. The draft will then be returned to the Court concerned for preparation of six fair copies. The fair copies should reach this Registry at least 30 days prior to the date of retirement together with, (a) 3 copies of photographs (Passport size) duly authenticated, (b) 3 copies of specimen signatures duly authenticated and (c) 3 copies of Certificate of Indebtedness in accordance with Try. Circular letter No. M.U. 4500/46/24 dated 10th June, 1952. The original and one unsigned copy of the pension papers will be returned to the Court concerned which will hand over the original to the retired officer.

5. In preparing the draft pension papers the following points should be carefully noted :-

- (a) Item III in the pension papers - Age. The date given should be supported by birth certificate or statutory declaration.

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- (c) Against the item, 'Total amount of salary and emoluments in which pension etc. is claimed', only salary plus Pensionable Allowance, if any, should be shown. Temporary allowance or any other non-pensionable emoluments should not be included under this item.
  - (d) Under item VIII please state 'Record of Service attached and enclose a complete and up-to-date Record of Service and Leave duly signed by the Assistant Registrar, President, Sessions Court or the Circuit Magistrate as the case may be.
  - (e) Under item XIII insert in full particulars of half-pay and no-pay leave although the particulars are given in the enclosed Record of Leave.
  - (f) Item XIV; 'The date of last day of duty' should be the day prior to commencement of leave.
  - (g) Item XV, 'The date of last day in respect of which salary has been paid' is the day prior to the effective date of retirement.
  - (h) The Local Head of the Department should sign at the foot of page 2 below item XVIII to authenticate the correctness of the particulars given under items I to XVIII.
  - (i) The computation under XIX will be made by this Registrar but this can only be done correctly if particulars under items I to XVIII are given correctly so as to avoid reference back to the court from which draft pension papers emanated.
  - (j) In all cases birth certificate or statutory declaration and signed copies of Record of Service and Leave should be included as enclosures 1 and 2 in the draft and certified copies in all the fair copies.

6. Senior Assistant Registrars, Assistant Registrars, Presidents, Sessions Courts and Circuit Magistrates are requested to see that all those who are responsible for the preparation of pension papers understand and comply with the provisions of this circular and put up the pension papers correctly, and in time so that the retired officer will not suffer any inconvenience and difficulty.

REGISTRAR.  
(D.H.SHACKLES).

The Federal Registry, Supreme Court,  
Federation of Malaya.  
Kuala Lumpur, 18th January, 1954.  
(RSC.39/54: RSC.74/49: /tkc)

c.c. The Director of Audit, Malaya. Kuala Lumpur.