

butions will go towards insuring that such officers will be able to look forward to receiving a lump sum on retirement which will help them to face the problems of old age.

There will probably thus be two classes of officer only in the Service: those in pensionable employment and those contributing to the Central Provident Fund.

Find out to which category you belong and discover how you are affected. This will be a matter of great importance to you later on.

Decease of Officer.—A gratuity of one year's pensionable emoluments is normally paid to the estate of pensionable officers who die while still in service.

A gratuity based upon a sliding scale rising to one year's salary after fourteen years service is paid to the dependants of temporary and non-pensionable officers who die in service.

Officers on the pensionable establishment who have contracted registered monogamous marriages may contribute towards the Widows and Orphans Pensions Fund subject to the approval of the Directors of the Fund. All Christian and Ceylon Hindu Officers, whether married or single, must contribute to the Fund.

These contributions are deducted monthly, at the rate of 4 per cent of the pensionable emoluments.

The widow of a deceased officer who has contributed to the Widows and Orphans Pensions Fund receives a pension. This pension is calculated according to actuarial tables which are based on such factors as initial salary, age of the officer when he commenced contributions, age of wife, number of contributions made and the like. The pension is paid to the widow until she dies or remarries, and from then on to the children of the marriage until the boys have reached the age of 18 years or the girls reach the age of 21 years or marry before reaching 21.

If you wish to know more about pensions, consult your Personnel section, for this handbook can only give you a broad outline of these problems.

Resignation

There is nothing to prevent a public servant, permanent or temporary, from resigning at any time. However, resignation is normally final, for it is undesirable to have permanent officers resigning and returning at will. Only in exceptional circumstances will an officer be considered for re-instatement.

An officer resigning is required to give one month's notice or else he will be required to refund a sum equal to his total emoluments for one month.

Punishment and Dismissal

As the Government is a public employer, rules have been laid down to ensure that an officer is not punished or dismissed without full enquiry and proper consideration of the officer's view point. Only for