

11. The Public Service Commissioner, as regards the Departments under his control, and the Permanent Head of each Department not under the control of the Public Service Commissioner, shall advise the Secretary to the Board immediately the salary of a contributor is altered, giving particulars of alteration and date from which it takes effect, and in like manner shall report when the salary of a contributor is reduced by reason of age or infirmity, or otherwise, and shall supply such further information as the Secretary to the Board may require.

12. (1) It shall be the duty of the Permanent Head of every Department to notify the Secretary to the Board forthwith of every permanent appointment hereafter made in his Department, giving the following particulars (as to the correctness of which he shall first satisfy himself) in regard to each such person:—

Full name :
 Date of birth :
 Name of Department :
 Position :
 Date of appointment—temporary, ; permanent, :
 Salary per annum :
 Whether bachelor, spinster, husband, wife, widower, or widow :
 Date of birth of wife (if living) :
 Date of birth of each child then living and under the age of fourteen years.

(2) In each such case it shall be the duty of the Permanent Head of the Department to cause to be made the proper deduction provided for under section 19 of the Act, and the Controller and Auditor-General shall not pass the salary of any such officer unless the deduction is made. This regulation shall also apply to all payments of salaries in advance.

13. In those cases where an officer of a Department has become a contributor to the Fund and his permanent appointment is antedated for a longer period than six months, the contributor shall be required to pay interest on arrears of contributions at the rate of 6 per cent. per annum, such interest to be compounded half-yearly.

14. The Public Service Commissioner as regards the Departments under his control and the Permanent Head of each Department not under the control of the Public Service Commissioner shall notify the Secretary to the Board of any transfer and of the date thereof, and supply any other particulars required.

15. Any contributor having a break in his service and claiming to count continuous service in the terms of section 28 of the Act shall make written application to the Board in the form hereinafter set forth, and it shall be the duty of the Permanent Head of his Department to certify on such application that the particulars stated are correct.

The Public Service Superannuation Act, 1927.

APPLICATION TO COUNT CONTINUOUS SERVICE UNDER SECTION 28 OF THE PUBLIC SERVICE SUPERANNUATION ACT, 1927.

Name in full (surname and Christian name) :
 Department :
 Date of first joining Service :
 Period or periods of broken service, giving exact dates, from and to :

I, _____, hereby apply to have my service counted as continuous from _____, and do hereby declare that the above particulars are true and correct; and I further declare in respect of the period of service antecedent to such break that I received no pension, compensation, retiring-allowance, or refund of contributions, and that such break was due to _____, and was not the result of any misconduct on my part.

Dated at _____, this _____ day of _____, 19 _____.

[Signature.]

I hereby certify that the official records of this Department show the above particulars to be true and correct.

[Signature of Permanent Head of Department.]

[Department.]

[Date.]

16. The Secretary to the Board shall keep a register of contributors, setting forth in regard to each contributor,—

Registered number ;
 Name ;
 Department ;
 Date of joining Fund ;
 Date from which service counts ;
 Date of birth ;
 Rate of contribution ;
 Remarks.