

~~CONFIDENTIAL~~

MEMORANDUM

16 January 1947

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TO: Mr. [REDACTED]  
FROM: Accounting Unit  
SUBJECT: Retirement Account

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1. In August and September of last year, it was decided that Special Funds would deduct retirement from the salary of certain individuals, to be transferred from Civil Service to Special Funds payrolls under CIG. At the same time it was agreed that the Personnel Division, under Mr. [REDACTED], would make the necessary arrangements with the Civil Service Commission and would advise Special Funds as to the method of paying the funds collected into the government retirement fund.

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2. To date we have not been advised of the procedure which we are to follow. We have now deducted, and are holding in a Suspense account, approximately \$6,700.00, representing retirement contributions deducted from the salary of some [REDACTED] individuals. The Payroll Unit has been approached by one of the individuals in regard to refunding the amount deducted. This individual is Mr. [REDACTED], from whose salary we have deducted a total of \$39.24.

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3. In view of the fact that there are certain Civil Service regulations regarding retirement, particularly in connection with service charges and a ruling regarding refunds, where the individual concerned has had five or more years service, it appears that the procedures which we are to follow should now be clarified. Specifically, the question at the moment is, - should we refund the amount of \$39.24 to Mr. [REDACTED]. The facts in this particular case are: (a) The individual has had less than five years service under Civil Service; (b) We have collected the above sum from subject's salary, which we have neither reported on nor paid into the retirement fund.

  
V. R. T.