

WAX 2342

Personal Employment
Papers

Mr. W. J. Wright

WASC 2342

~~Don't know~~
w/records

Records of :-

William Wright

called 'Bitty'

Grandfather to
Karen
Matthews

During wartime Chief Safety Officer

Head Safety officer - on retirement
c. 1969.

1961 - Personal letter to the Staff
- separate WASC

Worked after his retirement as a
consultant

Photo of Wright - back of 'Staff Training
Centre' photo picture, middle row, middle
man left side

Donated by the Matthews family, Upshire
Karen Matthews - tel: 01992 760886

Or short suit, orms folded in the smaller
photos

* SEE BRYAN HOWARD FOR EXPLANATION



MINISTRY OF TECHNOLOGY

Explosives Research and Development Establishment

WALTHAM ABBEY, Essex

Telephone: Waltham Cross 23688, ext. 452

Your reference:

*Any communication on the
subject of this letter should be
addressed to:*

THE DIRECTOR

*and the following reference
quoted:*

18th March, 1970

Dear Mr. Wright,

Dr. Bellamy thought you might like to have the enclosed photographs to keep as a memento of the presentation of the Imperial Service Medal to you on 19th February.

Yours sincerely,

A handwritten signature in cursive script, reading "Joan W. Smith".

for Director,
Explosives Research and
Development Establishment

Mr. W.J. Wright,
1, Church Cottage,
Upshire,
Waltham Abbey,
Essex.


A.39/25/1

To: Mr. H. J. Wright

Under the terms of G.N.4/55 paragraph 5 and/or Establishment Notice 1/55 paragraph 5, your services have been designated as essential.

You will be given further instructions should the need arise.

6th January 1955


for C.S./E.R.D.E.

O/DLB

L.H. 9DT



MINISTRY OF TECHNOLOGY

S.M.A.3.

Savoy Hill House, Savoy Hill, Strand, LONDON W.C.2

Telex: 22241 Telegrams: Mintec London Telex

Telephone: 01-836 1207, ext. 760

Our reference: HB/33549

Your reference:

18th September, 1969

PERSONAL

Dear Mr. Wright,

With reference to your retirement on 24th October 1969 I am writing to let you know that as a former Government official who possesses or may be thought to possess classified information, you may be subject to certain hazards if you travel in Communist countries. Before undertaking a journey to any of these countries or before using any of the air, sea or rail facilities offered by them you are asked, in your own interest and that of the Department, to contact the Security Branch (Ministry of Technology, Security 1(a), Room 843, St. Giles Court, 1/13, St. Giles High Street, London. W.C.2. Tel.01-636-3644, Extn. 1425) or the Security Officer at ERDE Waltham Abbey.

Yours sincerely,

J.F. Paxton

N.F. PAXTON.

W. J. Wright, Esq.
through ~~SAC~~/ERDE
Waltham Abbey.

THRO' MR. T. V. GIFFITHS.

X.ET

L.H. 14BT



MINISTRY OF TECHNOLOGY

Est.4.(a)3,

Shell Mex House, Strand, LONDON W.C.2

Telex: 22241 Telegrams: Mintec London Telex

Telephone: 01-836 1207, ext. 17

Our reference: HB/33549/Est.4(A)3,

Your reference:

3 October, 1969.

Dear Mr. Wright,

You have been granted the following award under the Superannuation Acts:-

(a) a pension of:- *Pension Increased To £557.45*
From 1-9-71

£488 19s. 10d. (four hundred and eighty eight pounds nineteen shillings and ten pence) per annum, with effect from 25th October, 1969.

(b) a net additional allowance (lump sum) of:-

£977 19s. 8d. (nine hundred and seventy seven pounds nineteen shillings and eight pence) i.e., a gross additional allowance of £1466 19s. 6d., less £488 19s. 10d. in respect of the contributions due to the Widows' and Children's Pension Scheme.

The above award satisfied the requirements of the National Insurance scheme in relation to persons such as yourself who were contracted out of the Graduated Pension Scheme at the time of retirement.

Payment of your pension and additional allowance will be made by Paymaster General on application upon the

W.J. Wright, Esq.,
1, Church Cottages,
Upshire,
Waltham Abbey
Essex.

/enclosed

enclosed form, on or after 25th October, 1969.

A pension has also been authorised under the Widow's and Children's Pension Scheme of:-

£162 19s. 11d. (one hundred and sixty-two pounds nineteen shillings and eleven pence) per annum, subject to the conditions of Section 51 of the Superannuation Act, 1965. This would be payable, with effect from the day following the date of your death, to your wife, Mrs. Elsie Emma Wright, should she survive you.

Yours sincerely,

K Lang

H.M. PAYMASTER GENERAL'S OFFICE, CRAWLEY, SUSSEX.

PAYMENT OF PENSIONS TO BANKS

PART I - to be kept by the pensioner.

1. If you wish to have your pension vouchers sent to your bank for crediting to your account, please complete Part II of this form and send it **with your completed pension application form** to the Paymaster General's Office: the two forms should be sent **in one envelope**. The conditions applying to bank payments are outlined below.
2. Pension vouchers (but not the lump sum voucher which requires your signature) will be sent to the bank which you designate: this can be any branch of any bank in the United Kingdom, including a Trustee Savings Bank, but NOT the Post Office Savings Bank.
3. You will appreciate that any overissue of pension arising from a pensioner's death or a change in pension entitlement would have to be refunded.
4. You should arrange with your bank to forward to you the following documents:-
 - (i) **Pension Voucher Counterfoils**, which show the gross amount of pension and tax, etc. deducted. Your bank will doubtless send these to you with your periodical bank statements.
 - (ii) **Income Tax Form P.60**, which is issued at the end of each tax year to show total pension paid and tax deducted in that year. If your bank deals with your income tax, it will wish to retain this form.
5. **Annual Declaration Form** (see Note 5 of the application form) will be sent to you, care of your bank, unless you specially ask for it to be sent to your private address: in that event, you should inform the Paymaster General's Office and your bank of any permanent change of address.

please tear here

THESE NOTES ARE IMPORTANT:**PLEASE READ THEM CAREFULLY AND KEEP THEM FOR FUTURE USE.**

1. **Initial Payment.** Please complete the attached form and sign it in the presence of a qualified attestor (see list at back of the form); then detach and post it to the Paymaster General's Office.
2. **Payment.** Payments are made monthly or quarterly (one-twelfth or one-quarter, to the nearest penny, of the annual rate of pension). The amount due for part of a pension month is calculated by reference to the number of days in the pension month.
3. **Vouchers.** Vouchers are machine-printed and usually issued a day or so before payment is due. Each voucher should be signed, **NOT BEFORE THE DATE SHOWN ON IT**, and paid, like a cheque, into a banking account. Your signature on each voucher is accepted as evidence of life on the date of payment, so making it unnecessary to ask you to fill up separate life certificates. The counterfoils of the vouchers provide a useful record of the amounts you receive and may be kept for reference.

Vouchers are valid for six months, but should, if possible, be presented for payment on, or shortly after, the payable dates.

Please write to the Paymaster General's Office, **QUOTING YOUR REFERENCE** (see overleaf) if a voucher does not reach you by the payment date.

4. **Changes of Address.** Please notify any **permanent** change of address and, if possible, give four weeks' notice of the change, as this enables mechanical preparation of vouchers to proceed smoothly. Where less than four weeks' notice is given, every effort will be made to send the next voucher to the new address. If you expect to be away from home (e.g., on holiday) when a pension payment falls due, please arrange for it to be forwarded. It is not possible to issue vouchers in advance or to pick out a particular voucher for early posting.

If you are now abroad, or are going abroad at any time, please let the Paymaster General's Office know whether your stay is to be temporary or permanent.

5. **Annual Declarations.** The law requires an attested declaration to be made each year before payment of pension can continue. When you receive the form, please complete and return it to the Paymaster General's Office without delay.

6. **Incapacity.** If, through illness or advancing years, you find it difficult to sign in the normal manner, you may sign by making a cross (X), followed by the signature and address of a witness. This is known as "signing by witnessed mark."

Unless special arrangements have been made with the Paymaster General's Office, no one else may sign vouchers on your behalf.

7. Income Tax. Your pension is assessable as earned income. Any income tax deductions will be shown on the voucher counterfoils: at first, they may be provisional. For the first year, income tax deductions are normally based on the total of pay and of pension due to the last payment date before 6 April. As the Income Tax year runs from 6 April to 5 April an underpayment of income tax may arise; in that case you will be notified by H.M. Inspector of Taxes, P.D.7, Ty Glas Road, Llanishen, Cardiff. This is also the address to which you should send any inquiry about your P.A.Y.E. code number or your tax liability.

If tax is deducted, a form (P.60) showing payments and tax deducted for the year will be sent to you after the end of the tax year. These forms are machine-prepared and addressed to the same address as the payment vouchers: they cannot, therefore, be sent to agents.

8. Re-employment. If you are re-employed in any capacity by a Public Department you must notify the Paymaster General's Office at once and also notify that Office of any later pay increases.

Employment in private enterprise, Local Government Service, nationalised industries, or service under the National Health Scheme does not affect your civil service pension and need not be notified or declared to the Paymaster General's Office.

9. Deductions. Voluntary deductions for certain benevolent societies, Civil Service Sports Council and some life insurances etc. can be made from your pension as they were from pay. If you wish deductions to be made from your pension you must complete the form ACS/GEN 34 issued by your salary section but please also tick the appropriate box opposite. The decision you make should remain firm because subsequent requests for alterations interfere with the smooth arrangements for paying pensions and add to administrative costs.

The Paymaster General's Office cannot undertake to deduct National Insurance contributions for which you may be liable as a self-employed or non-employed person. You must make your own arrangements for obtaining a National Insurance card and stamping it.

10. Correspondence. Any correspondence about the payment of your pension (but not your tax liability — see 7 above) should be sent to the Paymaster General's Office, quoting your reference (both letter and number). When you are notified of your P.G.O. reference, please enter it in the space below and use it in all correspondence. The reference also appears on each pension voucher.

PENSION REFERENCE



Please address reply to

PAYMASTER GENERAL'S OFFICE(C.S.)

CRAWLEY, Sussex.

C.S./21

Pension reference:

X 81231V

21.10.69

Dear Sir/Madam,

Thank you for your completed application form.
Please quote your reference (shown above) whenever
you write to this Department.

I enclose a voucher for your Additional Allowance.
(Lump sum).

Your pension will be paid in arrear on the 25TH.
day of each month (~~or of each June, September, December
and March, if you asked for quarterly payment~~).

The first pension payment will be issued ~~shortly~~
for the period from 25 OCTOBER to
25TH NOVEMBER 1969

Yours faithfully,

A. Haines

W-J. WRIGHTESQ.

D 102452/2/7719 12m 2/68 TPD

L.H. 9ET



MINISTRY OF TECHNOLOGY

S.M.A.3

Savoy Hill House, Savoy Hill, Strand, LONDON W.C.2

Telex: 22241 Telegrams: Mintec London Telex

Telephone: 01-836 1207, ext. 760

Our reference: HB 33549

6" March, 1969.

Your reference:

PERSONAL

Dear Mr. Wright,


I am writing to confirm that, in accordance with your request of 19th February, 1969, arrangements are being made for your retirement to take place on 24th October, 1969, which will be your last day of service with the Department.

The appropriate branch (Est.4(a)3) will write to you separately in due course about your superannuation, and any questions you wish to raise on this subject should be sent to that branch, if these cannot be settled by your Administrative Branch.

I must draw your attention to Staff Regulations, Section 10.A paragraph 9 relating to the acceptance of certain types of outside employment within two years of retirement. It is your responsibility to decide whether any proposed employment is such as to require official permission under the rule and if in doubt you should consult this branch immediately.

May I remind you that no compensation can be given for any annual leave for which you may be eligible but which you do not take before your last day of service.

Yours sincerely,


p(N. F. PAXTON)

L.H. 9E

Telegrams: Avmin, London, Telex.
Telex No.: 22110/22119.
Telephone: Temple Bar 1207.
Extn. 1684

Your Reference

Our Reference HB/33549



TECHNOLOGY
MINISTRY OF AVIATION

SM Admin (B)2

**SAVOY HILL HOUSE,
SAVOY HILL,
STRAND, LONDON, W.C.2.**

19 August, 1968

PERSONAL

Dear Mr. Wright,

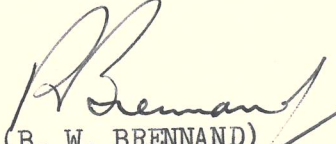
The question of further extending your service with the Department has been under consideration, and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. This extension is intended to cover the period up to 24th October 1969,, provided that your health and efficiency remain satisfactory and provided also that there are no changes in staffing requirements calling for earlier review.

At the end of the extension now granted you will have completed twenty-nine years' service reckonable for superannuation purposes, unless you have any unpaid sick or special leave in the meantime.

Your position will be considered again before the end of the present extension.

I would remind you that it is open to you to apply at any time to be disestablished and that if you propose to allocate part of your pension you should give not less than four months' notice of your wish to be disestablished, because the procedure entailed is rather lengthy and has to be completed within a prescribed period.

Yours sincerely,


(B. W. BRENNAND)

PK

L.H. 9D

Telegrams: Avmin, London, Telex.

Telex No.: 22110/22119.

Telephone: Temple Bar 1207.

Extn. 1684

Your Reference

Our Reference HB/33549

MINISTRY OF TECHNOLOGY
~~MINISTRY OF AVIATION,~~

S.M. Admin.(A)2

SAVOY HILL HOUSE,

SAVOY HILL,

STRAND, LONDON, W.C.2.



15th March, 1967.

PERSONAL

Dear Mr. Wright,

The question of further extending your service with the Department has been under consideration, and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. This extension is intended to cover the period up to 24th October, 1968, provided that your health and efficiency remain satisfactory, and provided also that there are no changes in staffing requirements calling for earlier review.

At the end of the extension now granted, you will have completed twenty-eight years' service reckonable for superannuation purposes, unless you have any unpaid sick or special leave in the meantime.

Your position will be considered again before the end of the present extension.

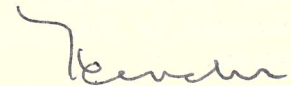
I would remind you that it is open to you to apply at any time to be disestablished and that if you propose to allocate part of your pension you should give

/not

W. J. Wright, Esq.
through S.A.O./E.R.D.E.
Waltham Abbey.

not less than four months' notice of your wish to be
disestablished because the procedure entailed is rather
lengthy and has to be completed within a prescribed
period.

Yours sincerely,



(J. T. FLETCHER)

L.H. 9D

Telegrams: Avmin, London, Telex.

Telex No.: 22110/22119.

Telephone: Temple Bar 1207.

Extn. 1685

Your Reference

Our Reference HB/33549/S.M.Admin.(A)2



MINISTRY OF AVIATION,

S.M. Admin.(A)2,

SAVOY HILL HOUSE,

SAVOY HILL,

STRAND, LONDON, W.C.2.

10th August 1966.

PERSONAL

Dear Mr. Wright,

The question of further extending your service with the Department has been under consideration, and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. This extension is intended to cover the period up to 24th October, 1967, provided that your health and efficiency remain satisfactory, and provided also that there are no changes in staffing requirements calling for earlier review.

At the end of the extension now granted, you will have completed twenty-seven years' service reckonable for superannuation purposes, unless you have any unpaid sick or special leave in the meantime.

Your position will be considered again before the end of the present extension.

I would remind you that it is open to you to apply at any time to be disestablished and that if you propose to allocate part of your pension you should give not less than four months' notice of your wish to be disestablished because the procedure entailed is rather lengthy and has to be completed within a prescribed period.

Yours sincerely,

M. Langston

(M. E. D. Langston)

W. J. Wright, Esq.,
through S.A.O./F.R.D.E.
Waltham Abbey

Seen 5/8/66
K.
1218

L.H. 2D

Telegrams: Avmin, London, Telex.
Telex No.: 22231.
Telephone: Temple Bar 1207.
Extn.. 1082

Your Reference.

Our Reference. HB/W/907/Est.2/3(A)2



MINISTRY OF AVIATION,

Est.2/3(A)2,

THE ADELPHI,
JOHN ADAM STREET,
LONDON, W.C.2.

/6th June, 1965.

PERSONAL

Dear Mr. Wright,

The question of further extending your service with the Department has been under consideration, and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. This extension is intended to cover the period up to 24th October 1966, provided that your health and efficiency remain satisfactory, and provided also that there are no changes in staffing requirements calling for earlier review.


At the end of the extension now granted, you will have completed twenty-six years' service reckonable for superannuation purposes, unless you have any unpaid sick or special leave in the meantime.

Your position will be considered again before the end of the present extension.

I would remind you that it is open to you to apply at any time to be disestablished and that if you propose to allocate part of your pension you should give not less than four months' notice of your wish to be disestablished because the procedure entailed is rather lengthy and has to be completed within a prescribed period.

Yours sincerely,

W. J. Wright, Esq.,
through S.A.O./E.R.D.E.
Waltham Abbey.


(Y. Kennedy) (Min)

ZAK
L.H. 2D

Telegrams: Avmin, London, Telex.
Telex No.: 22231.
Telephone: Temple Bar 1207.

Extn.1079.....

Your Reference.....

Our Reference ...HB/W/907/Est.2/3(A)2

PERSONAL



MINISTRY OF AVIATION,

Est.2/3(A)2,

THE ADELPHI,

JOHN ADAM STREET,

LONDON W.C.2

7 April 1964

Dear Mr. Wright,

The question of further extending your service with the Department has been under consideration and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. Provided your health and efficiency remain satisfactory and provided also that there are no changes in staffing position calling for earlier review this extension is intended to cover the period up to 24th October 1965. By that date you will have completed twenty-five years' service reckonable for superannuation purposes, subject to any deductions on account of unpaid sick or special leave which may occur in the meantime. Further consideration will be given to your position in due course.

As mentioned in our previous letter it is open to you to apply at any time after the age of sixty to be disestablished. I would again like to emphasise that, if you propose to allocate part of your pension, you should give not less than four months notice of your wish to be disestablished because the procedure entailed is rather lengthy and has to be completed within a prescribed period.

Yours sincerely,

E. J. WARD

W. J. Wright Esq.,
Through Director,
E.R.D.E.

L.H. 2D GB.

PERSONAL

Telegrams: Avmin, London, Telex.
Telex No.: 22231.
Telephone: Temple Bar 1207.



MINISTRY OF AVIATION,

Est.2/3(A)2,

THE ADELPHI,

JOHN ADAM STREET,

LONDON, W.C.2.

Extn.....1079.....

Your Reference.....

Our Reference.....HB/W/907/Est.2/3(A)2.

26th September, 1963.

Dear Mr. Wright,

The question of extending your service with the Department beyond your sixtieth birthday has been under consideration and I am glad to be able to tell you that we wish for the present to retain your services in your existing grade. Provided your health and efficiency remain satisfactory and provided also that there are no changes in staffing position calling for earlier review, this extension is intended to cover the period to 24th October, 1964. By that date you will have completed twenty-four years' service reckonable for superannuation purposes, subject to any deductions on account of unpaid sick or special leave which may occur in the meantime. Further consideration will be given to your position in due course.

Although you would be continuing in your present grade, it is open to you to apply at any time after the age of sixty to be disestablished. I am enclosing some notes on the implications of disestablishment, and we would be happy to answer any questions you may wish to raise on this subject, if these cannot be settled locally. If you propose to allocate part of your pension, you should give not less than four months notice of your wish to be disestablished, because the procedure entailed is rather lengthy and has to be completed within a prescribed period.

Yours sincerely,

E. J. Ward

(E. J. WARD)

W. J. Wright, Esq.,
Through Director,
P. D. E.

STAFF - IN CONFIDENCE

MINISTRY OF AVIATION

SUPPLEMENTARY NOTE ON DISESTABLISHMENT

Officers contemplating continued employment
in their existing grades

1. When an established officer reaches the minimum retiring age (for convenience this is subsequently referred to as age 60), and the Department is able to offer him continued employment in his existing grade, the officer has the choice of remaining in an established capacity or of becoming disestablished. When this choice arises the decision will be for the individual officer to take; but this Note, read in conjunction with the accompanying General Notes on Disestablishment, indicates the considerations that arise. (Nothing in the Note is to be taken as an undertaking by the Department to retain any officer in employment to any particular age).

2. Reckonable Service. A disestablished officer can reckon no more than 5 years (subject to an overriding maximum of 45 years pensionable service in all) of disestablished service towards increasing his pension and additional allowance on final retirement (see paragraph 4.d. of the Notes on Disestablishment). An established officer is not restricted in the number of years beyond the age of 60 which can be reckoned for superannuation except for the overriding maximum of 45 years. This question need be considered only by the officer who at the age of 60 has less than 40 years reckonable service since 45 is the maximum number of years that can be reckoned in any circumstances. An officer who at age 60 has less than 40 years reckonable service and stays on in an established capacity has a chance of finishing with 45 reckonable years; if he stays on disestablished, he has not.

In practice, of course, care must be taken not to overemphasise the importance of this aspect of the case. The

/officer

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officer must ask himself what is the likelihood of his continuing to serve more than a further five years.

3. Effect of downgrading after the age of 60. The officer who is retained after 60 in his existing grade may be required at a later date to accept a lower grade (and a lower salary) if he wishes to continue in service. He would then be eligible to draw pension as explained in paragraph 5.b. of the Notes on Disestablishment, but he should remember that the amount of pension cannot, when added to the pay of the lower grade, exceed the pay he was receiving on the last day of established service. It may, therefore, be to his advantage to remain established for as long as he is retained in the higher grade as any increase in salary during established service may increase the amount of pension he can draw during disestablished service.

4. Retirement on the grounds of ill-health. An established officer with 10 or more but less than 20 years reckonable service may, if he is retired on the grounds of ill-health, have his pension and lump sum enhanced as explained in Staff Regulations Section X.A. paragraph 5.b. An officer who is retired for ill-health during disestablished service is not eligible for this benefit.

5. Payment of Superannuation Award. The officer who decides to become disestablished can receive immediate payment of his lump sum (and, if he has less than 10 years reckonable service, a short service gratuity). The officer who remains in an established capacity can receive no superannuation award until he retires from established service.

6. Allocation. The officer who remains in an established capacity cannot arrange to make an allocation of pension until he retires from established service.

Est.4(a)
June, 1959.

Estab Form 229A

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S.68484/X

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GENERAL NOTES ON DISESTABLISHMENT

(See M.O.S. Staff Regulations, Section VII. F. paragraph 2.d)

1. Meaning of the Term. A disestablished officer is one who has served in an established capacity, has retired from his established appointment at or over the minimum age of retirement, and has either continued in service without a break or has subsequently been re-employed in such circumstances that he enjoys certain privileges of established status.

An officer who has already sufficient established service to qualify for a pension draws the additional allowance (i.e. lump sum) appropriate to his established service immediately on notional retirement. He may, if his disestablished salary is less than his final established salary, start drawing part of his accrued pension in supplementation of disestablished salary: and he may, in addition, reckon further complete years of service up to a maximum of 5 to increase his superannuation award (both pension and lump sum) on final retirement.

When, as in the majority of cases, there is no break between established and disestablished service, disestablishment means in effect notional retirement followed immediately by service in the same or a lower grade on the conditions set out in the following paragraphs. These paragraphs, although written in the sense of continuous service, are also generally applicable in cases where service is resumed after a break.

2. Pay and Conditions of service. A disestablished officer takes the same general conditions of service (hours, overtime, annual leave, sick leave etc.) as an established officer

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officer of the same rank. The rules governing pay are as follows:

- a. The officer who continues in the same grade after disestablishment retains his existing rate of pay and, if not at the maximum, is eligible for incremental progression in the normal way.
 - b. The officer who serves in a lower grade, after disestablishment will be paid on the scale of the lower grade, at the maximum or at the salary he was receiving at the time of leaving the higher grade, whichever is the less, and, if not at the maximum, he will be eligible for incremental progression on the lower scale, in the normal way.
 - c. Overtime and long hours gratuities are payable in the usual way.
 - d. If the officer allocates to his wife or a dependant a part of the pension awarded to him on disestablishment, the amount allocated may be deducted, in full or in part, from his pay after disestablishment (see paragraph 6.c).
3. Superannuation - officers with less than ten years reckonable service.

An officer with more than one but less than ten years reckonable service who retires notionally on disestablishment will:

- a. be eligible for a short service gratuity based upon completed half-years of reckonable service and calculated on average annual salary over the preceding three years (or over the period of total service, if /less

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less) and also, if reckonable service is not less than two years, an additional allowance (lump sum) based on complete years of reckonable service and average annual salary; these payments are made immediately on notional retirement;

- b. be eligible for the award of an "unestablished" gratuity under Section 39 of the Superannuation Act, 1949, and Section I of the Superannuation Act, 1957, if he completes at least 5 years disestablished service; disestablished service will not confer eligibility for pension, nor will it reckon for revision of the short service gratuity or additional allowance awarded on notional retirement;
- c. not be eligible to participate in the Widow's and Children's or Dependants' Pension Scheme.

4. Superannuation - officers with ten or more years reckonable service

An officer with ten or more years reckonable service who retires notionally on disestablishment will:

- a. be eligible for pension based on the number of complete years of reckonable service up to the date of notional retirement (subject to a maximum of 45 years total reckonable service of which not more than 40 years before age 60 are reckonable) and calculated on the average salary for the preceding three years; the pension will, however, be subject to suspension or abatement as in paragraph 5;
- b. be eligible for immediate payment of an additional allowance (lump sum) based similarly on complete years of service and average salary;

/c.

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- c. be able to apply to allocate part of his pension (see paragraph 6);
- d. be eligible for increased pension and extra additional allowance to take account of each reckonable year of disestablished service up to a maximum of 5 years, subject to an overriding maximum of 45 years pensionable service in all. On final retirement, the pension and additional allowance awarded on notional retirement, are re-assessed on the total years of reckonable service (i.e. including reckonable years of disestablished service) and are calculated on the average salary for the 3 years preceding final retirement or the 3 years preceding disestablishment, whichever is the higher. There is no re-assessment, however, unless there is at least one full year of disestablished service; failing that minimum period, pension and additional allowance remain as originally awarded on disestablishment;
- e. if a participant, have a continuing liability under the Widows' and Children's or Dependants' Pension Schemes. All contributions in respect of disestablished service are made by reduction of the lump sum on re-assessment, whether the officer elected to contribute by this method during his established service, or preferred to contribute by periodical deductions from his salary.

5. Suspension or abatement of pension during disestablished service

Pension awarded on notional retirement (see paragraph 4.a) is suspended or abated during disestablished service, as follows:-

/a.

STAFF - IN CONFIDENCE

STAFF - IN CONFIDENCE

- a. if the officer's pay after disestablishment (referred to hereafter as disestablished pay) is equal to or greater than his pay at the time of notional retirement, his pension will be entirely suspended;
- b. if the officer's disestablished pay is less than his pay at the time of notional retirement, his pension will be abated by the amount by which his dis-established pay plus pension exceeds his pay at the time of notional retirement (i.e. pay at the date of retirement from established service).

6. Allocation of Pension

- a. Under the Superannuation (Allocation of Pension) Rules, 1935, an officer retiring from established service may apply to surrender part of his (or her) pension to provide for his wife (or her husband) or for a dependant. An allocation cannot be made after the officer has become dis-established (except as provided in sub-paragraph b.) and, once made, it cannot be varied on account of any subsequent revision of pension under paragraph 4.d. An allocation of pension is additional to, and has no effect on, any provision that may have been made under the Widows' and Children's and Dependants' Pension Schemes of the 1949 Act.
- b. No pension can be paid under the Widows' and Children's Pension Scheme if the marriage takes place after the officer is dis-established but, in this event, the officer can make an allocation from his pension in favour of his wife provided that he is under 70 years of age and was not retired from his established appointment on health grounds.

/c.

STAFF - IN CONFIDENCE

STAFF - IN CONFIDENCE

c. The amount of pension allocated is deductible from the officer's disestablished pay as follows:

i. if the officer's pension is entirely suspended (paragraph 5.a), the amount of pension allocated will be deducted in full from his disestablished pay;

ii. if the officer's pension is abated (paragraph 5.b), and the amount of pension allocated exceeds the amount of pension in issue, the excess will be deducted from his disestablished pay.

7. Superannuation - Officers continuing in established service. If an officer is not disestablished but continues in an established capacity, he will:

a. continue to reckon further service for superannuation purposes subject to a maximum of 45 years total reckonable service of which not more than 40 years before age 60 are reckonable;

b. be ineligible for any superannuation award, and therefore be unable to allocate part of his pension, until final or notional retirement from established service;

c. continue, if already doing so, to pay periodical contributions to the Widows' and Children's or Dependants' Pension Schemes.

8. Final Retirement. The retention of all officers over age 60 is subject to periodical review in accordance with

/Staff

STAFF - IN CONFIDENCE

STAFF - IN CONFIDENCE

Staff Regulations, Section VII.F. The final retirement of disestablished officers will be determined as if they were established officers, and retention of established status does not, therefore, give the established officer any advantage over a disestablished officer for retention of Service.

Est.4.(a)
June, 1959.

ESTAB FORM 229
S.68483/X

STAFF - IN CONFIDENCE

L.H. 199

Telegrams :—SPLYMIN, LONDON.

Tel. No. :—GERRARD 8081.

Extn.

Any communication on the subject of
this letter should be addressed to :—

THE SECRETARY

and the following reference quoted :

1/PERS/25985/Ext. 286



MINISTRY OF SUPPLY
Est. 2 B 6,
THE ADELPHI,
LONDON, W.C.2.

16 January, 1957.

Dear Sir,

Superannuation.

In accordance with the terms of GN.
48/56 I have to inform you that for
superannuation purposes your service
will now reckon in full from 14.7.47.
and as to one half ~~up to from 5.2.47.~~
to 13.7.47.

The letter from this Division dated
5.12.53..... should be regarded as
amended accordingly.

Yours faithfully,

B. H. Anderson

Establishment Officer.

*J. T. Wright, Esq.,
Non-Tech. III,
ERDE.*

Z.13264.R.

L.H. 88 SP.

Tel. No.—Waltham Cross 3688

Any further communication on the subject of this letter should be addressed to:

THE CHIEF SUPERINTENDENT
and the following reference quoted

..... *29/1*

Your Ref.....



MINISTRY OF SUPPLY

EXPLOSIVES RESEARCH AND
DEVELOPMENT ESTABLISHMENT

WALTHAM ABBEY

ESSEX

21st April 1950

Dear Mr. *Night,*

Superannuation Act 1949
Widows' and Children's Pension Scheme

This is to acknowledge receipt of form W.P.S.10 completed by you.

It is noted that you have completed Declaration C, which means that you wish to take part in the Widows' and Children's Pension Scheme, and to have all your contributions deducted from your lump sum on retirement.

Yours faithfully,

C. W. Shown
for C.S., E.R.D.E }

Mr. H. J. Night

S.No. 222

L.H. 450

Telegrams: SPYMIN, WIRE, LONDON.

Telephone No.: TRAFalgar 3499.

Extn. 27

Any communication on the subject of this letter should be addressed to

THE SECRETARY

and the following reference quoted:

1/Pers/25985/Est.2B6

Your Ref.



MINISTRY OF SUPPLY

Est.2.B.6., Room 303,

CARLTON HOTEL,

HAYMARKET,

LONDON, S.W.1.

15th August, 1953.

Dear Mr. Wright,

I am glad to tell you that you have been declared successful in the Limited Competition for establishment in the Non-Technical Class, and a Certificate of your Qualification dated 24th June, 1953, has been received from the Civil Service Commission. Your substantive grading in the class will be Non-Technical Grade III and your appointment will be on the conditions set out herein and in the enclosure to this letter.

The Civil Service Certificate will, in accordance with the normal practice, be retained in the custody of this office.

Your established appointment in the Non-Technical Class will be subject to a trial period of one year from the date of the Civil Service Certificate.

The amount of your service reckonable for superannuation purposes will be notified to you in due course.

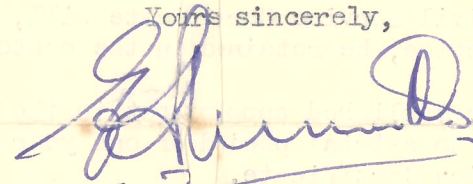
/As

Mr. W. J. Wright,
E.R.D.E. Waltham Abbey.

As from the date of the Certificate you will be eligible for sick pay in accordance with the provisions governing the grant of sick leave to established classes generally.

If you are willing to accept the appointment on the terms stated herein, you should complete and return the enclosed form of acceptance as soon as possible.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'J. H. Smith', written over a horizontal line.

Establishment Officer

MR. W. J. WRIGHT.

Annual Leave Allowance

In accordance with G.N. 148/57 your Annual Leave allowance has been adjusted within the terms of G.N. 82/56 as follows:-

23 years reckonable service (as defined in Appendix B para. 3 of G.N. 82/56)	=	25 days annual leave allowance with retrospective effect from the beginning of the current leave year, i.e. 1st March, 1957.
---------------------------------------------------------------------------------------	---	------------------------------------------------------------------------------------------------------------------------------------------

On completion of 30 years reckonable service you should make application for a further adjustment of your annual leave allowance under the terms of G.N. 82/56.

Lawson
A.O./P.

Waltham Abbey,
1st October, 1957.

L.H. 6

Telegrams:
Telephone:

Extn. *24*

Any communication on the subject
of this letter should be addressed
to:—

THE SECRETARY
and the following reference
quoted:

1/Pers/25985 (Est 206)



MINISTRY OF SUPPLY

Est. 2.B. *6*

CARLTON HOTEL,
HAYMARKET,
LONDON, S.W.1.

25th June 1954

Dear Sir,

You will be pleased to know that you
have satisfactorily completed your *trial*
~~probationary~~ period and that your appoint-
ment as an established *Non-Technical Grade III*
is now confirmed.

Yours faithfully,

AR Butler

Establishment Officer.

Mr. *W. J. Wright*
thru *ERDE & RHA*

g

S. 33252(R)

KR

L.H. 453

Telegrams : SPLYMIN, WIRE,
LONDON.

Telephone : TRAFalgar 3499.

Extn. 27

Our reference : 1/Pers/25985

Your reference : (Est. 2B6)



18 DEC 1953 DEPT. OF SUPPLY

Est. 2.B.6.,
CARLTON HOTEL,
HAYMARKET,
LONDON, S.W.1.

5th
December, 1953.

Dear Mr. Wright,

With reference to the Department's letter dated 15th August, 1953, I have to inform you that your service for superannuation purposes will reckon in full from 16th January, 1948, and as to one half for the period 5th February, 1934 to 15th January, 1948.

Yours sincerely,

M. C. Newson

for Establishment Officer

Mr. W. J. Wright,
Non-Tech. III,
E.R.D.E. Waltham Abbey.

+ R.A.W.

L.H. 199

Wire
Telegrams :—SPLYMIN, LONDON.

Tel. No. :—GERRARD 8081.

Extn. *2408*

Any communication on the subject of
this letter should be addressed to :—

THE SECRETARY

and the following reference quoted :

Est. 2.B/1/Staff/10914/125.



MINISTRY OF SUPPLY

THE ADELPHI,
LONDON, W.C.2.

15 November 1950

Mr. *W. J. Wright*...

thro' *C.S./E.R.D.E.*...

Establishment of Officers in the
Non-Technical and Stores Classes

Receipt is acknowledged of your
application for consideration for
establishment under the arrangements made
for the Limited Competition as notified
in General Notice No. 125/50.

Buckling.

A.28718R

L.H. 88 S.P.

Tel. No.—Waltham Cross 3301

Any further communication on the subject of this letter should be addressed to:

THE CHIEF SUPERINTENDENT
and the following reference quoted

.....*D 32/4*.....
Your Ref.....



MINISTRY OF SUPPLY

EXPLOSIVES RESEARCH AND
DEVELOPMENT ESTABLISHMENT

WALTHAM ABBEY

ESSEX

8th February 1950

Dear Mr *Wright*

I am pleased to tell you that a Certificate of Qualification has been issued by the Civil Service Commission certifying that you are qualified for established employment in an industrial grade under the Ministry of Supply and that you will be eligible for the benefits of the Superannuation Acts, as provided in the Scheme of Establishment of Government Industrial Employees.

The date of your establishment is 16th January, 1948.

Yours faithfully,

C. W. Thomas
for C.S., E.R.D.E.

Mr. W. J. Wright

C
G

S. 163

CIVIL SERVICE COMMISSION,

6, Burlington Gardens,

London, W.1.

24th June 1953

Dear Sir,

The Civil Service Commissioners direct
me to inform you that your Certificate of
Qualification for appointment to the

.....Non-Technical Class(Grade III)

.....in the.....

.....Ministry of Supply.....

.....

.....

has been granted and sent to that Department.

Yours faithfully,

W. H. FISHER

Secretary

W.J.Wright Esq.

20123, 10, 000, HE

TELEPHONE:

Extn.....2004.....

Any communication on the subject of this letter should be addressed to:—

THE SECRETARY

and the following reference quoted:—

.....1/Pers/28985/Est.3.e.2.

Your Ref.



MINISTRY OF SUPPLY.

THE ADELPHI,
LONDON, W.C.2.

G.
13 April, 1950.

Sir,

I am directed to inform you that revised grades and scales of pay have been introduced for the Non-Technical and Stores Class with effect from 1st April, 1947, and that the terms and conditions of your appointment on assimilation are as follows:—

1. You will be assimilated to Non-Technical Grade III with effect from 14/7/47.
2. The consolidated salary range applicable to Non-Technical Grade III in offices within the London Postal Area, is £375 to £475. This range is subject to deduction in the case of staff serving outside the London Postal Area at the rates prescribed in Appendix I to General Notice Supplement No. 6.

You will enter the range, with effect from 14/7/47 at £375, from which amount will be deducted £20 on account of provincial differentiation. The annual increases on this range, for which temporary staff are eligible, subject to satisfactory service, are £15. The date for your annual review is 1st April.

You have been assimilated at the above rate but will be allowed to retain your existing rates of pay until 14/7/49 when you will proceed to £385 p.a., i.e. £405 less £20 p.d.

3. Your appointment, as hitherto, will be subject to the regulations, as amended from time to time, applicable to staff employed by the Ministry of Supply.
4. Your appointment will be subject to one month's notice by either side.
5. You will be liable for service anywhere at home or abroad, as the needs of the Service may require. You may be called upon to fly in the course of your duties or as a passenger when proceeding from place to place on official business. No extra salary or allowance will be payable in connection with such flights, but, in certain circumstances, premiums on life insurance policies will be refunded. When service abroad is required, an allowance will be payable to cover the additional cost of living overseas.
6. In the event of your originating working out or perfecting any invention during the period of your employment you will, if so requested, assign to the Government all your rights in respect of such an invention or enter into such agreement for its use as you may be directed to do by the Government and you will not, without permission of the Government, part with any of your rights to such invention during the period of your employment. Your full obligations in this respect are covered by Section II, b 3 of Staff Regulations.
7. Your appointment will be unestablished and non-pensionable.

I am, Sir,
Your obedient Servant,

W.J. Wright, Esq.,

Tel. No.—Waltham Cross 3301.

Any further communication on the subject of this letter should be addressed to:

THE CHIEF SUPERINTENDENT,
and the following reference quoted.

P.B.

Your Ref.



MINISTRY OF SUPPLY

CHIEF SUPERINTENDENT,
CHEMICAL RESEARCH &
DEVELOPMENT DEPT.,
R. G. P. F.,
WALTHAM ABBEY,
ESSEX.

5 August, 1947

Dear Sir,

I am pleased to inform you that approval has been given for your promotion to the grade of Assistant Foreman (Temp.) with effect from the 14th July, 1947, at the rate of 95/- + 30/- Consolidation addition i.e. 125/- per week of 44 hours.

Yours faithfully,


for C.S., C.R.D.D.

Mr. W.J. Wright.

DECLARATION TO BE SIGNED BY MEMBERS OF
GOVERNMENT DEPARTMENTS ON APPOINTMENT

My attention has been drawn to the provisions of the Official Secrets Act, 1911, as amended by the Official Secrets Act, 1920, which are set out on the reverse of this document, and I am fully aware of the serious consequences which may follow any breach of such provisions.

I understand that the Sections of the Official Secrets Acts, 1911 and 1920, set out on the reverse of this document, cover also articles published in the Press and in book form, and I undertake not to divulge any information gained by me as a result of my employment to any unauthorised person either civilian or member of H.M. Forces, verbally or in writing, without the previous sanction of my Head of Establishment

I understand also that these provisions apply not only during the period of employment but also after employment with the Department has ceased (and/or after I have left the (Royal Navy
Army
Royal Air Force)).

Signed

W. J. Wright

Witnessed

E. Treadgold.

Date

1/8/47

Insert at #:-

Head of Establishment (Outstations) or Head of Branch (Headquarters).

H.O.S. Form No. 69.

V.L. 782(R).

OFFICIAL SECRETS ACTS 1911 and 1920

Section 2 of the Official Secrets Act 1911 provides as follows:-

"2 (1) If any person having in his possession or control any sketch, plan, model, article, note, document, or information which relates to or is used in a prohibited place or anything in such a place, or which has been made or obtained in contravention of this Act, or which has been entrusted in confidence to him by any person holding office under His Majesty or which he has obtained owing to his position as a person who holds or has held office under His Majesty, or as a person who holds or has held a contract made on behalf of His Majesty, or as a person who is or has been employed under a person who holds or has held such an office or contract:-

(a) communicates the sketch, plan, model, article, note, document, or information to any person, other than a person to whom he is authorised to communicate it, or a person to whom it is in the interest of the State his duty to communicate it, or

(b) retains the sketch, plan, model, article, note, or document in his possession or control when he has no right to retain it or when it is contrary to his duty to retain it;

that person shall be guilty of a misdemeanour.

(2) If any person receives any sketch, plan, model, article, note, document, or information, knowing, or having reasonable ground to believe, at the time when he receives it, that the sketch, plan, model, article, note, document, or information is communicated to him in contravention of this Act, he shall be guilty of a misdemeanour, unless he proves that the communication to him of the sketch, plan, model, article, note, document, or information was contrary to his desire".

Section 1 (2) and (3) of the Official Secrets Act 1920 provides as follows:-

"2 If any person -

(a) retains for any purpose prejudicial to the safety or interests of the State any official document, whether or not completed or issued for use, when he has no right to retain it, or when it is contrary to his duty to retain it, or fails to comply with any directions issued by any Government Department or any person authorised by such Department with regard to the return or disposal thereof; or

(b) allows any other person to have possession of any official document issued for his use alone, or communicates any secret official code word or password so issued, or, without lawful authority or excuse, has in his possession any official document or secret official code word or password issued for the use of some person other than himself, or on obtaining possession of any official document by finding or otherwise, neglects or fails to restore it to the person or authority by whom or for whose use it was issued, or to a police constable; or

(c) without lawful authority or excuse, manufactures or sells, or has in his possession for sale any such die, seal or stamp as aforesaid; he shall be guilty of a misdemeanour".

Name W J Wright Shop number 322 010 A. 4

NATIONAL HEALTH & PENSIONS INSURANCE.

Important changes as at 5th January 1942.

As from 5th January 1942 unestablished employees engaged in a non-manual occupation will be compulsorily insurable for National Health and Pensions Insurance, if their rate of remuneration does not exceed £420 per annum (instead of £250 per annum as at present).

As an employed contributor will you please obtain an employed contributor's card (not a voluntary contributor's card), and forward it to Wages Branch not later than 5th January 1942.

Your shop number should be inserted in the top left hand corner of the card.

2/1/42.

J. G. Emmott
Wages Branch,
R.G.P.F. Waltham Abbey.

R.D.X. Acid

S.No.77

ARMAMENT RESEARCH DEPARTMENT.

WALTHAM ABBEY.

MR. W.J.Wright - 205
MR.....

Your application in connection with the
Assistant Foreman's vacancy is hereby acknowledged.

28/11/45

Anthony
for C.S.A.R.

S.139

Mr. H. J. Wright

Establishment Industrial Employees

It is notified that you have been nominated
to the Civil Service Commission under the terms
of the above-mentioned scheme, and your Civil
~~Service Reference Number is B.~~

29/6/49

C. W. H. H. H.
for C.S., E. & D.E.

MINISTRY OF SUPPLY

Conditions of employment

(Enclosure to M.O.S. Letter No. 1/Pao/ Est. 286 dated 15. August 1953.
25985)

1. Departmental Instructions. You will be subject to such notices, directions, instructions, etc. as may be issued from time to time by the appropriate authority. A copy of Ministry of Supply Staff Regulations will be available for your inspection on application to the head of the branch or establishment to which you are posted and you will be regarded as having read them.
2. Travelling Allowances etc. If, after appointment, you are posted to another station, you will be eligible (unless you have been moved at your own request) for certain allowances. Details of these allowances are set out in the regulations and also of the expenses and allowances you may receive for official journeys.
3. Liability to Removal and to Air Flight. You will be liable for service anywhere at home or abroad, as the needs of the Department may require. You may be called upon to fly in the course of your duties or as a passenger when proceeding from place to place on official business. No extra salary or allowance will be payable in connection with such flights but, in certain circumstances, premium on life insurance policies will be refunded.
4. Annual Leave. You will be eligible for annual leave with pay for periods which vary broadly according to the class in which you are employed. Leave may not be taken without prior permission and is subject to official requirements.
5. Sick Absence. In the event of your absence from duty on account of sickness you will be allowed sick pay in accordance with the Departmental regulations.
6. Conduct. The principles regulating the general conduct of civil servants in their relations to the public are incorporated in the Departmental regulations. Summarised, they are that as a civil servant your first duty is to give your undivided allegiance to the State at all times and on all occasions when the State has a claim on your services and that you must not put yourself in a position where there can be any possible suspicion that you are subordinating duty to private interest or using your official position or knowledge to further those interests. It follows that you must accept restrictions in matters of commerce and business from which the ordinary citizen is free. Misconduct on your part will render you liable to dismissal and, during the enquiry into any allegations of misconduct, you may be suspended from duty.
7. Outside Business Interests. You must not take any part in the control or working of a firm or undertaking unless you have secured the permission of the Ministry after having given full details of your business interests and activities, including the amount of time that you expect to spend in this way and the extent of any connection your private activities may have with your official duties.

8. Patent Rights. You may not apply for or obtain a patent except as laid down in the Ministry of Supply Staff Regulations. An extract from the Regulations is attached to this memorandum. During the period of your employment in the Ministry you may not enter into any agreement in respect of inventive rights, nor disclose to any unauthorised person the subject matter of your invention without the permission of the Department.

9. Official Secrecy. On taking up the appointment you will be called upon to sign a declaration of secrecy which will set out the serious consequences which may follow any breach of the provisions of the Official Secrets Acts (1911 - 1920). You will undertake not to divulge any information gained by you as a result of your employment to any unauthorised person either civilian or member of H.M. Forces, verbally or in writing, without previous sanction. These provisions cover articles published in the press and in book form and they will apply not only during the period of employment but also after employment with the Department has ceased.

10. You are reminded that the Government have decided that no one may be employed in the Government Service in connection with work the nature of which is vital to the security of the State if he is either:-

- (a) a member of the Communist Party or of a Fascist organisation; or
- (b) associated with either the Communist Party or a Fascist organisation in such a way as to raise legitimate doubts about his reliability.

Your appointment may be subject to cancellation if the Ministry of Supply is satisfied that you come within the scope of the Prime Minister's statement of 15th March, 1948, on the above subject. A copy of the statement is attached.

PRIME MINISTER'S STATEMENT

In answers to questions on the subject of the transfer or dismissal of certain Government Servants, I have said that there are certain duties of such secrecy that the State is not justified in employing in connection with them anyone whose reliability is in doubt.

Experience, both in this country and elsewhere, has shown that membership of, and other forms of continuing association with, the Communist Party may involve the acceptance by the individual of a loyalty which in certain circumstances can be inimical to the State. It is not suggested that in matters affecting the security of the State all those who adhere to the Communist Party would allow themselves thus to forget their primary loyalty to the State. But there is no way of distinguishing such people from those who, if opportunity offered, would be prepared to endanger the security of the State in the interests of another Power. The Government has, therefore, reached the conclusion that the only prudent course to adopt is to ensure that no one who is known to be a member of the Communist Party, or to be associated with it in such a way as to raise legitimate doubts about his or her reliability is employed in connection with work the nature of which is vital to the security of the State.

The same rule will govern the employment of those who are known to be actively associated with Fascist organisations.

I should emphasise that this action is being taken solely on security grounds. The State is not concerned with the political views, as such, of its servants, and as far as possible alternative employment on the wide range of non-secret Government work will be found for those who are deemed for the reason indicated to be unsuitable for secret work. It may, however, happen that it is impossible to find suitable employment elsewhere in the Civil Service for individuals with specialist qualifications and in such cases there may be no alternative to refusal of employment or dismissal.

15th March, 1948.

A.22722(R).

3. PATENTS AND INVENTIONS(c) General

No member of the staff may apply for or obtain a patent except as laid down in these regulations. *

The rights in all inventions made or for which patent applications are filed by persons while employed under the Ministry of Supply are deemed to belong to and to be held in trust for His Majesty's Government, and in every case the Minister of Supply will decide what disposition of the rights may be made. Every inventor to whom this regulation applies and whose invention becomes the subject of a patent application is therefore required to sign an agreement in the form set out in Appendix IV to this Section, and pending the Minister's decision, he must not disclose to any unauthorised persons the subject matter of his invention or permit the patent specification to be published.

Inventors employed in the Department of Atomic Energy and Atomic Energy Research Establishments may not file any patent application nor take any other action in the matter of their inventions except with the consent of At.En.T.P.(Pats.), Shell Mex House, Strand, W.C.2.

(b) Assignment of Rights

The Minister of Supply normally adopts one of the following courses in dealing with rights under an invention or patent:-

- (i) If the Minister of Supply or any Department of His Majesty's Government desires to obtain control of the rights, an assignment of the rights to the Minister of Supply or his nominee will be ordered:
- (ii) If neither the Minister of Supply nor any Department of His Majesty's Government desires to obtain control of the rights, the inventor is released from the obligations in regard thereto into which he has entered by completing the agreement referred to in sub-paragraph (a) above.

An inventor who wishes to retain rights in his invention should apply in writing through the head of his branch or establishment to Patents 2(c). The decision on the disposition of rights rest entirely with the Minister of Supply.

* The regulations on patents and inventions apply to all persons employed under the Ministry of Supply, whether serving in a military, civil or other capacity.

(c) Responsibility for taking out Patents.

The Patents Branch is responsible for taking out patents to cover inventions made by any member of the staff when patents are deemed necessary in the public interest. In such cases, the inventor must, at public expense, do whatever is necessary to secure protection of the invention.

If an inventor wishes to apply for patent protection himself, he may do so under the procedure set forth in paragraphs (d) to (g). In such cases he must himself be prepared to bear all expenses in connection with the application for and grant of letters patent, whether or not he is ordered to assign to the Minister of Supply, or his nominee, the benefit of the invention and of any patent that may be granted.

(d) Procedure to be followed by inventors

Any inventor who desires to obtain patent protection is permitted without prior authority to file an application for a United Kingdom patent accompanied by a provisional specification at the British Patent Office. He may not, without prior permission, file a complete specification or join as co-applicant any person who is not a co-inventor or is not subject to these regulations.

Immediately his application has been filed at the British Patent Office, the inventor must send two copies of the specification accompanying the application to the head of his branch or establishment, together with an agreement, completed, signed and witnessed, in the form set out in Appendix IV to this Section. The form of the agreement may be prepared locally or obtained from Patents 2(c).

(e) Procedure to be followed by heads of branches and establishments

On receipt of the agreement, the head of branch or establishment should send it, together with one copy of the specification, to Patents 2(c) and retain in local records the remaining copy of the specification. When forwarding the documents to Patents 2(c), the head of branch or establishment should state whether, to the best of his knowledge and belief, the applicant is the originator of the whole of the subject matter of the application, and should give such information as he can bearing on the relationship between the invention and the inventor's duties.

(f) Foreign and Colonial patents.

Applications for permission to obtain patents or similar rights in a foreign country or any of His Majesty's dominions, colonies, protectorates, protected or mandated territories should be sent to Patents 2(c) for approval. Each application should be accompanied by a reference to the British Patent application number, if such an application has been filed, or by a general description of the invention.

(g) Preparation and filing of specifications at the Patent Office.

Inventors are not permitted, without first obtaining the written sanction of the Minister of Supply, to employ an agent or any other person in the preparation of their specifications and the filing of their patent applications at the British Patent Office. Sanction to employ an agent or other person will, however, not be withheld if the Minister of Supply is satisfied that disclosure of information which might be detrimental to the interests of the State would not be involved.

In applying to Patents 2(c) for sanction, inventors should furnish the title of their invention and the name of the agent or any other person whom they propose to employ.

(h) Awards.

An inventor or patentee may apply for an ex gratia award in respect of his invention. The award is determined by reference to all relevant circumstances, including the relation of the invention to the inventor's duties, the facilities provided and expenses incurred by the Department in connection with the invention, and any actual or prospective benefit to His Majesty's Government from Crown or commercial use of the invention. In general, only one award is made.

Applications should be forwarded to the secretary of the Departmental Committee on Awards to Inventors through the normal channels.

A P P E N D I X 1V

AN AGREEMENT made the
BETWEEN

day of

19

(hereinafter called "the Inventor(s)") of the one part and Minister of Supply (hereinafter called "the Minister") of the other part

WHEREAS the Inventor(s) is (are) in possession of an Invention entitled
and on the day of 19 he (they) made an application No. for Letters Patent of the United Kingdom of Great Britain and Northern Ireland and the Isle of Man for the said Invention and delivered therewith a Provisional Specification of the said Invention

AND WHEREAS the said invention was made (the said application was filed) by the Inventor(s) while he (they) was (were) in the employment of the Minister and it was a condition of such employment that he (they) should act in accordance with the Ministry of Supply Staff Regulations

NOW THIS AGREEMENT WITNESSETH and it is hereby covenanted and agreed as follows:-

1. THE Inventor(s) will take no further steps in the matter of the application nor will he (they) enter into any dealings in respect of the said Invention without the direction or permission of the Minister
2. THE Inventor(s) will not apply for a Patent or like protection in any other country without the authority of the Minister
3. THE Inventor(s) will supply to the Minister through his (their) head of branch or establishment all further particulars regarding the said Invention as may be required by the Minister and will if so required do all things necessary for obtaining a United Kingdom Patent at the expense of the Minister and under such conditions as may be prescribed by the Minister
4. The Inventor(s) hereby agree(s) to assign to the Minister (or to his nominee if so ordered) the whole benefit of the said Invention and of any Letters Patent of the United Kingdom that may be granted to the intent that such Letters Patent shall issue in the name of the Minister or his nominee as the case may be

Section II

5. (1) The Inventor(s) will at the request and cost of the Minister execute and do all documents acts and things which may be necessary to obtain the said United Kingdom Letters Patent and will execute and do all such further documents acts and things (if any) which may be necessary for more satisfactorily assigning the said Letters Patent to the Minister

5. (2) The Inventor(s) will at the request and cost of the Minister execute and do all such documents acts and things as may be necessary to apply for and obtain Letters Patent or like protection in respect of the said Invention in the Commonwealth of Australia and in any of His Majesty's Dominions Colonies Protectorates Protected or Mandated Territories or in any foreign country as may be required by the Minister and will vest any such application or Letters Patent in the Minister or his nominee absolutely

6. For the purpose of the last preceding clause and of clause 3 the Inventor(s) hereby appoint(s)

of

and

or

jointly and severally his Attorneys or Attorney in his name to execute and do any document act or thing required by him to be done.

The power hereby created shall be irrevocable

7. The Inventor(s) agree(s) that the amount of an award if any to be paid to him (them) in respect of the said Invention will be determined in accordance with para 3(h) of Section II.b of the Ministry of Supply Staff Regulations.

Section II

IN WITNESS whereof the Inventor(s) has (have) set his (their)
hand(s) and seal(s) the day and year first above written

SIGNED SEALED and DELIVERED)
by the above-named)
in the presence of:-)

SIGNED SEALED and DELIVERED)
by the above-named)
in the presence of:-)

Issue 1 (July 1948)

SM.18537/R.

OFFICIAL SECRETS ACTS

DECLARATIONDeclaration to be signed by members of Government Departments
on appointment

My attention has been drawn to the provisions of the Official Secrets Acts, 1911, and 1920, which are set out on the back of this document, and I am fully aware of the serious consequences which may follow any breach of those provisions.

I understand that the sections of the Official Secrets Acts, set out on the back of this document, cover articles published in the Press or in book form, and I am aware that I must not divulge any information gained by me as a result of my employment to any unauthorised person, orally or in writing, without the previous sanction of the head of the Department. I understand also that these provisions apply not only during the period of my employment but also after my employment in the Department has ceased.

Signed..... *W. P. Inglis*Witnessed..... *W. J. Manning*Date..... *19/8/53*

EXTRACTS FROM THE OFFICIAL SECRETS ACTS, 1911 AND 1920

Section 2 of the Official Secrets Act, 1911, as amended by the Official Secrets Act, 1920, provides as follows :

" 2 (1) If any person having in his possession or control any secret official code word or pass word or any sketch, plan, model, article, note, document, or information which relates to or is used in a prohibited place or anything in such a place, or which has been made or obtained in contravention of this Act or which has been entrusted in confidence to him by any person holding office under Her Majesty or which he has obtained or to which he has had access owing to his position as a person who holds or has held office under Her Majesty, or as a person who holds or has held a contract made on behalf of Her Majesty, or as a person who is or has been employed under a person who holds or has held such an office or contract :

(a) communicates the code word, pass word, sketch, plan, model, article, note, document, or information to any person, other than a person to whom he is authorised to communicate it, or a person to whom it is in the interests of the State his duty to communicate it ; or

(aa) uses the information in his possession for the benefit of any foreign power or in any other manner prejudicial to the safety or interests of the State ; or

(b) retains the sketch, plan, model, article, note, or document in his possession or control when he has no right to retain it or when it is contrary to his duty to retain it or fails to comply with all directions issued by lawful authority with regard to the return or disposal thereof ; or

(c) fails to take reasonable care of, or so conducts himself to endanger the safety of the sketch, plan, model, article, note, document, secret official code or pass word, or information ;

that person shall be guilty of a misdemeanour.

(1A) If any person having in his possession or control any sketch, plan, model, article, note, document, or information which relates to munitions of war, communicates it directly or indirectly to any foreign power or in any other manner prejudicial to the safety or interests of the State, that person shall be guilty of a misdemeanour.

(2) If any person receives any secret official code word or pass word or sketch, plan, model, article, note, document, or information, knowing or having reasonable ground to believe, at the time when he receives it, that the code word, pass word, sketch, plan, model, article, note, document, or information is communicated to him in contravention of this Act, he shall be guilty of a misdemeanour, unless he proves that the communication to him of the code word, pass word, sketch, plan, model, article, note, document, or information was contrary to his desire."

Section 1 (2) of the Official Secrets Act, 1920, provides as follows :

" (2) If any person—

(a) retains for any purpose prejudicial to the safety or interests of the State any official document, whether or not completed or issued for use, when he has no right to retain it, or when it is contrary to his duty to retain it, or fails to comply with any directions issued by any Government Department or any person authorised by such department with regard to the return or disposal thereof ; or

(b) allows any other person to have possession of any official document issued for his use alone, or communicates any secret official code word or pass word so issued, or, without lawful authority or excuse, has in his possession any official document or secret official code word or pass word issued for the use of some person other than himself, or on obtaining possession of any official document by finding or otherwise, neglects or fails to restore it to the person or authority by whom or for whose use it was issued, or to a police constable ; or

(c) without lawful authority or excuse, manufactures or sells, or has in his possession for sale any such die, seal or stamp as aforesaid ;

he shall be guilty of a misdemeanour."

MEMORANDUM

FROM :-

Ao(P)

Ref.

TO :-

9/1/1953
Mr W. J. Wright

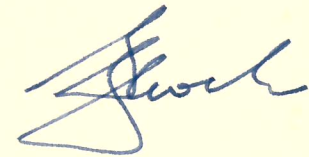
Ref.

Subject

Civil Service Commission Board for Establishment.

You are requested to attend for interview
at 12 noon on Wednesday, 14/1/53.

The board will sit in Mrs
Dyer's room at No. 9 Powdermill Lane.



W. J. Wright



C.R.O.F.

STAFF TRAINING CENTRE

ROYAL ARSENAL,
WOOLWICH.

COURSE FOR SUPERVISORS
IN RESEARCH & DEVELOPMENT
ESTABLISHMENTS

No. 8.

19th, to 23rd. June 1961.

TRAINING STAFF

Mr. W. Terry Staff Training Officer

Mr. R. W. Butler

Mr. C. L. Rayner

Mr. D. M. Hughes

Woolwich 2044.

Exts. 1030, 1351.

VISITING SPEAKERS

Mr. E. E. P. Bealey

Proof & Experimental Establishment
Pendine, Carmarthenshire

Mr. S. Knight, M.B.E.

A.R.D.E., Fort Halstead

Mr. E. C. Howell

R.R.E., Malvern

MONDAY, 19th June 1961.

3.00 - 3.15 p.m.

ASSEMBLY

3.15 - 3.30 p.m.

INTRODUCTION TO COURSE

Staff Training Officer

3.30 - 4.45 p.m.

COURSE ADDRESS

M. E. E. P. Bealey

4.45 - 5.00 p.m.

ANNOUNCEMENTS

TUESDAY, 20th June 1961.

9.30 - 10.00 a.m.

THE SIGNIFICANCE OF COMMUNICATIONS

Mr. C. L. Rayner

10.00 - 10.30 a.m.

EFFECTIVE SPEAKING

Mr. D. M. Hughes

11.00 - 1.00 p.m.

EFFECTIVE SPEAKING - PRACTICAL

Mr. D. M. Hughes

TUESDAY, 20th June 1961.

2.15 - 5.15 p.m.

MERIT RATING

Mr. S. Knight

WEDNESDAY, 21st June 1961.

9.30 - 10.30 a.m.

THE TASK OF SUPERVISION

Mr. D. M. Hughes

10.45 - 11.00 a.m.

CASE METHOD

Mr. C. L. Rayner

11.00 - 1.00 p.m.

CASE METHOD - PRACTICAL

Mr. C. L. Rayner

WEDNESDAY, 21st June 1961

2.15 - 4.10 p.m.

INDUSTRIAL RELATIONS

Mr. E. C. Howell

4.15 - 5.15 p.m.

INTRODUCTION TO INDUSTRIAL PSYCHOLOGY

Mr. C. L. Rayner

THURSDAY, 22nd June 1961.

9.30 - 1.00 p.m.

SAFETY AND THE SUPERVISOR

Mr. C. L. Rayner

Mr. S. Knight

THURSDAY, 22nd June 1961.

2.15 - 3.30 p.m.

EFFECTIVE WRITING

Mr. C. L. Rayner

3.45 - 5.15 p.m.

EFFECTIVE WRITING - PRACTICAL

Mr. C. L. Rayner

FRIDAY, 23rd June 1961.

9.00 - 9.30 a.m.

QUESTIONNAIRE

9.30 -10.30 a.m.

OPEN FORUM

Staff Training Officer

COFFEE

11 o'clock

DISPERSAL



