

FORM OF ACKNOWLEDGEMENT OF LIABILITY FOR LOSS OR DAMADE TO OFFICER’S PERSON EFFECTS

Note on Liability for Loss or Damage to Officers’ Personal effects

The liability of the Government in respect of loss or damage to officer’s personal effects is governed by General Order 505, which reads as follows:

‘(a) Government will accept no liability for loss or damage to an officers’ effects, with exception referred to in paragraph (b) of this order, unless the loss or damage occurred in circumstances where the Government might legally be liable.

‘(b) When an officer and the family are travelling by train at Government’s expense, Government will assume liability to the same degree as that of the Railway company assumes towards the holders of an ordinary ticket. This applies to an officer travelling by passenger train on duty or on transfer or going to and from leave with concession tickets, and to an officer travelling on duty by goods train.

‘(c) In special circumstances Government will assume the liability of a common carrier, that is, it will pay compensation if loss or damage is proved although this has not been caused by negligence. These circumstances relate to the properly authorised carrying of an officer’s effects by Government transport.

‘(i) when an officer is travelling on duty in Zambia, and when, if he had used public transport, Government would have paid the cost of carrying his effects; or

‘(ii) when an officer is stationed at a place which is not served by public transport, and his effects, including household supplies, are being carried in Government transport making the journey on duty.

Government’s liability in these cases is limited to K20 for specified articles including gold, jewellery, watches, clocks, pictures, plate glass, china and furs, unless the individual values of these articles have been declared in advance. Full compensation may be paid if the loss or damage can be shown to be due to the negligence of a Government employee, other than the officer himself.

‘(d) Except as provided in paragraph (c) above, Government will accept no liability when Government transport is authorised to carry officer’s personal effects between one Government quarters and another at the same station, or between Government quarters and the officer’s house, or between the officer’s Government quarters or house and any other place where his effects are to be stored or have been stored.

‘(e) Government will accept no liability when an officer’s effects are carried by a commercial contractor.

‘(f) Government will accept no liability for loss or damage to an officer’s effects which are kept in a Government store, even though loss or damage may have resulted from the negligence of a Government employee. Before an officer’s effects are accepted for storage in a Government store, he must sign a form accepting this condition.

‘g) When an officer’s effects are stored in a Government store during his leave, his written agreement must be obtained before the effects are moved to another station.

‘(h) The cost of insuring an officer’s effects will not be paid by Government. Officers must make their own arrangements with insurance companies.’

Part II of this form, below, should be completed, detached and returned to the Permanent Secretary (Personnel), Lusaka

PART II

TO:
THE PERMANENT SECRETARY (PERSONNEL)
LUSAKA

I,, have received a copy of CS Form B25 Part I-a Note on Liability for Loss or Damage to officer’s personal effects- and am aware of my own liability in respect of any loss or damage to my personal effects.

Signature
Title
Date