

Public Works (1899) Department.

G.O., No. 710 W
DATED 9th March 1899.

[Despatch Abstract.]

Royal Engineer Officers in Civil Employ
Ordering the distribution of the special
forms of report on —, received from the
Genl Insp.

BACK PAPERS.

G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.

The latest edition of this form should be used, and should be obtained in the year of issue.

Contractor for Printing Government of India Stock forms, Calcutta.

Specimen Sheet—R. E. Officers in Civil employment.

Form B, 194.—3.—Royal Engineers.

Rank and Name _____

Civil Appointment _____ i.e., date of Inspection _____

QUESTIONS.	ANSWERS.
PROFESSIONAL QUALIFICATIONS.	
Staff College	Not passed, or, passed in 1895.
Field Engineering	Road making in Tirah Campaign, 1897, or, no
Permanent Fortification	Employed on defence works at—during 189 ,
Construction and Estimating	Considerable experience during past year Public Works Department.
Field Telegraphy and Signalling	Instructor's certificate dated , or,
Electricity	No practical experience.
Submarine Mining	Not trained.
Surveying	Good knowledge, in constant practice.
Railways	Was employed on North-Western Railway for Since then no experience.
Balloonng	Not trained.
Shorthand (nature of certificates and system to be given).	Not trained—or Pitman certificate—or Soci
<i>Note.</i>—The answer "Chatham Course" is inadmissible. <i>Note.</i>—The answer "Chatham Course" is inadmissible.	
Foreign Languages... ..	Interpreter, French. Passed German.
If "interpreter" or "Passed" (vide Queen's Regulations), in any Language, to be stated.	
Musketry	Hythe certificate 189 , As Captain in Regt in regular practice.
<i>Note.</i>—The replies to all the foregoing questions are to be answered in the case of every Officer, and as promotion will depend on the nature of the replies, the greatest care is to be observed in filling them in. The answers "yes" or "no" are insufficient.	
Name and address of nearest relative (stating relationship) for reference in case of emergency.	Name _____ Address _____ Relationship _____ Signature of Officer _____
* Other special acquirements or qualifications to be inserted. Signature of Commanding Officer _____	
(1) <i>Notes.</i>—The Commanding Officer should in his General Remarks on the other side of this sheet, state, in the case of— (a) Majors, whether he would select them for the position of a Sub-District Commanding Royal Engineer—if not, why (b) The Senior of each Rank, whether he can thoroughly and confidently recommend him for promotion—if not, why not (2) The Inspecting Officer should, in the case of a Colonel or Lieutenant-Colonel, state whether he would recommend him for advancement of Command or appointment for which he appears peculiarly fitted. He will report as fully as possible on each rank, and his fitness for promotion. (3) If anything not thoroughly satisfactory, looking to an Officer's rank and length of service, be recorded by the Commanding Officer to any of the questions, the particulars are to be communicated to the Officer concerned verbatim, and a note that this has been done. (4) "Moderate" cannot be accepted as thoroughly satisfactory in regard to any qualification in which an officer can improve himself. The word "fair" should only be used when it is intended to be favourable. (5) In no Regiment or Corps are the qualifications of all officers sufficiently similar to be correctly described by the use of one term suited to all, and it is essential in a Commanding Officer that he should be able to discern and communicate to the Commander-in-Chief under him, and their respective merits compared with one another, and not hesitate to inform officers of any points in which they are deficient. (6) Seniors of Regimental Grades should be specially reported on in anticipation of the Annual Report, if anything should occur.	

No. 152 G.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Simla, the 9th February 1899.

The under-mentioned papers are forwarded to the Local Governments, Administrations and officers noted on the margin for distribution as shown in the accompanying statement with the remark that the intention is to facilitate the preparation of the Annual Confidential Reports (*vide* Appendix P of the Public Works Department Code, Volume I) on Royal Engineer officers in civil employ. The instructions should be carefully followed. The specimen entries are for guidance only in framing the entries actually made.

By order,

G. D. Walker

Under Secretary to the Govt. of India.

Documents referred to.

Copies of specimen form of report on
Royal Engineer officers in civil employ.
Statement referred to.

To. The Secy to the Govt of Madras.
Public Works Dept.