

Public Works (1899) Department.

RAILWAY BRANCH.

G.O., No. 857. *By*

DATED 4th Augt 1899.

[Despatch Abstract.]

Preparation of Annual Promotion
Rolls of Executive + Asst Engrs +
temporary engineers

Coming to the Cons. Engr for info. for
info. + guidance, letter from the Govt. of
India containing instructions in regard
to the future.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
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No. 1780 G.

GOVERNMENT OF INDIA. PUBLIC WORKS DEPARTMENT. GENERAL.

Simla, the 31st May 1894.

Revision of the form of accompaniment to the Promotion Recommendation Roll and of the rules relating to the selection of officers for promotion.

Read—

Government of India, Public Works Department, letter to Local Governments and Administrations, No. 657 G., dated 9th March 1893, and the replies thereto.

Report, dated 30th January, 1894, of a Committee assembled for the purpose of considering and reporting on the subjects dealt with in the foregoing correspondence.

OBSERVATIONS.—In Government of India, Public Works Department, Circular letter No. 657 G., dated 9th March 1893, the opinions of Local Governments and Administrations were invited on a proposal to amend the form of Recommendation Roll for Executive and Assistant Engineers, with the view of enabling the authorities ordering promotions to exercise discrimination with more certainty; and on a suggestion that an addition should be made to the Public Works Department Code calling attention to the necessity of attaching more importance to merit than seniority in the selection of officers for promotion. The replies received were generally in favour of the views advanced by the Government of India, but there were some differences of opinion, chiefly in respect to the details of the information to be furnished in the form of the accompaniment to the Recommendation Roll. The Government of India therefore deemed it advisable to refer the whole correspondence for consideration and report by a Committee of officers selected from the different branches of the Department. The Committee reported in due course and submitted certain forms of report with certain remarks as to the method in which they should be submitted and dealt with.

RESOLUTION.—The Government of India are pleased to accept the recommendations of the Committee and the forms proposed by them for reporting on the conduct and qualifications of Executive and Assistant Engineers. These forms will accordingly be substituted for the present form of accompaniment to the Promotion Recommendation Roll for all Executive and Assistant Engineers serving under Local Administrations and the Director General of Railways and in the Consulting Engineer's Department under the Government of India.

The reports should be submitted to the Government of India annually as soon as possible after the 25th February, together with the Recommendation Roll in Form No. 109 which will, in future, also be an annual return.

This form will, however, be so modified by the omission of column 3 and by altering the heading of column 10 as not to embody any formal recommendation for promotion. The roll will thus become merely a list of names of officers whose qualification reports, embodied in the new forms, accompany the roll.

It will also be observed that whilst the new forms of report give full opportunity for expressing an opinion on an officer's qualifications for advancement, they

make no provision for anything implying a formal recommendation for promotion. This is in accordance with the recommendation of the Committee, who considered that there should be no promotion rolls other than the qualification reports. A revised form of nominal roll as well as the qualification reports proposed by the Committee and accepted by Government are appended to this Resolution. It is left to the discretion of Local Governments to adopt the forms, or such modifications of them as they may consider advisable for officers serving under their orders.

2. The Committee were also of opinion that the present orders under which the reporting officer communicates the substance of an unfavourable report to the officer concerned,—see Standing Order No. 1 of 1890 to Form 109 as amended by No. 7 of 1891,—are not satisfactory. In supersession of those orders, the Government of India are therefore pleased to decide that when the reports on an officer are so unfavourable as to affect his promotion, the substance of the report should be communicated to him by the Local Administration or the Director General of Railways, and that any reply or explanation received in consequence from such officer should be communicated to the Government of India for information.

It must be understood, however, that no discussion or controversy can be permitted, and that no officer can claim a reply to any comments he may be thus permitted to make.

It must also be understood that under no circumstances can an officer be permitted to address the reporting officer on the subject of an unfavourable report.

3. An addition will be made to the Public Works Department Code regarding the necessity of attaching more importance to merit in the selection of officers for promotion and of passing over senior officers whose reports are not satisfactory.

ORDER.—Ordered, that this Resolution be communicated to the Local Governments and Administrations and Officers noted in the margin, for information and guidance.

The Governments of Madras and Bombay, Public Works Department, General and Railway Branches.
The Governments of Bengal, the North-Western Provinces and Oudh and the Punjab.
The Chief Commissioners of the Central Provinces, Burma, Assam and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Rajputana, Central India and Baluchistan.
The Director General of Military Works.
The Director General of Railways.
The Consulting Engineers to the Government of India for Railways, Calcutta, Central Division, Lucknow and Assam.

F. L. O'CALLAGHAN,

Secretary to the Government of India

Documents accompanying.

I. Report on conduct and qualifications of Executive Engineers.

II. Report on conduct and qualifications of Assistant Engineers.

III. Annual Roll of Executive and Assistant Engineers for whom qualification reports are submitted.

Accompaniment No. I to P. W. D., Resolution No. 1780 G., dated 31st May 1894.

REPORT ON THE CONDUCT AND QUALIFICATIONS OF EXECUTIVE ENGINEERS FOR THE YEAR ENDING

Name of officer reported on

Rank do. do.

Name of reporting officer

Superintending Engineer.

Time which Executive Engineer has served
under his orders.

Years.

Months.

INSTRUCTIONS.

(1) Instances bearing out the opinions expressed are to be given wherever practicable, and in the cases of questions 2 II and III, 3 I, 4 and 5 II, they are absolutely necessary if the answer is unfavourable.

(2) Anything specially creditable or discreditable to the officer should be mentioned, even if not specially provided for, and all commendations or censures by Local Governments referred to.

(3) If the work on which the officer is employed is specially important or arduous, the fact should be stated.

(4) If the officer has served under the reporting authority less than six months, the officer under whom he has previously served should be consulted and his opinions incorporated in the report; care being taken to indicate how far the replies to the questions are based on personal knowledge and how far on reports of other officers.

make no provision for anything implying a formal recommendation for promotion. This is in accordance with the recommendation of the Committee, who considered that there should be no promotion rolls other than the qualification reports. A revised form of nominal roll as well as the qualification reports proposed by the Committee and accepted by Government are appended to this Resolution. It is left to the discretion of Local Governments to adopt the forms, or such modifications of them as they may consider advisable for officers serving under their orders.

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The Director General of Military Works.
The Director General of Railways.
The Consulting Engineers to the Government of India for Railways, Calcutta, Central Division, Lucknow and Assam.

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REPORT ON THE CONDUCT AND QUALIFICATIONS OF EXECUTIVE ENGINEERS FOR THE YEAR ENDING

Name of officer reported on

Rank do. do.

Name of reporting officer

Superintending Engineer.

Time which Executive Engineer has served
under his orders.

Years. Months.

INSTRUCTIONS.

(1) Instances bearing out the opinions expressed are to be given wherever practicable, and in the cases of questions 2 II and III, 3 I, 4 and 5 II, they are absolutely necessary if the answer is unfavourable.

(2) Anything specially creditable or discreditable to the officer should be mentioned, even if not specially provided for, and all commendations or censures by Local Governments referred to.

(3) If the work on which the officer is employed is specially important or arduous, the fact should be stated.

(4) If the officer has served under the reporting authority less than six months, the officer under whom he has previously served should be consulted and his opinions incorporated in the report; care being taken to indicate how far the replies to the questions are based on personal knowledge and how far on reports of other officers.

Report on conduct and qualifications of Executive Engineer (name)
, grade

Years. Months.

Service { in P. W. D.
 { in grade.

1. Nature of charge—

I. Extent of charge.

II. Description of work on which officer has been engaged.

III. Is the charge on which the officer has been employed during the year suitable to an officer of his standing, or has he been purposely given a charge superior or inferior to those ordinarily held by an officer of his standing? If so, give the reason.

2. Departmental efficiency—

I. Has he managed his work well during the year?

*II. Have Inspecting Officers had occasion to find any serious fault with his work? Refer specifically to any official letters from Inspecting Officers, of which he has received a copy, praising or censuring him.

*III. Are projects and reports received from him carefully and lucidly prepared, and do they show that he is professionally and otherwise well qualified and an officer of sound judgment?

3. General business habits—

*I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact?

II. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly?

***4. Power of making arrangements for works—**

I. Are his arrangements for carrying out work good, and are his methods economical or extravagant?

5. Knowledge of accounts—

I. Has he such a knowledge of accounts as to sufficiently control his expenditure?

*II. Does he cause trouble and correspondence by not being acquainted with the rules of the Department?

6. Professional knowledge—

I. Has he any special professional acquirements?

II. Has he a special aptitude for any particular class of work?

* See Instructions (1.)

7. General Qualifications—

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

8. Promotion—

I. Do you consider him to be an officer of more than ordinary attainments and abilities who, you think, should receive special advancement with a view to his being selected for one of the higher appointments of the Department?

II. Have you ever suggested or recommended his transfer from under your control? If so, why?

III. If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Accompaniment No. II to Public Works Dept., Resolution No. 1780 G., dated
31st May 1894.

REPORT ON THE CONDUCT AND QUALIFICATIONS OF ASSISTANT ENGINEERS FOR THE YEAR ENDING

Name of officer reported on

Rank do. do.

Names of reporting officers

Executive Engineer.

Superintending Engineer.

Time which Assistant Engineer has served
under their orders:

Years. Months.

Under Executive Engineer

Under Superintending Engineer

INSTRUCTIONS.

1. It is desirable that instances bearing out the opinions expressed should be given wherever practicable. They are more especially necessary wherever the report is unfavourable.

2 It is expected that Superintending Engineers will, in general terms, give their own opinion regarding the conduct and qualifications of Assistant Engineers, and that they will specifically state how far they agree with the Executive Engineer's report.

3. If the Assistant Engineer has served less than six months under the officers reporting, the opinions of the Superintending and Executive Engineers under whom he has previously served should be obtained and incorporated in the report.

Report on the conduct and qualifications of Assistant Engineer (name)
, grade

Years. Months.

Service { in P. W. D.
in grade.

State the work on which the Assistant Engineer has been employed during the year. Give your opinion as to his qualifications under the following heads:—

I. Professional ability.

II. Departmental efficiency.

III. Mention specially whether he is active, zealous, observant, good-tempered, able to stand exposure, and whether he has a practical colloquial knowledge of the language and is in touch with the people.

Executive Engineer.

REMARKS BY SUPERINTENDING
ENGINEER.

Superintending Engineer.

6

FOR ASSISTANT ENGINEERS OF 6½ YEARS' SERVICE ONLY.

To be answered by Executive Engineer.

State whether you consider the Assistant Engineer is qualified to take charge of the Division in which he is now serving; if not, is he qualified to take charge of a Division at all? If qualified, specify Division.

Executive Engineer.

To be answered by Superintending Engineer.

I. Do you consider the Assistant Engineer to be qualified for the charge of a Division? and

II. Are you willing that he shall be employed in charge of a Division under your control?

Superintending Engineer.

Public Works (1899) Department.

^{Railway}
CURRENT No. 945.

From The Govt of India

Order

B
11
No. 857. Ry dated 4/8/99
Communicated to
the Consulting Engineer for Ry
for information & guidance.

No. 1296 R2.

Dated 8th July 1899

Received 20th do

Registered 21st do

Enclosures

Spare copies

SUBJECT.

Preparation of Annual
Promotion Rolls of Executive
& Assistant Engineers &
Temporary Engineers.

Forwarding Govt of India's
orders in regard to the
future

To
The Consulting Engineer for Ry.

2/8/99
31/7/99



GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
RAILWAY ESTABLISHMENTS.

Preparation of Annual Promotion Rolls of Executive and Assistant Engineers and temporary Engineers.

SIR,

3. It should also be stated whether the Report covers the whole year, and if not, what portion of it; and the remarks of each successive reporting officer should be given in original over his name, and the senior officer countersigning the report should state definitely whether he concurs in those remarks or not. If the officer has not served under the reporting officer for at least six months, a report by the officers under whom he served during other portions of the year should be obtained and attached.

4. I am also to request that the following additional information may in future be given in the Annual reports of Temporary Engineers—

- (a) Age.
- (b) Date of first Appointment as Temporary Engineer in Public Works Department.
- (c) Date of first appointment to the Railway on which employed under the reporting officer.
- (d) Present pay.
- (e) Date of promotion to present pay.
- (f) Pay previous to above date.
- (g) Whether trained at any Engineering College; and if so, where?

I have the honour to be,

SIR,

Your most obedient Servant,

S. S. Sankar

Under Secy. to the Govt. of India.

Documents accompanying.

Nil.

To The Joint Secy to the Govt of Madras.
Public Works Dept & Railway Branch.

with file