

1924

KENYA

187

C. O.
44377
18 SEP 24

GENERAL POST OFFICE

Date
18th September 1924.

P. O. ENGINEERING OFFICERS,
FORMS FOR REPORTING ON QUALIFICATIONS.

Encloses copies of ..

Permit U.S. of S.

Post U.S. of S.

Secretary of State.

Previous Paper

MINUTES

The old forms are not, I think suitable for Colonial service purposes, but the proposed new forms might well be adapted for our purpose. It would be best to ask GPO for copies of these new forms as finally approved, if they should differ at all from those enclosed? We could then send them out to the Army where they think them suitable for the purpose.

But it is for us to decide whether they are suitable for our use, it is not the General Dept matter. It is whether the new forms are capable of adaptation for Colonies other than Kenya (in this point see slip within) 18/26.9.24

Subsequent Paper

B.A.
52060

20 OCT 1924
27 NOV 1924
20 OCT 1924 - 27 NOV 1924

Mr. ~~...~~
Mr. ~~...~~
Mr. ~~...~~
Asst. U.S. of S.
Mr. ~~...~~

MINUTES.

MINUTES NOT TO BE WRITTEN
ON THIS SIDE.

I doubt very much if
any of these forms are
of much use for our
purpose.

It appears from
file 5604/2A that
if it were desired to
compare candidates for
a telegraph engineering
vacancy, Messrs Price
Cardew & Liden would
be asked to advise
through C.A. In the
case I would suggest
that we tell C.A.
that the question has
arisen whether it is
desirable to have some
form to enable a
detailed technical
report to be furnished
with applications from
candidates from officers
in

~~Room 2~~ REA

P/ send 2 copies

8 P/2 (Applic' for Promotion)

to Mr. Spiller, Crown Agents

with my compliments

8/27.X.24

Mr. Seal

Done

27 OCT 1924

~~Room 2~~ AREA

Pt. send 2 copies

8 P/2 (Applic. for Promotion)

to Mr. Spiller Governor's office

with my compliments

88/27 X 24

Mr. Lee

Done

278

Am Seel
T M

~~Mr Seel~~

~~RECA~~

Mr Speller, CA Engineer

I'd be very glad to connect
with you about a new
type for use in connection
with cables from Telegraph

Engineer. He wants a copy of
the form B/2 referred to and
if you let him have

Yr H. Oct 24, 1924

Wm. H. Lawrence an Eng. Expt.

Mr Bell
7 m

~~Mr Teach~~

RCR
?

Mr [unclear] in England

Dept has many of [unclear] connected
a [unclear] in [unclear] about a [unclear]
[unclear] for [unclear] in connection.

with [unclear] [unclear] [unclear]

[unclear] [unclear] [unclear] [unclear]
[unclear] [unclear] [unclear] [unclear]
[unclear] [unclear] [unclear] [unclear]

Attest 26, 1824

The [unclear] [unclear] [unclear]

in telegraph engineering

posts in the colonies.

enclose in original the
new forms with GPO letter,
explaining that they

have been obtained from

the GPO - but do not
appear entirely suitable

to local conditions. Ask
that C.A. will discuss

with their consulting

Electrical Engineers +

report whether they consider

any form necessary to

supplement the 1/2, 5

of so as ask them to

submit a draft

10/10/14

At a meeting of the GPO staff
held on 10/10/14 the
above was discussed and it was
agreed that the GPO should

At 4
M. S. K.

Do you agree

At 10/10/14

There is a case (G.F. Davis) in
hand now in which ^{full} upon as
to a candidate's technical
qualifications for the post of ~~Chief~~
Superintendent, ~~for~~ ~~the~~ ~~post~~ ~~of~~ ~~Chief~~
Dept. Engineer has not been forthcoming
There has been a telegraph to
-- (where Mr. Davis is sitting) of the
Some delay. I am sure from
it is not suggested seems to be
wanted. I agree transmitting it
to be considered. S.S.G.
9.0.

Mr. F. J. ...

Yrs. M.G./10

Dear ...

11/9/10

11/9/10

11/9/10

over

Present a case (G.F. Davis) in
and now in which ^{full} upon as
to a candidate's technical
Qualifications for the post of ~~...~~
Superintending Engineer, Posts & Tele
Dept. Nigeria, has not been forthcoming
That has had to telegraph
to (where the case is being) of the
Some days delay - has not been
as the most important cases to be
wanted. I agree to send N
to be advised. 55/4
9-0

Mr. F. J. ...

Yrs. M. 9/10

Respectfully

M. 9/10/24

W. C. B. 9-10-24

M. 10.24
over

GENERAL POST OFFICE,

LONDON, E.C. 1.

18 September, 1924.

31072/2A.

109871/2A.

THE SECRETARY,
General Post Office

Sir,

With reference to your letter of the 21st of July last asking for copies of forms used for reporting on qualifications of Engineering officers for promotion, I am directed by the Postmaster General to enclose, for the information of the Secretary of State for the Colonies, a copy of the forms at present in use for the appraisal of qualifications for promotion of the Engineering staff of the Post Office.

I am to state, however, that the forms in question are at present being revised in connection with the application to the Post Office of the Report of the Committee on Promotion appointed by the National Whitley Council. The revised forms have not yet been finally approved, but a copy of the proposed new forms is enclosed in case they may be useful to the

Secretary

Under-Secretary of State,
COLONIAL OFFICE.

o 6/10.

To all S.E.'s.

STAFF.

Mr.....

7th. October, 1920.

PROMOTIONS. (ENGINEERING STAFF).APPRAISMENT OF QUALIFICATIONS OF ELIGIBLE OFFICERS
AND METHOD OF PROCEDURE.

The attached schedules provide for the appraisement of qualifications for promotion, as under :-

- Schedule A (Form Mimeo No. 179) - Skilled Workman Class II to Skilled Workman Class I
- Schedule B (Form Mimeo No. 180) - Skilled Workman Class I to Inspector.
- Schedule C (Form Mimeo No. 181) - Inspector to Chief Inspector
- Schedule D (Form Mimeo No. 182) - Chief Inspector to Assistant Engineer.
- Schedule E (Form Mimeo No. 183) - Asst. Engineer to Executive Engr.
- Schedule F (Form Mimeo No. 184) - Executive Engineer to Assistant Superintending Engineer.

They will be dealt with as follows :-

SCHEDULE A - Skilled Workman II to Skilled Workman I - The Sectional Engineer will consult all his reliable subordinates (Asst. Engr; Chief Inspector, Inspector) who have controlled or supervised the work of the man in question in his existing appointment. He will consider their views and mark the schedule in accordance with his best judgment. In submitting the schedule to the Superintending Engineer he will give the names of the Officers he has consulted, and will report fully upon any

divergence

divergence between their recommendations and his own conclusions. All schedules will be preserved with the Staff papers of the men concerned.

SCHEDULE B - Skilled Workmen I to Inspector - Procedure will be similar to that applying to Schedule A.

SCHEDULE C - Inspector to Chief Inspector - Procedure will be similar to that applying to Schedule A, so far as the Sectional Engineer is concerned. The Superintending Engineer will, unless the Officer in question is well known to him, interview him personally, or depute an Assistant Superintending Engineer to do so, before making a recommendation to the Engineer-in-Chief. This recommendation will be accompanied by a schedule "C", prepared by the Superintending Engineer and recording his own appraisal, and will include a report upon any divergence between the conclusions of the Superintending Engineer and those put forward by the Sectional Engineer.

SCHEDULE D - Chief Inspector to Assistant Engineer - Procedure will be similar to that applying to Schedule C. Any differences of opinion will invariably be discussed personally with the Sectional Engineer.

SCHEDULE E - Assistant Engineer to Executive Engineer - A schedule will be prepared by the Sectional Engineer under whom the Officer is serving, and its contents will be fully discussed by the Superintending Engineer with the Sectional Engineer and with one or both Assistant Superintending Engineers, preferably at a joint meeting. The Superintending Engineer will prepare a Schedule "E" and submit it to the Engineer-in-Chief with his recommendation and with a report as to any differences of opinion between himself and his superiors.

SCHEDULE F - Executive Engineer to A.S.E. - A report and marked schedule will be prepared by the Superintending Engineer after full discussion with his Assistant or Assistants. Any differences of opinion will be fully explained and commented on. In cases where uncertainty exists the Engineer-in-Chief or an Assistant Engineer-in-Chief will discuss the matter with the Superintending Engineer before sending to a decision, and will also,

when

when necessary, see the Officer concerned.

GENERAL.

In selecting an Officer for promotion Character and Efficiency are the leading desiderata. Seniority has a secondary but, nevertheless an important bearing upon suitability for promotion, both from the standpoint of equity and in its practical bearing upon the prospects of the Officer's success in the higher position. The requisite amount of physical capacity for the duties required must always be present. No attempt is made to gauge moral character or ordinary good business habits in the schedules; Officers deficient in these respects are not suitable for promotion.

Recommendations that involve the passing over of senior Officers will be accompanied by a schedule showing the names of those concerned and indicating, briefly but specifically, the reasons for the course proposed. There must be no hesitation in placing all relevant facts at the disposal of the Department.

In Schedules A, B, & C the first three sections, -

- I. PERSONAL CHARACTERISTICS
- II. GENERAL QUALIFICATIONS
- & III. SPECIFIC QUALIFICATION.

are considered to represent qualities which are essential in a candidate for promotion. "Specific Qualification" is intended to be the measure of the candidate's all-round fitness for the duties of the vacancy to be filled, and the percentage of marks allotted will thus represent a broad appraisal of his general qualification, under all relevant headings, for that particular post. The schedules indicate a minimum number of marks which candidates must reach, in each of the above sections, before they can be considered worthy of promotion. The total marks allotted under these three sections, in association with seniority and with physical fitness (Section V) will be the main

determinant

Mimeo No. 179.

SCHEDULE A.Appraisal of qualifications for promotion from
S. I. II to S. I. I.

of Candidate - Mr. Rank,

<u>PERSONAL CHARACTERISTICS (Minimum 30 marks)</u>	Max. No. of Marks.	No. of Marks allotted.
Manner and address	10	
Energy and zeal	10	
Adaptability and resourcefulness	10	
Order and Method	10	
Capacity for Control and Training of men	10	
	<u>50</u>	Total
<u>GENERAL QUALIFICATIONS (Minimum 25 marks)</u>		
Report writing	10	
Accuracy of Returns and Records.	10	
Knowledge of "Workmen's Instructions"	10	
General Technical Knowledge.	10	
	<u>40</u>	Total
<u>SPECIFIC QUALIFICATION for Appointment as S. I. I</u> to the duty of.....		
at..... (Minimum 70 Marks) -	<u>100</u>

Qualifying marks, 125.

Full marks, 100

Total marks allotted.

IV
(Over)

SCHEDULE 2

Appraisal of qualifications for promotion from
S.N. 1 to INSPECTOR

Name of Candidate - Mr. RANK

PERSONAL CHARACTERISTICS (Minimum 30 marks)	Max. No. of Marks	No. of Marks allotted
Fact and Address	10	
Energy and zeal	10	
Initiative and resourcefulness	10	
Organizing ability	10	
Capacity for Control and Training of men	10	
Total	50

GENERAL QUALIFICATIONS (Minimum 30 marks)	Max. No. of Marks	No. of Marks allotted
General education and Report writing	10	
Accuracy in Estimating and of Returns and Details	10	
Knowledge of Departmental routine	10	
Knowledge of Department's general powers and limitations	10	
General Technical Knowledge	10	
Total	50

SPECIAL QUALIFICATIONS for Appointment as Inspector	Max. No. of Marks	No. of Marks allotted
.....
.....
.....
Total

Qualifying Marks, 130 Full Marks 200 Total Marks allotted

17
(Over)

IV. DETAILS OF TECHNICAL QUALIFICATIONS

	Max. No. of marks	No. of marks allotted
(a) Overhead	40	
Do.	30	
Do.	30	
Total	100
(b) Underground	30	
Do.	40	
Do.	30	
Total	100
(c) Indoor Telephones	40	
Do.	30	
Do.	30	
Total	100
(d) Indoor Telephones -	30	
Do.	20	
Do.	30	
Do.	20	
Do.	30	
Do.	30	
Total	100
(e) other special qualifications
Total

V. Remarks on physical fitness for post

Specific physical disability, if any

VI. Technical Certificates held

Signature of Reporting Officer

Date

Form No. 161

SCHEDULE C.

A prerequisite of Qualification for promotion from INSPECTOR to CHIEF INSPECTOR.

IV. LIST OF TECHNICAL QUALIFICATIONS		Max. No. of Marks.	No. of marks allotted.
(a) Overhead	Poling & wiring	40	
Do.	Block wiring, and Distribution generally	20	
Do.	Testing and removal of faults.	40	
		<u>100</u>	Total
(b) Underground	Pipe and Duct laying manholes	30	
Do.	Cabling and Joints	30	
Do.	Testing and removal of faults	30	
Do.	Testing for unbalances and selecting for balanced telephone cables.	30	
		<u>100</u>	Total
(c) Indoor Telegraphs -			
	Ordinary including Quad ^x Machine Eqs. including Wheatstone & Typeprinting	20	
Do.	Testing, Prevention and removal of faults.	40	
		<u>60</u>	Total
(d) Indoor Telephones -			
	C.o.B. Exchanges	20	
Do.	Automatic Exchanges	20	
Do.	Magnetic Exchanges	15	
Do.	P.a.B. Exch. & Subst. Apparatus	25	
Do.	Testing and removal of faults.	20	
		<u>100</u>	Total
(e) Wireless Telegraphy and Telephony			
	Telephone Apparatus	30	
	Technical Science	20	
		<u>50</u>	Total
(f) Other	(.....)		
Special	(.....)		
Qualifications	(.....)		
			Total
V. Remarks on physical fitness for post.....			
Specific physical disability, if any.....			
VI. Technical Certificates held.....			
Signature of Reporting Officer.....			
Date.....			

Name of Candidate - Mr.....	Rank.....	Max No. of Marks.	No. of Marks allotted.
PERSONAL CHARACTERISTICS (Minimum 35 marks)			
Fact and Address		10	
Energy and Zeal		10	
Initiative and Resourcefulness		10	
Organising ability		10	
Control of men		10	
Economic management.		10	
		<u>60</u>	Total

GENERAL QUALIFICATIONS (Minimum 35 marks)			
General education and report writing		15	
Accuracy in Accounting, Estimating, and of Returns and Records.		10	
Knowledge of Departmental procedure.		10	
Knowledge of Department's Statutory powers and obligations		10	
General Technical Knowledge		15	
		<u>60</u>	Total

RECOMMENDED QUALIFICATION for appointment as Chief Inspector.
 To the duty of.....
 At..... (Minimum 70 marks) - 100

Qualifying Marks, 140	Full Marks, 220	Total Marks Allotted.
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Memo No. 182.

SCHEDULE D.

Appraisal of qualifications for promotion from
CHIEF INSPECTOR to ASSISTANT ENGINEER.

of Candidate - Mr. Rank.....

PERSONAL CHARACTERISTICS (Minimum 40 marks)

	Max. No. of marks.	No. of marks allotted.
Foresight and judgment	10	
Tact and address	10	
Initiative and resourcefulness	10	
Power of control	10	
Business and organising capacity	10	
Economic management.	10	
	<u>60</u>	Total

GENERAL QUALIFICATIONS (Minimum 30 marks)

General education and report writing	15
Knowledge of Accounting System	10
Knowledge of Departmental procedure	10
Knowledge of Department's Statutory powers and obligations.	10
	<u>45</u>

Total

PROFESSIONAL QUALIFICATIONS (Minimum 80 marks)

Practical knowledge of Estimating	30
Technical knowledge of Interior work and plant	30
Do. outdoor work " "	30
General Scientific Attainments	30
	<u>120</u>

Total

Minimum qualifying Marks, 150

Full Marks, 200

Total Marks allotted

Remarks on physical fitness for position.....

Specific physical disability, if any.....

Technical Certificates and Distinctions.....

Signature of Reporting Officer.....

Date.....

Mines. No. 123.

SCHEDULE B.Appraisal of qualifications for promotion from
ASSISTANT ENGINEER to EXECUTIVE ASSISTANT.

Name of Candidate - Mr. Rank.

I. PERSONAL CHARACTERISTICS (Minimum 55 marks)	Max. No. of Marks.	No. of marks allotted.
Foresight and Judgement	15	
Tact and Address	15	
Initiative and Resourcefulness	15	
Power of Control	15	
Business and organizing capacity	20	
	<u>60</u>	<u>Total</u>

II. PROFESSIONAL QUALIFICATIONS (Minimum 85 marks)		
Practical knowledge of Estimating and Accounting.	20	
Technical knowledge of Indoor work and plant	20	
Do. Outdoor work and plant	20	
Knowledge of economics in regard to) plant construction)	20	
Knowledge of Department's Statutory) powers and obligations)	20	
General Scientific attainments	<u>15</u>	
	<u>100</u>	<u>Total</u>

Minimum qualifying Marks, 140 Full Marks, 200 Total Marks allotted.

III. Remarks on physical fitness for position.....

Specific physical Attainments, 10 Marks.....

IV. Technical distinctions.....

Membership of professional Associations.....

Signature of Reporting Officer..... Rank.....

Date.....

Form No. 100
REVISED 1944

Appraisal of qualifications for position of
ENGINEER ASSISTANT TO ASSISTANT COMMISSIONER

Name of Candidate - Mr. [illegible]

General Characteristics (Minimum 80 Marks)	Max. No. of Marks.	No. of Marks Allotted.
Fore-sight and Judgment	25	
Tact and Address	25	
Initiative and Resourcefulness	25	
Power of Control	25	
Business and organizing capacity	30	
	<u>150</u>	Total

PROFESSIONAL QUALIFICATIONS (Minimum 80 Marks)		
Practical knowledge of Estimating and Accounting	30	
Technical knowledge of Indoor work and plant	20	}
Technical knowledge of Outdoor work and plant	20	
Knowledge of economics in regard to plant construction	20	
Knowledge of Department's Statutory powers and obligations	20	
General Scientific attainments	30	
	<u>150</u>	Total

Minimum qualifying Marks, 170 Full Marks, 350 Total Marks allotted

Remarks on physical fitness for position.....

Specific physical disability, if any.....

Technical distinctions.....

Membership of professional associations.....

Signature of Reporting Officer..... Rank.....

Date.....

O. O.
17 OCT
D. 2

Downing Street,

20 October, 1924.

Gentlemen,

I am directed by Mr.

Secretary Thomas to inform you that

the question has arisen whether

it is desirable to have some form

to enable a detailed technical

report to be furnished with

applications for promotions from

officers in telegraph engineering

posts in the Colonies.

2. The enclosed forms have

been obtained from the General

Post Office, but they do not appear

to

DRAFT.

12
Amended
820/0

Crown Agents
for the Colonies.

MINUTE.

Mr. Jewell 17/10/24

Mr. [Signature] 17/10/24

Mr. [Signature]

Sir C. Dove

Sir G. Griddle

Sir H. Road

Lord Arnold

Mr. Thomas

(The new forms
12 proposed forms)

to be entirely suitable to conditions in the Colonial Service.

I am to request that you will be good enough to discuss the matter with your Consulting Electrical Engineers and report whether you consider any form necessary to supplement the usual P/2 form, and, if so, that you will submit the draft specimen for consideration.

I am, etc.,

Yours, G. GRINDLE

to be entirely suitable to conditions in the Colonial Service.

I am to request that you will be good enough to discuss the matter with your Consulting Electrical Engineers and report whether you consider any form necessary to supplement the usual P/2 form, and, if so, that you will submit ~~the~~ a draft specimen for consideration.

I am, etc.,

Brian G. GRINDLE