

EAST AFR. PROT.
43125

C.O
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DEC 7
REC'D 17 SEP 15

Gov
Belfuls 600

European and Non-European
Clerical Staff.

1915
6 August

700. copies of reports of recently appointed Committee
to consider question of promotions.
Recurrence & approval.

East previous Paper.
for 28900
for 28529
(has European)
(has European)

Mr. J. Anderson.
European Staff. Here there are only two grades. If
promotion is to be by selection and transfers
are expected to be infrequent, it looks as
if there would be a tendency to promote
a man in the Dept. in which the vacancy
for an office supt. occurs. No doubt
such a man would, other things being
equal, be better fitted for the duties than
a man from another Dept., but the
number of office supts. is small and
if the tendency is carried too far it
will work hardly.

I would say that while the
principle of selection may be
accepted due regard must be had
to seniority // and that a clerk who
is well qualified should not be
passed over in favour of one
who happens to be senior in the
Dept.

Nov 715 case 28 Sept 15

Stop

Next subsequent Paper.
for 2093 15/16

Dept. in which a vacancy occurs unless
for good reasons other than the
inconvenience of avoiding a transfer.

Non-European Staff. The regulations are
in 3788/12 Regula, but neither they nor
this report show clearly what the present
practice is with regard to promotions; but
from the reference to "very inconvenient
transfers" in the last para. of the report
it seems as if, when a vacancy occurs
in one of the higher grades, it is filled
by promotion from the clerical staff
generally, the promoted clerk being
transferred from his present Dept. in
which the vacancy exists. If this is
so it would clearly be very inconvenient,
e.g., to promote a transfer or promotion a
Composer (Clerk 3rd Grade) to be Head
Indian Teacher (Clerk 2nd Grade) in the
Kharbi "B" School.

Accordingly, it is proposed to promote
a man (by seniority except in the case
of promotion to Grade I) but to keep
him in his present Dept., as a rule, and
as this would complicate the Departmental
Estimates it is proposed to rearrange
future Estimates so as to show all the
non-European Clerks under a separate
Head.

I very much doubt if it is worth while
altering the Estimates for this purpose. As
the Committee say in respect of the current
year, the excess on the vote of a
particular Dept. due to the promotion of

clerks to fill grade-vacancies occurring
in other Depts cannot be very large
& will usually be balanced by casual ¹⁰⁰
savings, while I imagine that the
number of cases in which transfer
accompanies promotion will never
be small. I attach a rough abstract
from this year's estimates, from which
you will see that the different Depts
show a great variety in grade-distribution.
Some seem distinctly top-heavy, while
three Depts, which account for nearly
half the whole staff have not one
Grade I clerk among them. The
arrangement must be presumed to be
based on the requirements of the various
Depts and it is not to be expected that,
e.g., the Post Office could when a
vacancy occurred, do without its
1st Grade clerk in order that the P. O.
is or the Post Office might have one.

? Approve of the principle of
filling vacancies by promotion from the
civilian staff as a whole, bearing in mind
on the understanding that the clerk
promoted will not necessarily be
transferred to the Dept. in which the
vacancy occurred, but say that
it does not seem necessary to
alter the form of the Estimates accordingly.

Grade

	I	II	III	IV	V	VI
Secretariat		2	4	7		
"Gazette" & Printing		2	2	9	3	
Provincial	1	21	23	55	10	12
" Soyuthi		2	2	3	3	
" Ukanta		1				
" Nyansa					1	
Treasury	1	5	11	11	4	
Customs	6	7	10	14	27	29
Post Office	1	1		3		
Audit	1	4	10	10	5	
Legal - Judicial	2	2	9	7	2	5
Administrative General			2	3		2
Registry of Documents			3	6		2
Attorney General		1	1	1		
Police			4	7	7	
Prisons		1	1	2	3	
- { Medical			3	3		
- { Sanitation			1	5		
Govt. Laboratories			1			
Education		1	1	2	4	1
Transport	2	1	1	2	4	
Military		5	4	6		
Post Office		5	32	73	23	
Agriculture			1			
Forest		1			1	
Game		1			1	
Immigration			1		2	
Survey			1	3		
Land		2	2	5		
Public Works		8	16	26	5	5
Coast Land Settlement			1	4	1	
Totals	14	75	147	269	106	5

Many of the "graded" appointments are not strictly clerical - e.g. compositors (under "Gazette" & Printing) and teachers (under Education).

A few posts, not indicated as class I in the Estimates, may possibly be so regarded.

C. O.
43125
FEB 17 SEP 15

402
GOVERNMENT HOUSE,
NAIROBI,
BRITISH EAST AFRICA.

ST. AFRICA PROTECTORATE

No. 600

August 6th 1915.

Sir,

I have the honour to transmit herewith copies of the Report of a Committee recently appointed by me "to consider the position of the Clerical Staff, both European and non-European, and to make proposals to ensure that clerks obtain the promotion to which their seniority and services entitle them without entailing such frequent transfers as may prove detrimental to departmental efficiency".

2. I entirely agree with the recommendations of the Committee and I trust that you will approve the application of the principle advocated during the current year as well as the change in the Estimates for next year which will be necessary if the recommendations are adopted.

I have the honour to be,

Sir,

Your humble, obedient servant,

Howay Bayard

GOVERNOR.

THE RIGHT HONOURABLE

ANDREW BONAR LAW, P.C., M.P.,

SECRETARY OF STATE FOR THE COLONIES,

DOWNING STREET,

LONDON, S.W.

INCLOSURE

In Respect No. 6001 47/25 1945

403

REC
RECEIVED 17 SEP 15

Recommendations of a Committee composed of the Assistant Chief Secretary, Assistant to the Provincial Commissioner, Nairobi, Acting Assistant Attorney General and Deputy Treasurer, appointed by His Excellency the Governor to consider the position of the Clerical Staff, both European and Non-European, and to make proposals to ensure that clerks obtain the promotion to which their seniority and services entitle them without entailing such frequent transfers as may prove detrimental to departmental efficiency.

I. European Staff.

As the highest grade in the European Clerical Staff, that of Office Superintendent, carries with it considerable responsibility, it is recommended that promotion to it should be made by selection.

The number of posts in this grade is 6 only; transfers will be unavoidable but should be infrequent.

II. Non-European Staff

A fixed establishment of the Non-European Clerical Staff should be laid down to include the requirements of all Departments. This will necessitate providing for all the Personal Emoluments of the Non-European Clerical Staff under one new Head in the Estimates, as is done in the Ceylon Civil Service.

Promotion should not ordinarily involve transfer even when the superior grade vacancy has occurred in a Department other than that in which the clerk promoted is serving. In such cases the Clerical

Appointments -

(2).

Appointments Board should confer with the Heads of Departments concerned regarding the desirability or otherwise of making a transfer.

Promotion to the first grade should be made by selection, and to other grades, as a general rule, by seniority. Appointments to grades above the 5th, and promotions other than by seniority, should only be made in exceptional circumstances. Stoppage of an annual increment should be reported to the Clerical Appointments Board, and should, unless the Head of the Department specially recommends otherwise, be accompanied by loss of seniority.

It is recommended that these changes shall be brought into force forthwith in order to avoid very inconvenient transfers in connection with certain promotions which are now overdue. The proposal with regard to charging the Personal Emoluments of the Non-European Clerical Staff to one head of Expenditure can be held in abeyance for the current year. No increase in Expenditure is involved. There are usually savings on the Departmental Personal Emolument votes owing to absence of clerks on leave on half pay, and excesses, if any, on a departmental vote caused by the new arrangement will be small and can easily be explained by savings on the votes of other departments which are due to the same cause.

Sd. W. J. Monson,

" H. R. Tate.

" Ivon L. O. GOWER.

" W. A. Kempe.

7th July, 1915.

Gov. 43125/1915

Department of Education 405

R. 25 SEP
D. 28

82

28 Sept. 1915.

Sir,

DRAFT.

E.A.P.

No. 715

For Sir H.C. Selfield.

MINUTE.

Mr. Harper, 23/9/15

Mr. Bottomley 23.9.15

Mr. Read 23

Mr.

Sir G. Fiddes.

Sir H. Just.

X Sir J. Anderson.

Mr. Steel-Maitland.

Mr. Bonar Law.

For course

Ames 2093 7/6

I have the honour
to ackn. the receipt
of your despatch No. 600
of the 6th of Aug. on
the subject of the
position of the clerical
staff of the Post.

2. With regard to
the European staff I
agree that provision to the rank
and of opinion that
of Office Superintendent should
while the principle of
be determined by
selection, may be accepted
but you will no doubt agree that
due regard must be
paid to considerations of
seniority.

3. As regards the non-European staff I approve of the principle of filling vacancies ^{that} should be filled by promotion from the clerical staff as a whole, ^{and} that understanding that the clerk promoted ^{shall} not necessarily be transferred to the Dept in which the vacancy occurred, and this principle may be adopted at once. It does not, however, seem to be necessary to alter the form of the lists, unless it ~~proves~~ by experience shows that promotions within the year lead to material excess in the provision made for an individual Dept. I agree that Grade I vacancies shall be filled by selection & others, as a general rule, by seniority.

4. I should be glad to be informed as to the constitution and powers of the Clerical Appointments Board.

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3. As regards the non-European staff I approve of the principle of filling ^{that} vacancies ~~should be filled~~ by promotion from the clerical staff as a whole, ^{and} ~~so that~~ understanding that the clerk promoted ^{should} ~~not~~ not necessarily be transferred to the Dept. in which the vacancy occurred, and the principle may be adopted at once. It does not, however, seem to be necessary to alter the form of the rules, unless it ~~proves~~ by experience shows that promotions within the year lead to material excess in the provision made for an individual Dept. I agree that Grade I vacancies should be filled by selection & others, as a general rule, by seniority.

4. I should be glad to be informed as to the constitution and powers of the Clerical Appointments Board.