

# Government of West Bengal

EDUCATION Department.

## Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name..... Sri Anil Kumar Bhattacharyya .....

Rank..... Head of the Department of Statistics .....

Service..... W.B.S.E.S. .....

Branch..... Teaching. .....

	Assessment.
1. Personality .. .. .	Satisfactory
2. Capacity for sustained work .. .. .	Satisfactory
3. Tact and ability to work with others .. .. .	Satisfactory
4. Ability to control subordinates .. .. .	Satisfactory
5. Reliability in carrying out instructions .. .. .	Satisfactory
6. Ability to state a case .. .. .	Satisfactory
7. Initiative .. .. .	Satisfactory
8. Power of taking responsibility .. .. .	Satisfactory
9. Power to inspire confidence in the general public .. .. .	Satisfactory
10. Devotion to duty .. .. .	Satisfactory
11. Knowledge of his work .. .. .	Very good

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

*A good scholar and a sound teacher, keen on improvement of his Dept.*

Signature..... *[Signature]* 3/4

Rank..... Date.....

Remarks by Countersigning Officer or Officers.

Signature.....  
(Countersigning Officer.)

Signature.....  
(Head of Department).

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.



# Government of West Bengal

Department.....

## Annual Confidential Report

For the year 1952-1953

Gazetted Officers

Name Birendra Nath Ghosh.....

Rank.....

Service.....

Branch.....

					Assessment.
1.	Personality .. .. .	..	..	..	Very good
2.	Capacity for sustained work .. .. .	..	..	..	very good
3.	Tact and ability to work with others .. .. .	..	..	..	very good
4.	Ability to control subordinates .. .. .	..	..	..	Satisfactory
5.	Reliability in carrying out instructions .. .. .	..	..	..	Satisfactory
6.	Ability to state a case .. .. .	..	..	..	Very good
7.	Initiative .. .. .	..	..	..	Very good
8.	Power of taking responsibility .. .. .	..	..	..	Satisfactory
9.	Power to inspire confidence in the general public .. .. .	..	..	..	Satisfactory
10.	Devotion to duty .. .. .	..	..	..	Satisfactory
11.	Knowledge of his work .. .. .	..	..	..	very good

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above). 1. Very honest, hard working and of good moral character, of Very good health and has not taken any leave except casual leave for one or two days. 2. He is one of the Vice President of the Calcutta Statistical Association and took part in the training scheme of the Indian Society of Quality Control. Has published some papers.

Signature..... S. Bhattacharyya

Senior Professor of  
Rank..... Statistics Date..... 28.3.53

Remarks by Countersigning Officer or Officers.

He is a good teacher and a sound scholar, interested in research work.

Signature..... [Signature]  
(Countersigning Officer.)

Signature.....  
(Head of Department).

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.



GOVERNMENT OF WEST BENGAL

Department.....

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name... Prasad Kumar Banerjee.....

Rank..... Branch.....

Date of:—(a) Birth.....(b) Entry to Government Service..... Present Grade.....

(For notes on compiling the report, see page 2.)

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch .. .. .	A	
(b) of Department .. .. .	A	
2. Personality and force of character .. .. .	A	
3. Judgement .. .. .	B	
4. Power of taking responsibility .. .. .	A	
5. Initiative .. .. .	A	
6. Accuracy .. .. .	A	
7. Address and tact .. .. .	A	
8. Power of supervising staff .. .. .	B	
9. Zeal and industr .. .. .	B	
10. Health .. .. .	A	
11. Attendance [see note (2)] .. .. .	C	
12. Official conduct (discipline) [see note (2)] .. .. .	C	
13. (a) Capacity to note .. .. .	B	
(b) Capacity to draft .. .. .	B	

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). 1. Very honest, hard working and of good moral character. General health is good. 2. He is Jt. Secretary of the Calcutta Statistical Association and took part in the Training scheme of the Indian Society of Quality Control. Attended the Indian Science Congress by special invitation from the National President.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

Exceptionally well qualified/Highly qualified/Qualified/Not yet qualified

Remarks—

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date... 28.3.53..... Signature (Certifying Officer)... A. Bhattacharya.....

Rank... Senior Professor of Statistics, Presidency College, Cal......

Remarks by Countersigning Officer.

an able teacher with sound knowledge of the subject. ~~Appointed~~ as Post-graduate lecturer. ~~He~~ Fully deserves promotion

Signature (Head of Department)... P. S. Gupta... 5/4

Date.....



**Notes.***Section I.*

*Note (1).*—Insert in this column A, B, C, D, or E, against each item to the following appraisalment:—

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

*Note (2).*—An A or B marking is inappropriate for these items.

*Note (3).*—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

*Section II.*

*Note (4).*—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

*General.*

*Note (5).*—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.



GOVERNMENT OF WEST BENGAL

Department.....

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name... Samarendra Kumar Dhar .....

Rank..... Branch.....

Date of:—(a) Birth.....(b) Entry to Government Service..... Present Grade.....

(For notes on compiling the report, see page 2.)

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch .. .. .	C	
(b) of Department .. .. .	C	
2. Personality and force of character .. .. .	B	
3. Judgement .. .. .	B	
4. Power of taking responsibility .. .. .	B	
5. Initiative .. .. .	B	
6. Accuracy .. .. .	C	
7. Address and tact .. .. .	C	
8. Power of supervising staff .. .. .	C	
9. Zeal and industr .. .. .	B	
10. Health .. .. .	B	
11. Attendance [see note (2)] .. .. .	C	
12. Official conduct (discipline) [see note (2)] .. .. .	C	
13. (a) Capacity to note .. .. .	C	
(b) Capacity to draft .. .. .	C	

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). *Very honest, hard working and of good moral character. General health is good.*

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

~~Exceptionally well qualified/Highly qualified/Qualified/Not yet qualified~~ *Not yet qualified.*

Remarks—

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date... 28.3.53..... Signature (Certifying Officer.)..... *A. M. Chatterjee*

Rank..... *Senior Professor of Statistics, Presidency College, Calcutta*

Remarks by Countersigning Officer.

*a junior demonstrator of moderate ability.*

Signature (Head of Department.)..... *P. S. Gupta* 5/4

Date.....



**Notes.***Section I.*

*Note (1).*—Insert in this column A, B, C, D, or E, against each item to the following appraisement:—

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

*Note (2).*—An A or B marking is inappropriate for these items.

*Note (3).*—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

*Section II.*

*Note (4).*—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

*General.*

*Note (5).*—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.