

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... *Sri Sibnarayan Lala*.....
 Rank..... *Part-time Lecturer*..... Branch..... *Teaching*.....
 Date of:—(a) Birth *13.1.1887*..... (b) Entry to Government Service *18.2.28*..... Present Grade *G. 75 (fixed)*

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

Section I.—Performance of Duties in Present Grade.

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

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above).

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..... Signature (Certifying Officer).....

Rank.....

Remarks by Countersigning Officer.

He is a part-time lecturer of long experience, with pleasant manners.

Signature (Head of Department).....

Ac. Subjete 5/2

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.