

Government of West Bengal

Department.

Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name..... *Sri Pratul Chandra Rakshit*.....

Rank..... *Hd. of HU. depn., Chemistry*.....

Service.....

Branch.....

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

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).

An H. C. in integrity and character, a very efficient and popular teacher, intelligent and alert. Has shown great ability in working out the complex minutiae of the Gang.

Signature..... *Dr. S. S. S. 1/4*

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
Presidency College, Education Department
Annual Confidential Report
For the year 1952-1953.

Gazetted Officers

Name..... Sudhir Chandra Shome
Rank..... West Bengal Senior Educational Service
Service..... Professor of Chemistry
Branch.....

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

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).

He is a promising young man with active interest in research. He joined only a few months back and it is not yet time to make any accurate assessment on the points mentioned above.

Signature..... P. C. Rakshit

Rank..... Date..... 18.3.53

Remarks by Countersigning Officer or Officers.

Head of the Department
of Chemistry, Presidency College
Calcutta.

He has joined recently. He is enthusiastic about research work. Has available means.

Signature..... J. C. Bhattacharya 1/4
(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
Presidency College, Education Department
Annual Confidential Report

For the year 1942-1943

Gazetted Officers

Name..... Nanigopal Chakraborti.....
Rank..... Lect. Professor of Chemistry
Service. West Bengal Educational Service. Branch. Presidency College

	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	Very good
7. Initiative	Satisfactory
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Does not arise
10. Devotion to duty	Satisfactory
11. Knowledge of his work	Satisfactory

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).

He is an experienced teacher with a good personality.

Signature. S. C. Rakshit

Rank..... Date. 19.3.53

Head of the Department
of Chemistry, Presidency College
Calcutta

Remarks by Countersigning Officer or Officers.

He is a teacher of long experience, a strict
worker and strict disciplinarian.

Signature. P. S. Gupta '44
(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
Presidency College, Educational Department.
Annual Confidential Report

For the year 1942-1943

Gazetted Officers

Name..... Normalendu Nath Ray
Rank..... West Bengal Educational Service
Service..... Asst. Professor of Chemistry Branch.....

	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	Very good
9. Power to inspire confidence in the general public	Does not arise
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).

He is an able Teacher with a very sound knowledge of the subject. He is undertaking research work. He is physically fit.

P. C. Rayshrit
Signature.....

Rank..... Date 17-3-53

Remarks by Countersigning Officer or Officers.

Head of the Department
of Chemistry, Presidency College
Calcutta.

A well-qualified and good teacher and is also engaged in research work.

Dr. S. Ray 1/4
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
Presidency College, Education Department.
Annual Confidential Report

For the year 1942-1943.

Gazetted Officers

Name..... Ramgopal Chatterjee

Rank..... West Bengal Educational Service

Service..... Asst. Professor of Chemistry

Branch.....

	Assessment.			
1. Personality	Satisfactory			
2. Capacity for sustained work	Satisfactory			
3. Tact and ability to work with others	Indifferent			
4. Ability to control subordinates	Satisfactory			
5. Reliability in carrying out instructions	Satisfactory			
6. Ability to state a case	Satisfactory			
7. Initiative	Very good			
8. Power of taking responsibility	Satisfactory			
9. Power to inspire confidence in the general public	Does not arise			
10. Devotion to duty	Satisfactory			
11. Knowledge of his work	Satisfactory			

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).

He is very interested in research work and is also a good teacher.
He is physically fit and has a fine temperament + character.

Signature..... F.C. Rakshit

Rank..... Date..... 17.3.53.

Head of the Department
of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer or Officers.

He is a well known research worker on the Chemistry
of Drugs in India. A good teacher & amiable disposition.

Signature..... H. Venkateswara

(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
Presidency College, Education Department
Annual Confidential Report

For the year 1942-1943.

Gazetted Officers

Name..... Dayananda Bhaduri
Rank..... West Bengal Educational Service
Service..... Asst. Prof. of Chemistry Branch.....

						Assessment.
1. Personality	Satisfactory
2. Capacity for sustained work	Satisfactory
3. Tact and ability to work with others	Indifferent
4. Ability to control subordinates	Satisfactory
5. Reliability in carrying out instructions	Satisfactory
6. Ability to state a case	Satisfactory
7. Initiative	Indifferent
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Does not arise
10. Devotion to duty	Satisfactory
11. Knowledge of his work	Satisfactory

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).

He is a teacher of average merits and is not interested in research work. But he is an honest worker + is physically fit.

Signature..... T. C. Ranjil-

Rank..... Date..... 17.3.53

Remarks by Countersigning Officer or Officers.

Head of the Department
of Chemistry, Presidency College
Calcutta.

a teacher w/ long experience in the College but 2
average merits.

Signature..... P. Mukherjee 1/4
(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

Presidency College, Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... Subash Kumar Ghosh.....

Rank..... Lecturer in Chemistry..... Branch..... Presidency College.....

Date of:—(a) Birth... 10.12.1909..... (b) Entry to Government Service... 24.1.38. Present Grade... 200/- to 400/-

(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	He takes classes up to B.Sc. Pass students
(b) of Department	C	
2. Personality and force of character	C	
3. Judgement	B C	
4. Power of taking responsibility	C	
5. Initiative	C	Interested in research work.
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	Keeps close watch over
9. Zeal and industry	B	
10. Health	C	
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).

He is a teacher of average merits. He is regarded as a very dependable & hard worker.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

His case may be considered at the time of promotion.

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

Date... 17.3.53..... Signature (Certifying Officer)..... P. C. Rakshit.

Head of the Department

Rank..... of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

A teacher of moderate ability, with some
in research work.

Signature (Head of Department).....

Date.....

P. S. Gupta 1/2

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Prromode Rayhan Das Gupta.....

Rank..... Lecturer in Chemistry..... Branch..... Presidency College.....

Date of:—(a) Birth..... 10.12.17..... (b) Entry to Government Service..... 14.7.45..... Present Grade..... 200/- b 40/-.....

(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	He keeps up to Home standard.
(b) of Department	C	
2. Personality and force of character	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	CR	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	C	
10. Health	C	
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).

He is a teacher of average merits.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— He has the requisite qualifications for being considered
for promotion.

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..... 17.3.53..... Signature (Certifying Officer)..... T. C. Rayhan.....

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

of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

A hardworking and sincere teacher, a willing
worker interested in research work.
A teacher of moderate ability.

Signature (Head of Department)..... J. S. Gupta.....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... Sisir Kumar Sarker.....Rank..... lecturer in chemistry..... Branch..... Presidency College.....

Date of :—(a) Birth..... 10. 8. 21. (b) Entry to Government Service..... 19. 10. 45. Present Grade..... 300/- to 450/-

(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	He keeps up to the High standard.
(b) of Department	C	
2. Personality and force of character	..	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	B	He is a good research worker.
6. Accuracy	B	
7. Address and tact	C	
8. Power of supervising staff	— ..	C	
9. Zeal and industry	B	
10. Health	C	
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).

He is a good teacher. His interest in research is keen and he has just submitted thesis for doctorate degree. He is physically fit and a dependable person.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following :—

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

Remarks—

He is quite qualified for promotion.

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..... 17. 3. 53. Signature (Certifying Officer.)..... T. C. RakeshRank..... Head of the Department
of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

A diligent and hardworking teacher, a willing worker interested in research work.

Signature (Head of Department).

P. Sarker 1/4

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.

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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

Presidency College, Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... Saroj Rayan Chakrabarti.....
 Rank..... Lecturer in Chemistry..... Branch..... Presidency College.....
 Date of:—(a) Birth..... 1..... 7..... 1919..... (b) Entry to Government Service..... 2..... 2..... 48..... Present Grade..... 200/- to 450/-
 (For notes on compiling the report, see page 2.)

Section I.—Performance of Duties in Present Grade.

			Markings.	Remarks.
1. Knowledge—				
(a) of Branch	B.	He teaches up to the Hon. Standard.
(b) of Department	C	
2. Personality and force of character ..			C	
3. Judgement	C	
4. Power of taking responsibility	B	He is a very reliable worker.
5. Initiative	C	Interested in research.
6. Accuracy	B	
7. Address and tact	B	
8. Power of supervising staff	C	
9. Zeal and industry	B	
10. Health	C	
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).

He has an attractive personality with a fine temperament & character. He has earned a great reputation as a teacher & his knowledge of his subject is sound.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He possesses all the qualifications for promotion

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..... 17..... 3..... 53..... Signature (Certifying Officer)..... P. C. Rayashit.....

Head of the Department

Rank..... of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

A good teacher, bright worker, intelligent
and hardworking.

Signature (Head of Department).....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name... Subash chandra chakraborty.....

Rank... Lecturer in chemistry..... Branch... Presidency College.....

Date of:—(a) Birth... 1.1.32..... (b) Entry to Government Service. 12.1.46..... Present Grade. 301-1040/-

(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	He lacks up to now standard
(b) of Department	C	
2. Personality and force of character	C	
3. Judgement	C	
4. Power of taking responsibility	B	
5. Initiative	C	
6. Accuracy	B	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	C	
10. Health	C	
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).

He is a teacher of average merits & is well interested in research.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He possesses all necessary qualification for being considered owing promotion.

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

Date... 17.3.53.....

Signature (Certifying Officer)..... P. C. Razzabut.

Head of the Department

Rank..... of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

An honest and responsible teacher, interested in research work.

P. Chakraborty

Signature (Head of Department).....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Jagadish Ray..... Chandra Ray.....

Rank..... Lecturer in Chemistry..... Branch..... Presidency College.....

Date of:—(a) Birth..... 14.3.1930..... (b) Entry to Government Service..... 6.3.51..... Present Grade..... 200/- to 450/-

(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	He teaches the 1st. classes
(b) of Department	C	
2. Personality and force of character	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	C	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	C	
10. Health	C	
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).

He is a teacher of moderate capabilities. He is physically fit and undertake research work. He is very earnest in his work and is very reliable.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— Though he possesses the minimum qualifications for promotion, he should gain some more teaching experience before being promoted.

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..... 17.3.53..... Signature (Certifying Officer)..... F. C. Raesbit.....

Head of the Department
Rank..... of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

He is a teacher of moderate ability,
but a sincere worker.

Signature (Head of Department).....

Date.....

F. C. Raesbit 1953

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1962-1953

Name..... *Girija Shankar Bhattacharya*.....Rank..... *Laboratory assistant*..... Branch..... *Presidency College*.....Date of:—(a) Birth..... *1. 3. 30*..... (b) Entry to Government Service..... *2. 7. 49*..... Present Grade..... *50/- to 150/-*

(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>C</i>	
(b) of Department	<i>C</i>	
2. Personality and force of character	<i>C</i>	
3. Judgement	<i>C</i>	
4. Power of taking responsibility	<i>C</i>	
5. Initiative	<i>B</i>	
6. Accuracy	<i>C</i>	
7. Address and tact	<i>C</i>	
8. Power of supervising staff	<i>C</i>	<i>Does not arise</i>
9. Zeal and industry	<i>C</i>	
10. Health	<i>C</i>	
11. Attendance [see note (2)]	<i>C</i>	
12. Official conduct (discipline) [see note (2)]	<i>C</i>	
13. (a) Capacity to note	<i>C</i>	
(b) Capacity to draft	<i>C</i>	

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

He is an efficient and honest worker.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He does not possess the minimum qualifications for promotion.

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..... *17. 3. 53.*..... Signature (Certifying Officer)..... *P. C. Raushit*.....

Rank.....

Head of the Department.....*of Chemistry, Presidency College*.....*Calcutta.*.....

Remarks by Countersigning Officer.

*an efficient and honest laboratory assistant*Signature (Head of Department)..... *P. C. Raushit*.....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... *Kali Charan Kar*.....

Rank..... *Laboratory assistant*..... Branch..... *Presidency college*.....

Date of:—(a) Birth..... 1..... 8..... 1902..... (b) Entry to Government Service..... 1..... 12..... 1937 Present Grade..... *8c - 150/-*

(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>C</i>	
3. Judgement	<i>C</i>	
4. Power of taking responsibility	<i>B</i>	
5. Initiative	<i>C</i>	
6. Accuracy	<i>C</i>	
7. Address and tact	<i>C</i>	
8. Power of supervising staff	<i>-</i>	<i>does not arises</i>
9. Zeal and industry	<i>C</i>	
10. Health	<i>C</i>	
11. Attendance [see note (2)]	<i>C</i>	
12. Official conduct (discipline) [see note (2)]	<i>C</i>	
13. (a) Capacity to note	<i>C</i>	
(b) Capacity to draft	<i>C</i>	

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). *He is a very nice and reliable worker.*

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He does not possess the minimum qualifications necessary for promotion.

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..... 17.3.53..... Signature (Certifying Officer.)..... *P. C. Rakesh*.....

Rank..... *Head of the Department*
of Chemistry, Presidency College, Calcutta.

Remarks by Countersigning Officer.

a reliable laboratory assistant.

Signature (Head of Department)..... *R. Subrahmanya*.....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 19 - 19

Name..... Subash Ranjan Maitra

Rank..... Laboratory assistant..... Branch..... Presidency College

Date of :—(a) Birth... 1:1:15 (b) Entry to Government Service... 25:7:45... Present Grade... 80/- - 180/-

(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 ..			C	
3. Judgement	C	
4. Power of taking responsibility ..			C	
5. Initiative	D	
6. Accuracy	C	
7. Address and tact ..			C	
8. Power of supervising staff ..			-	Does not arise
9. Zeal and industry ..			C	
10. Health	C	
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).

He is a good & sincere worker and can be relied upon.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following :—

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

Remarks— He does not possess the minimum qualification for promotion.

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... 17: 3: 52 Signature (Certifying Officer)..... J. C. Ralhan

Head of the Department

Rank..... of Chemistry, Presidency College

Calcutta.

Remarks by Countersigning Officer.

a sincere and reliable laboratory assistant

J. C. Ralhan 1/4

Signature (Head of Department).....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1951-1953.

Name..... Debi Prasad Chakraborty.....

Rank..... Laboratory assistant..... Branch..... Presidency College.....

Date of:—(a) Birth..... 1..... 1..... 1927..... (b) Entry to Government Service. 16..... 1..... 51..... Present Grade..... 80/- to 180/-.....

(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	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	C	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	<u>does not care</u>
9. Zeal and industri	C	
10. Health	C	
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). He is very earnest in his work and is also keenly interested in research. He is a dependable worker.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— His case may be considered during promotion.

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

Date..... 17..... 3..... 53..... Signature (Certifying Officer)..... P. C. Raasht.....

Rank..... Head of the Department.....
of Chemistry, Presidency College.....
Calcutta.....

Remarks by Countersigning Officer.

An efficient and reliable laboratory assistant.

P. S. Sircar 1/2

Signature (Head of Department).....

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... Mangal Ray

Rank..... Electrician (Temporary) .. Branch..... Presidency College ..

Date of:—(a) Birth..... (b) Entry to Government Service..... Present Grade..... 30/-

(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	(Temporary officiating as Electrician)
2. Personality and force of character	-	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	-	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	-	
9. Zeal and industry	C	
10. Health	C	
11. Attendance [see note (2)]	C	
12. Official conduct (discipline) [see note (2)]	C	
13. (a) Capacity to note	-	
(b) Capacity to draft	-	

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

He is an old employee of this dept. + his work is quite satisfactory.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

~~Exceptionally well qualified/Highly qualified/Qualified/Not yet qualified.~~Remarks— ~~Since the question of promotion does not arise.~~

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.. 17.3.53..... Signature (Certifying Officer)..... P. C. Rayshah.....

Rank..... Head of the Department
of Chemistry, Presidency College
Calcutta.

Remarks by Countersigning Officer.

Electrician
an ~~student~~ of long experience

Signature (Head of Department)..... P. C. Rayshah 1/4

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.

GOVERNMENT OF WEST BENGAL

Presidency College, Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Manindra Bhushan DeRank..... S. S. - keper Branch..... Presidency CollegeDate of :—(a) Birth..... 1. 3. 25 (b) Entry to Government Service. 15. 5. 45 Present Grade. 25/- 130/-
(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	..	D	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	D	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	—	Does not arise
9. Zeal and industry	C	
10. Health	C	
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).

He is a good and honest worker and is physically fit

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following :—

Exceptionally well qualified / Highly qualified / Qualified / Not yet qualifiedRemarks— There is no post above his rank & the case of promotion does not arise in his line.

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.... 17. 3. 53 Signature (Certifying Officer)..... P. C. RaushanRank..... Head of the Department
of Chemistry, Presidency College
Calcutta

Remarks by Countersigning Officer.

Seems to be a good teacher.

Signature (Head of Department).....

Date.....

J. C. Shukla 1/4

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.