

GOVERNMENT OF WEST BENGAL

EDUCATION

Department.

Confidential Annual Report on Members of the Staff

For the year 19 52-19 53

Name..... Sri Benoyendra Chakravorty.....
Rank..... Offg. Accountant..... Branch..... College office.....
Date of:—(a) Birth... January, 1921..... (b) Entry to Government Service... 3.10.44... Present Grade... Rs. 130-180/-
(For notes on compiling the report, see page 2.)

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch	B	
(b) of Department	B	
2. Personality and force of character ..	A	Very quick in correct decisions.
3. Judgement	A	Very critical and reasonable.
4. Power of taking responsibility	A	
5. Initiative	A	
6. Accuracy	B	
7. Address and tact	B	
8. Power of supervising staff	B	
9. Zeal and industr	A	
10. Health	C	
11. Attendance [see note (2)]	C	
12. Official conduct (discipline) [see note (2)] ..	C	
13. (a) Capacity to note	B	
(b) Capacity to draft	A	His draftings have brought about settlement of many long-standing problems of the accounts Section.

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). Very straightforward in office actions, extremely thorough and most reliable. He is strict in observance of rules, but at the same time is capable of sympathetic actions when called for.

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 eminently fit for promotion, as it is very likely that with better scope for work his abilities will be more useful.

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..... Principal, Bursar
PRESIDENCY COLLEGE,
Calcutta.

Remarks by Countersigning Officer.

A very efficient, able, reliable, intelligent and hardworking
accountant. Deserves immediate promotion and promotion.

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.

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EDUCATION Department.

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For the year 19 52-1953

Name..... Sri Ananta Deb Som.....

Rank..... Assistant Clerk..... Branch..... College Office.....

Date of :—(a) Birth... 13.1.27..... (b) Entry to Government Service. 24.8.48..... Present Grade.. Rs. 55-130/-

(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	B	He knows his work well.
2. Personality and force of character	B	
3. Judgement	B	
4. Power of taking responsibility	C	
5. Initiative	C	
6. Accuracy	B	He is very good in figures.
7. Address and tact	C	
8. Power of supervising staff	D	
9. Zeal and industr	C	
10. Health	B	
11. Attendance [see note (2)]	C	
12. Official conduct (discipline) [see note (2)]	C	
13. (a) Capacity to note	D	
(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 careful 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—

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.

a willing worker, carrying out his duties satisfactorily.

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.

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For the year 19 52-19 53

Name..... Sri. Jadav Chandra Naha.....

Rank..... Offg. Cashier..... Branch..... College Office.....

Date of:—(a) Birth..... July 1907..... (b) Entry to Government Service... 7.2.50..... Present Grade... Rs. 110-150/-

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

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch	C	
(b) of Department	C	
2. Personality and force of character	D	
3. Judgement	C	
4. Power of taking responsibility	D	
5. Initiative	C	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industr	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	D	

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

He is honest and reliable.

Section II.—Degree of Fitnees for Promotion.

Delete all but one of the following:—

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

Remarks— *He is fit for his present work just now.*

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.).....

Remarks by Countersigning Officer.

Rank..... PRESIDENTY COLLEGE, Calcutta.

*He is a reliable and steady cashier.
His work is satisfactory*

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 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.

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For the year 19 52-1953

Name..... Sri Monoranjan Mitra.....

Rank..... Assistant Clerk..... Branch..... College Office.....

Date of :—(a) Birth..... January. 1919..... (b) Entry to Government Service. 1.8.1951,.... Present Grade. Rs. 55-130/-

(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	Has been very quick in picking up knowledge of Department
2. Personality and force of character	B	
3. Judgement	B	
4. Power of taking responsibility	B	
5. Initiative	B	Very eager to do and learn.
6. Accuracy	B	
7. Address and tact	B	
8. Power of supervising staff	C	
9. Zeal and industr	A	Does not spare pains to do his duties.
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). He has been able wonderfully to pick up the strenuous & complicated multifarious work of his table of Accounts clerk in course of a short period of only 5 months. He is honest and is fully 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—

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.

Has joined the account book recently.
Is giving a good account of himself.

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.

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EDUCATION Department.

Confidential Annual Report on Members of the Staff

For the year 19 52-19 53

Name..... Sri Biswanath Mukherjee.....

Rank..... Assistant Clerk..... Branch..... College Office.....

Date of :—(a) Birth... September 1926..... (b) Entry to Government Service. 21.4.51..... Present Grade. Rs. 55-130/-

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

Section I.—Performance of Duties in Present Grade.

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

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

He is honest and 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—

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 an honest and reliable assistant & accounts clerk. He has joined about two years now. His work is satisfactory.

Signature (Head of Department.)..... He - 27.5.53

Date.....

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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.

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General.

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