

# Government of West Bengal

EDUCATION

Department.

## Annual Confidential Report

For the year ~~1951-52~~ 1952-53

Gazetted Officers

Name.....Dr.. Nishith. Ranjan. Kar.,.....

Rank... Head. of. the. Department, . Geography.

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 qualification not covered by the above).

A competent teacher enthusiastic about research work. ~~His attention is to be directed to attendance.~~

Signature.....K. S. Gupta 30/3/53

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.

P.N.A. Pl. see P.A.'s and record  
correct — no record sent it  
if necessary send it  
to Confidential Clerk  
after correction.  
J.R. K. 8/4

Bornatha Nala Hare.

Geography 10/10.

1) Date of appointment  
in Govt Service  
found as from 21/1/52

Date of birth — ?

1st Nov, 1925 ✓  
(according to the Matriculation  
certificate)

Required in  
connection with  
Submission of  
Annual Confidential  
Reports



# GOVERNMENT OF WEST BENGAL

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 19 -19

Name..... Pramada Nath Hore.....  
Rank..... Lecturer in Geography..... Branch..... Presidency College.....  
Date of:—(a) Birth..... 11.1.1925..... (b) Entry to Government Service..... 21.1.52..... Present Grade..... S.B.S.

(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>D</u>	
4. Power of taking responsibility .. .. .	<u>C</u>	
5. Initiative .. .. .	<u>C</u>	
6. Accuracy .. .. .	<u>C</u>	
7. Address and tact .. .. .	<u>D</u>	
8. Power of supervising staff .. .. .	<u>C</u>	
9. Zeal and industr .. .. .	<u>C</u>	
10. Health .. .. .	<u>C</u>	
11. Attendance [see note (2)] .. .. .	<u>regular</u>	
12. Official conduct (discipline) [see note (2)] .. .. .	<u>well-disciplined</u>	<u>and well mannered</u>
13. (a) Capacity to note .. .. .	<u>D</u>	
(b) Capacity to draft .. .. .	<u>D</u>	

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

He is very painstaking and reliable in the affairs of the department.

### 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..... 28/4/53..... Signature (Certifying Officer.)..... Arindam Ray Choudhury

Rank..... Head of the Dept. of Geography

Remarks by Countersigning Officer.

Presidency College, Cal.

a hardworking and reliable member of the Geography Dept.

for signature 30/5/53

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.



## GOVERNMENT OF WEST BENGAL

Department.

## Confidential Annual Report on Members of the Staff

For the year 19 -19

Name..... Siva Prasad Das Gupta .....

Rank..... Lecturer in Geography .....

Branch..... Education .....

Date of:—(a) Birth... Nov. 1924 .....

(b) Entry to Government Service. 28.11.48 .....

Present Grade... S.E.S. .....

(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 .. .. .	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)] .. .. .	Regular	
12. Official conduct (discipline) [see note (2)] .. .. .	Well disciplined & submissive.	
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).

He is a very reliable member of the staff.

## 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..... 28/2/53 .....

Signature (Certifying Officer.)..... N. S. M. Rayan Kar .....

Rank..... Head of Dept. of Geography .....

Presidency College, Cal.

Remarks by Countersigning Officer.

An intelligent and hardworking person,  
good at practical work. An amiable  
young man.

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

Date..... 30/3/53 .....



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

Education

Department.

## Annual Confidential Report

For the year 194 -194

### Gazetted Officers

Name.....Amiya Bhuvan Chatterjee.....

Rank.....Asstt. Professor of Geography.....

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

Branch.....Education Dept.....

	Assessment.
1. Personality .. .. .	Satisfactory
2. Capacity for sustained work .. .. .	Satisfactory
3. Tact and ability to work with others .. .. .	- do -
4. Ability to control subordinates .. .. .	- do -
5. Reliability in carrying out instructions .. .. .	very good
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 .. .. .	- do -
10. Devotion to duty .. .. .	very good
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 possesses a sober and a quiet temperament and is physically and temperamentally fit for the post he is holding.

Signature.....Nisid Ranjan Kar.....

Head of the Dept of Geography

Rank.....Date.....28/1/53.....

Remarks by Countersigning Officer or Officers.

He has a keen interest for his subject and has scholarly habit Very well-behaved, and interested in research work.

Signature.....Jc. Sankar.....  
(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

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 19 -19

Name.....Nimel Chandra Chatterjee.....  
Rank.....Laboratory Assistant.....Branch.....Geography Department.....  
Date of :—(a) Birth.....27-8-24.....(b) Entry to Government Service.....19.1.1951.....Present Grade.....100-223/-

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

### Section I.—Performance of Duties in Present Grade.

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

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). He is a sincere and painstaking worker in the Dept. But he lacks adequate zeal and initiative and often falls short of taking any responsible and accurate work. He has been requested to improve his work.

### 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.).....M. Rahman Khan.....

Rank.....Professor & Head of the Department,  
Department of Geography,  
Presidency College, Calcutta.

Remarks by Countersigning Officer.

a demonstrator of average merit.

Jc. Luft 30/2/53

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.



Department of Geography  
Presidency College, Calcutta.

From : The Head of the Dept. of Geography  
Presidency College, Calcutta

To : The Principal, Presidency College, Calcutta

Memo No. Geog. 15-69/915 dated - 16.3.53.  
Sub : Confidential Report of Sri G.C. Roy Draftsman Geog. Dept.  
Ref. Your letter No- Mill of 21-2-53.

With reference to the subject quoted above, the undersigned begs to send herewith a confidential report of Sri G.C. Roy, Draftsman, Geography Department, in triplicate.

In this connection the undersigned also would like to make the following remarks:

<sup>though</sup>  
1. Sri G.C. Roy Draftsman, Geography Dept, ~~though he~~ has been virtually trained in this Dept. in respect of his jobs, and though he has been serving this Department for quite a long time, ~~he~~ is still becoming very irresponsible and unreliable in respect of his duty, attendance and official conduct.

2. He shows very little sense of responsibilities in respect of his duties. He has a tendency of avoiding his duties in general, and whenever any important work has been entrusted to him, he has failed to complete in due time and has often absented himself together with the work given to him, to the utmost embarrassment of his superiors.

This was the case in September last year when an important job from the Principal was assigned to him and again in last December when the Head of the Dept. gave him an important work just before the X'mas.

3. He shows very little zeal and initiative towards his duties and has a tendency to sneak away from his duties and responsibilities entrusted upon him.

4. He shows signs of an unbalanced state of mind with a varying and capricious mood. Some time he would work with zeal and ardour and some times he would show utter negligence to his duties.

5. His attendance was also very irregular and he would join his duties at any time of the day and would leave the College at his will without informing anybody. Repeated warning having failed, steps were taken to record his attendance under strict vigil. This has improved his attendance temporarily but still he has a tendency to leave the College any time without informing anybody.

6. He has a tendency to absent himself anyday without any previous permission or leave application and on more than one occasion he absented himself on the day just before a long holiday without informing the Head of the Dept.

7. Last September, he showed a sense of dishonesty by getting hold of the Dept. keys and safety locks unscrupulously and took away a very costly and valuable projection apparatus of the Dept for using privately without any permission of the Head of the Dept. It was detected on the strength of the Durwar's report after it had been replaced back secretly.

8. His conduct had also been far from satisfactory, showing some times very submissive and some times very insolent temperament showing an unbalanced state of mind.

In conclusion, the undersigned would like to remark that unless Sri G.C. Roy shows signs of more regular attendance to College, more sincerity to his duties, more active sharing of responsibilities with a sober state of mind and temperament, during the ensuing year, more serious disciplinary action may have to be taken against him.

Head of the Dept. of Geography



# GOVERNMENT OF WEST BENGAL

Education

Department.

## Confidential Annual Report on Members of the Staff

For the year 19 -19

Name.....Gopal Chandra Ray.....

Rank.....Draftman.....Branch.....Dept. of Geography  
Presidency College

Date of :—(a) Birth.....May, 1925.....(b) Entry to Government Service.....4-3-48.....Present Grade.....50-80/-

(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>D</u>	
3. Judgement .. .. .	<u>D</u>	
4. Power of taking responsibility .. .. .	<u>E</u>	<u>He has very little sense of responsibility.</u>
5. Initiative .. .. .	<u>D</u>	<u>He has an erratic temperament, showing</u> <u>sometimes initiative, sometimes negligence</u> <u>to duties.</u>
6. Accuracy .. .. .	<u>C</u>	
7. Address and tact .. .. .	<u>D</u>	
8. Power of supervising staff .. .. .	<u>Does not arise</u>	
9. Zeal and industr .. .. .	<u>E</u>	<u>He shows very little zeal towards his</u> <u>duties and has a tendency to avoid</u> <u>deft. responsibilities.</u>
10. Health .. .. .	<u>C</u>	
11. Attendance [see note (2)] .. .. .	<u>Irregular</u>	<u>He was irregular and erratic in</u> <u>attendance. Strict vigilance has only</u> <u>improved a little.</u>
12. Official conduct (discipline) [see note (2)] .. .. .	<u>Unsatisfactory</u>	<u>His conduct is sometimes submissive</u> <u>and sometimes insolent, showing an unbalanced</u> <u>state of mind.</u>
13. (a) Capacity to note .. .. .	<u>X</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). Though he has been trained in this department and fairly knows his job, his erratic temperament, negligence to duties, irregular attendance shown not under vigil and his varying and moody state of mind debars him from being a responsible member of staff.

### 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.).....

Professor & Head of the Department.

Rank.....

Remarks by Countersigning Officer.

He is irregular and unreliable, although he knows his job of a Draftman well. It is difficult for a Draftman to work with a man of his type.

Signature (Head of Department.).....R. V. Ray (1/4/53)

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.

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- (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.