

# Government of West Bengal

EDUCATION

Department.

## Annual Confidential Report

For the year ~~1950-51~~ 1952-53

Gazetted Officers

Name.....Dr. Monmohan Chatterjee.....

Rank.....Head of the Department, Geology.....

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

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

					Assessment.
1.	Personality ..	..	..	..	Very good
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 ..	..	..	..	Very Good
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).

An Officer of great integrity and character, is a perfect Gentleman with pleasing manners. Has a sound knowledge of his subject and is a good teacher.

Signature.....*[Signature]*.....3/3/53

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.



# Government of West Bengal

Department.

## Annual Confidential Report

For the year 1952-1953.

### Gazetted Officers

Name.....*Santosh Kumar Roy*.....

Rank.....*Professor of Geology*.....

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

Branch.....

#### Assessment.

1. Personality .. .. .	Very good
2. Capacity for sustained work .. .. .	Very good
3. Tact and ability to work with others .. .. .	Very good
4. Ability to control subordinates .. .. .	Very good
5. Reliability in carrying out instructions .. .. .	Very good
6. Ability to state a case .. .. .	Very good
7. Initiative .. .. .	Very good
8. Power of taking responsibility .. .. .	Very good
9. Power to inspire confidence in the general public .. .. .	Satisfactory
10. Devotion to duty .. .. .	Very good
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 physically fit and devoted to his work. Is the Editor of The Quarterly Journal of The Geological Mining & Metallurgical Society of India.*

Signature.....*Manomohan Chatterjee*.....

Senior Professor of Geology

Rank.....Date.....*18/3/53*

Remarks by Countersigning Officer or Officers.

*A capable teacher and research work. Taken keen interest in the extra-academic activities of the College. Gives special attention to the moulding of the character and methods of work of the students. Has effected various improvements by his hard & God-headed work as Bursar. A very desirable type of Professor of the College.*

Signature.....*R. S. Chatterjee*.....*30/3/53*  
(Countersigning Officer.)

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

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# Government of West Bengal

Department.

## Annual Confidential Report

For the year 1952-1953.

### Gazetted Officers

Name Pataki Krishna Chatterjee

Rank Part-time Professor of Geology from the Geological Survey India

Service.....

Branch.....

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

Manamohan Chatterjee

Signature.....

Senior Professor of Geology

Rank..... Date 18/3/53

Remarks by Countersigning Officer or Officers.

Doing very useful work as part-time Professor of Geology. J.K.P.

J.C. Sinha 30/3/53

Signature.....

(Countersigning Officer.)

Signature.....

(Head of Department).

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# Government of West Bengal

Department.

## Annual Confidential Report

For the year 1952-1953

### Gazetted Officers

Name..... *Profulla Chandra Datta.*  
Rank..... *Assistant Professor of Geology.*  
Service..... *W. B. S.*..... Branch.....

	Assessment.
1. Personality .. .. .	<i>Very good</i>
2. Capacity for sustained work .. .. .	<i>Very good</i>
3. Tact and ability to work with others .. .. .	<i>Very good</i>
4. Ability to control subordinates .. .. .	<i>Very good</i>
5. Reliability in carrying out instructions .. .. .	<i>Very good</i>
6. Ability to state a case .. .. .	<i>Very good</i>
7. Initiative .. .. .	<i>Very good</i>
8. Power of taking responsibility .. .. .	<i>Very good</i>
9. Power to inspire confidence in the general public .. .. .	<i>Satisfactory</i>
10. Devotion to duty .. .. .	<i>Very good</i>
11. Knowledge of his work .. .. .	<i>Very 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). *He is physically fit and devoted to his duty. He is Treasurer of The Geological Mining & Metallurgical Society of India and also Professor-in-Charge of the Science Library.*

*Hansmohan Chatterjee*  
Signature.....  
Senior Professor of Geology  
Rank..... Date..... *18/3/53*

Remarks by Countersigning Officer or Officers.

*He is methodical in his work and is a strict disciplinarian. Doing good work as Prof-in-charge of Science Library. He has a tendency to be sensitive in his temperament.*  
*H. Sanjiv 30/3/53*

Signature.....  
(Countersigning Officer.)

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

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# Government of West Bengal

Department.

## Annual Confidential Report

For the year 1952-1953.

### Gazetted Officers

Name..... *Ajit Kumar Banerjee*  
Rank..... *Assistant Professor of Geology*

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

Branch.....

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

*interest in his work*

*Manamohan Chatterjee*  
Signature.....

*Senior Professor of Geology*  
Rank..... Date..... *18/3/53*

Remarks by Countersigning Officer or Officers.

*A smart and well qualified young man. Takes interest in extra-academic activities in college, & in-charge of small area farms.*

*Je. S. H. S.*  
*30/3/53*

Signature.....  
(Countersigning Officer.)

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

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



# Government of West Bengal

Department

## Annual Confidential Report

For the year 1952-1953.

### Gazetted Officers

Name..... *Ajit Kumar Saha.*

Rank..... *Assistant Professor of Geology*

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

Branch.....

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

*Manmohan Chatterjee*  
Signature.....

*Senior Professor of Geology*  
Rank..... Date..... *18/3/53*

Remarks by Countersigning Officer or Officers.

*A good scholar, engaged in good research work and is hardworking.*

*for V. S. Saha*  
*30/3/53*

Signature.....  
(Countersigning Officer.)

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

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



## GOVERNMENT OF WEST BENGAL

Department.....

## Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... *Sailendra Mohan Mookerjee* .....Rank..... *Lecturer in Geology (S.E.S.)* Branch.....Date of:—(a) Birth..... *1.1.12*..... (b) Entry to Government Service..... *5.1.37*..... Present Grade..... *200-450*

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

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

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

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

*He is reliable and takes a great interest in 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..... *18/3/53*..... Signature (Certifying Officer.)..... *Manomohan Chatterjee* .....Rank..... *Senior Professor of Geology* .....

Remarks by Countersigning Officer.

*An amiable hardworking lecturer of the Dept. who takes an interest in the general administration and welfare of the Dept. is a lecturer of long experience with good field work.**J. C. Mukherjee*  
30/3/53

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 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.



Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... *Arun Kumar Roy* .....

Rank..... *Lecturer in Geology* ..... Branch.....

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

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

Section I.—Performance of Duties in Present Grade.

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

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). *He is reliable and takes a great interest in his work. He is Honry. Librarian to the Geological Mining + Metallurgical Society of India.*

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..... *18/3/53* ..... Signature (Certifying Officer.)..... *Manomohan Chatterjee* .....

Rank..... *Senior Professor of Geology* .....

Remarks by Countersigning Officer.

*He is a sound teacher, taking interest in research work.*

*He is a sound teacher, taking interest in research work.*  
*30/3/53*

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 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

Department.....

## Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... *Gouri Kanta Modak* .....

Rank..... *Lecturer in Geology* ..... Branch.....

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

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

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

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

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). *He is reliable and takes an interest in his work. Is in charge of the books in the Geology Library.*

### 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..... *18/3/53* ..... Signature (Certifying Officer)..... *Manmohan Chatterjee* .....

Rank..... *Senior Professor of Geology* .....

Remarks by Countersigning Officer.

*A sincere and hardworking lecturer and a good teacher. Deserves confirmation in his present post.*

Signature (Head of Department)..... *P. S. Chatterjee* .....

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

Department.....

## Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... *Trisuli Prosad Sishdar* .....Rank..... *Draughtsman, Geology Dept.* ..... Branch.....

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

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

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

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch .. .. .	A	
(b) of Department .. .. .	A	
2. Personality and force of character .. .. .	A	
3. Judgement .. .. .	A	
4. Power of taking responsibility .. .. .	A	
5. Initiative .. .. .	A	
6. Accuracy .. .. .	A	
7. Address and tact .. .. .	A	
8. Power of supervising staff .. .. .	B	
9. Zeal and industry .. .. .	A	
10. Health .. .. .	A	
11. Attendance [see note (2)] .. .. .		Regular
12. Official conduct (discipline) [see note (2)] .. .. .		Good
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 reliable and takes interest in 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..... *18/3/53* ..... Signature (Certifying Officer)..... *Manomohan Chatterjee* .....Rank..... *Senior Professor of Geology* .....

Remarks by Countersigning Officer.

*He is doing useful work as draughtsman. Is good at his work and is a willing and reliable worker.**J. S. Saha*  
30.3.53.

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 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.



Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name.....*Nishe kanta Sarkar*.....

Rank.....*Store keeper, Geology department*..... Branch.....

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

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

Section I.—Performance of Duties in Present Grade.

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

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). *He is reliable and takes interest in 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.....*18.3.53*..... Signature (Certifying Officer).....*Hanuman Chatterjee*.....

Rank.....*Senior Professor of Geology*.....

Remarks by Countersigning Officer.

*Seems to be an intelligent and reliable worker.*

*Jc. Sankar*  
*30/3/53*

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 1952-1953.

Name..... Binode Bihari Roy .....

Rank..... Section Officer, Geology, Department .....

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

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

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

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

### 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..... 18.3.53 .....

Signature (Certifying Officer.)..... Manomohan Chatterjee .....

Rank..... Senior Professor of Geology .....

Remarks by Countersigning Officer.

Seems to be a good section officer. A  
complaint of a senior section officer has recently been  
received about his most serious private character.

K. Subbarao  
30/3/53

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 appraisement:—

- A. Outstanding.
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