

Government of West Bengal

EDUCATION Department

Annual Confidential Report

For the year 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
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

Very good

Satisfactory

Satisfactory

Satisfactory

Satisfactory

Satisfactory

Satisfactory

Satisfactory

Satisfactory

Very Good

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..... P.C. Verma 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.

Government of West Bengal

Department.

Annual Confidential Report

For the year 1942-1943.

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.

Manorchan Chatterjee
Signature.....

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

Remarks by Countersigning Officer or Officers.

A capable teacher and research work. Takes 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 & dedicated
work as Bursar. A very desirable type of Professor &
the College.

Signature..... J. C. Venkateswaran 30/3/53
(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..... *Patodi Krishna Chatterjee*

Rank..... *Part-time Professor of Geology, from the Geological Survey of 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.*

Hanumohan Chatterjee
Signature.....

Senior Professor of Geology
Rank..... Date..... 15/3/53

Remarks by Countersigning Officer or Officers.

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

J.C. Sircar 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..... Profulla Chandra Datta.

Rank..... Asst. Prof. of Geology.

Service..... W. B. 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 duty.

He is Treasurer of the Geological Mining & Metallurgical Society of India and also Professor-in-Charge of the Science Library.

Manas Mohan Chatterjee
Signature.....

Junior 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 suspicious in his temperament.

KC - Subj. 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 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

Manomohan 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 the college, & Proj. in - daya & Smak area farms.

1/- Sh. H. 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	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 takes a great interest in his work.*

Manomohan 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.

J. C. Varley
Signature..... Date..... *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 Chatterjee.....
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	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	A	
9. Zeal and industri	A	
10. Health	A	
11. Attendance [see note (2)]		Very regular
12. Official conduct (discipline) [see note (2)]		Good.
13. (a) Capacity to note	A	
(b) Capacity to draft	A	

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)..... Naonmohan Chatterjee.....

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

Remarks by Countersigning Officer.

An amiable hardworking lecturer of the Dept. with taking all round interest in the general administrative and welfare of the Dept. is a teacher of experience with good at field work.

J.C. Van Buren 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..... 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	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	A	
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	A	
(b) Capacity to draft	A	

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 Honorary 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).....

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

Remarks by Countersigning Officer.

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

K. S. Gupta 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 Mondal*.....

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	A	
(b) of Department	A	
2. Personality and force of character	A	
3. Judgement	B	
4. Power of taking responsibility	B	
5. Initiative	A	
6. Accuracy	A	
7. Address and tact	B	
8. Power of supervising staff	A	
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 an interest in his work. Is in charge of the books in the Geology Survey 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). *Manomohan Chatterjee*.....

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

Remarks by Countersigning Officer.

A science and handicrafts teacher and a good teacher. Deserves compensation in his present post.

*P. S. 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.

GOVERNMENT OF WEST BENGAL

Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name..... Trisuli Prosad Sikdar.....

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. Sankha
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..... *Nishe kanta Sarkar*.....Rank. *Storekeeper, 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	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.

Seems to be an intelligent and reliable worker.

P. S. Bhattacharya
30/3/53

Signature (Head of Department).

Date.

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

Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953.

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

Rank..... Section Cutter, 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	B	
(b) of Department	B	
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		
8. Power of supervising staff		
9. Zeal and industr	C	
10. Health	C	
11. Attendance [see note (2)]		Regular
12. Official conduct (discipline) [see note (2)]	..			Satisfactory
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 Cutter.

Section II.—Degree of Fitnes 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 cutter.
Confident of a fair number to recently have
headed along his more or less private channel.

J. C. S. 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.