

**CONFIDENTIAL**

Bengal Form No. 5.

**GOVERNMENT OF WEST BENGAL**

*All communications should give the Number, Date and Subjects of any previous Correspondence.*

OFFICE OF THE

**PRINCIPAL, PRESIDENCY COLLEGE,**

**CALCUTTA.**

Memorandum No. \_\_\_\_\_, dated \_\_\_\_\_  
Con. 127 Calcutta the 27th April 1953

To \_\_\_\_\_  
The Director of Public Instruction, West Bengal,  
Writers' Buildings, Calcutta.

The undersigned begs to forward herewith the Annual  
Confidential Reports for 1952-53 on the staff of the Hindu School,  
Calcutta.

The receipt of the reports may kindly be acknowledged.

*P.S.*

**PRINCIPAL**

Presidency College.

*ofc*  
Enclos: 21 Nos.

*EC*

ACJP-A/492-1951-52-33,00,000

Confidential.

No. 44.

From- The Headmaster, Hindu School, Calcutta

To- The Principal, Presidency College, Calcutta

Dated Calcutta, the 25th.  
April, 1953

Sir,

I beg to submit herewith the Annual Confidential Reports, in duplicate, on the work of the staff of the institution for the year ending 31st. March, 1953.

Yours faithfully,

*Khun Khye*  
Headmaster, Hindu School,  
Calcutta.

Government of Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1953

Name..... Sri Probodh Chandra Bhattacharya.....

Rank..... Asstt. Master..... Branch..... Teaching.....

Date of:—(a) Birth..... 1. 2. 1900..... (b) Entry to Government Service..... 17. 1. 27. Present Grade..... B 100-225

(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 .. .. ..	D	
2. Personality and force of character .. .. ..	C	
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 .. .. ..		
9. Zeal and industry .. .. ..	C	
10. Health .. .. ..	B B th	Regular
11. Attendance [see note (2)] .. .. ..		Satisfactory
12. Official conduct (discipline) [see note (2)] ..		
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).

Honest & faithful. Holds a diploma in Spoken English.

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..... 21. 4. 53. Signature (Certifying Officer).....

Rank..... Head Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. C. Mukherjee

Principal,  
PRESIDENCY COLLEGE,

Calcutta.

Signature (Head of Department).....

Date..... 27/4/53

## 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 Bengal

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 1942-1953

Name..... Sri Bhupendra Nath Bhattacharya .....

Rank..... Head Master .. Branch..... Teaching ..

Date of:—(a) Birth..... Feb. 1900 .. (b) Entry to Government Service..... 26.7.27 .. Present Grade..... G. 100-225

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

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

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

Honest & faithful.

### 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..... 21.4.53..... Signature (Certifying Officer)..... Bhattacharya.....

Rank..... Head Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. S.  
Principal,  
PRESIDENCY COLLEGE.

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

Date..... 27/4/53.....

**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 Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Benode Behari Ghosal.....  
 Rank..... Head Master..... Branch..... Teaching.....  
 Date of:—(a) Birth..... 1. 2. 1900..... (b) Entry to Government Service..... 20. 11. 23. Present Grade. P. 100-225  
 (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	Knows his subject
(b) of Department ..	.. .. ..	B	Knows office work
2. Personality and force of character ..	..	C	
3. Judgement ..	.. .. ..	B	Always fair
4. Power of taking responsibility ..	.. .. ..	B	
5. Initiative ..	.. .. ..	B	
6. Accuracy ..	.. .. ..	B	Accurate in his work
7. Address and tact ..	.. .. ..	C	
8. Power of supervising staff ..	.. .. ..		
9. Zeal and industry ..	.. .. ..	B	Earnest & painstaking
10. Health ..	.. .. ..	B	Capable of hard work.
11. Attendance [see note (2)] ..	.. .. ..		Regular
12. Official conduct (discipline) [see note (2)] ..	..		Responsible & helpful
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).

A sincere teacher

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

An able Officer & has capacity for undertaking higher duties.

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..... 21. 4. 53. Signature (Certifying Officer.)..... *K. K. Mukherjee*

Rank..... Head Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. S.  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

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

Date..... 27/4/53

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 Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... *Mr. Sudhir Rayan Athikari*.....

Rank..... *Asstt Master*..... Branch..... *Teaching*.....

Date of:—(a) Birth..... *1/12/1910*..... (b) Entry to Government Service..... *22-7-40*..... Present Grade..... *R. 100*..... *R. 100 - 225*

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

Section I.—Performance of Duties in Present Grade.

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

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..... *21.4.53*..... Signature (Certifying Officer)..... *K. R. Mukherjee*.....

Rank..... *Head Master*.....

*Hindu School, Calcutta.*

Remarks by Countersigning Officer.

*H. R.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... *27/4/53*.....

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.

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*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.*

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# Government of Bengal

## Education Department

### Confidential Annual Report on Members of the Staff

For the year 194 -194

Name..... *Mr. Nitayadan Bhattacharya* .....

Rank..... *Ass't Master* ..... Branch..... *Teachay* .....

Date of :—(a) Birth..... *1.2.1902* ..... (b) Entry to Government Service..... *5.7.28* ..... Present Grade..... *R. 100 - 225*

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

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

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

*A sincere teacher*

#### Section II.—Degree of Fitnes for Promotion.

Delete all but one of the following :—

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

Remarks—

*An able Officer & has capacity for undertaking higher duties.*

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..... *21.4.53* ..... Signature (Certifying Officer.)..... *K. Bhattacharya* .....

Rank.....

*Head Master,*

*Hindu School, Calcutta.*

Remarks by Countersigning Officer.

*J. A.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

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

Date..... *27/4/53* .....

**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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- (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.).
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*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.*

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# Government of Bengal

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Hariprasad Chakrjee.....

Rank..... Asstt Master..... Branch..... Teaching.....

Date of:—(a) Birth..... 1. 3. 1915..... (b) Entry to Government Service..... 25. 8. 41. Present Grade..... As 100 - 223

(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 ..	..		
2. Personality and force of character ..	..	B	
3. Judgement ..	..	B	
4. Power of taking responsibility ..	..	B	
5. Initiative ..	..	B	
6. Accuracy ..	..	B	
7. Address and tact ..	..	C	
8. Power of supervising staff ..	..		
9. Zeal and industry ..	..	B	
10. Health ..	..	B	
11. Attendance [see note (2)] ..	..		Regular
12. Official conduct (discipline) [see note (2)] ..	..		Loyal
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).

Contributes to periodicals. He is in charge of the magazine of the School.

### Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Has capacity for undertaking higher duties.

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..... 21. 4. 53. Signature (Certifying Officer).....

Khankherjee

Rank..... Head Master,

Hindu School, Calcutta

Remarks by Countersigning Officer.

J. S.

Principal,

RESIDENCY COLLEGE,

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

Date..... 27/4/53.....

**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.).
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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.*

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Government of Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Arun Prakash Chakravorti.....

Rank..... Asstt Master..... Branch..... Teaching.....

Date of:—(a) Birth..... 1.7.1919..... (b) Entry to Government Service..... 21.11.42..... Present Grade..... P 100-228.....

(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
(b) of Department ..	..	..	C
2. Personality and force of character ..			C
3. Judgement ..	..	..	C
4. Power of taking responsibility ..			C
5. Initiative ..	..	..	C
6. Accuracy ..	..	..	C
7. Address and tact ..	..	..	C
8. Power of supervising staff ..			
9. Zeal and industry ..	..	..	B
10. Health ..	..	..	B
11. Attendance [see note (2)] ..			Regular
12. Official conduct (discipline) [see note (2)] ..			Loyal & faithful
13. (a) Capacity to note ..	..	..	
(b) Capacity to draft ..	..	C	Can draft independently

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

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..... 21.4.53..... Signature (Certifying Officer)..... *X. K. Mukherjee*

Rank..... Head. Master.....  
Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. K.  
Principal,  
RESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53.....

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:—

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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 Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name... Anil Suresh Chandra Nag .....  
Rank... Head master ..... Branch... Teaching .....

Date of:—(a) Birth... 1. 11. 1913 ..... (b) Entry to Government Service... 13. 3. 44. Present Grade... F 100 - 225/-

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

Section I.—Performance of Duties in Present Grade.

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

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... 21. 4. 53 ..... Signature (Certifying Officer)... *K. L. Mukherjee*

Rank..... Head Master, .....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

*K. L. Mukherjee*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53

## 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 Bengal  
Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Sharma Ranjan Sinha.....

Rank..... Assistant Master (Officer)..... Branch..... Teaching.....

Date of:—(a) Birth..... 7.12.1906..... (b) Entry to Government Service. 11.7.38..... Present Grade..... B.100-2287

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

Section I.—Performance of Duties in Present Grade.

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

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— His is a officiating service. He deserves confirmation in his present post

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..... 21.4.53..... Signature (Certifying Officer).....

Rank..... Head Master,  
Hindu School, Calcutta.

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date.....

27/4/53.....

J. K.  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

**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 Bengal

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Sainandan Narayan Bose .....

Rank..... Assistant Master (Officer) .. Branch..... Teaching .....

Date of:—(a) Birth..... (b) Entry to Government Service..... Present Grade. P. 100-2287

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

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

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

### Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

His is a teaching service

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. 21.4.53. .... Signature (Certifying Officer). .... *K. Bhattacharya*

Rank..... Head. Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

*K. T.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department). ....

Date..... 27/4/53

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 Bengal

Education Department

Confidential Annual Report on Members of the Staff

For the year 1942-1943.

Name..... Sri Jafuirudin Lal DE.....

Rank..... Asst. Master (0119)..... Branch..... Teaching.....

Date of:—(a) Birth..... (b) Entry to Government Service..... Present Grade..... B 100-2257

(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	Knows his subject
(b) of Department ..	..	C	
2. Personality and force of character	..	C	
3. Judgement ..	..	C	
4. Power of taking responsibility	..	C	
5. Initiative ..	..	C	
6. Accuracy ..	..	C	
7. Address and tact	..	C	..
8. Power of supervising staff	..		
9. Zeal and industry ..	..	B	Earnest & pains taking
10. Health ..	..	C	
11. Attendance [see note (2)]	..		Regular
12. Official conduct (discipline) [see note (2)]	..		Foyal & helpful
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).

A willing & sincere 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—

His is a officiating service

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..... 21.4.53..... Signature (Certifying Officer).....

Rank..... Head Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. K.  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53.....

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 Bengal

Education Department

Confidential Annual Report on Members of the Staff

For the year 1947-1953

Name..... Sri Nalin Rangnath Bose.....

Rank..... Assistant Master (C.O.H.S.)..... Branch..... Teaching.....

Date of:—(a) Birth..... 1. 3. 11. .... (b) Entry to Government Service..... 28. 1. 41. .... Present Grade..... B. 100 - 239

(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 ..	.. .. ..	—	
2. Personality and force of character ..	..	C	
3. Judgement ..	.. .. ..	C	
4. Power of taking responsibility ..	.. .. ..	C	
5. Initiative ..	.. .. ..	C	
6. Accuracy ..	.. .. ..	C	
7. Address and tact ..	.. .. ..	C ..	
8. Power of supervising staff ..	.. .. ..		
9. Zeal and industry ..	.. .. ..	C	
10. Health ..	.. .. ..	B	
11. Attendance [see note (2)] ..	.. .. ..		Regular
12. Official conduct (discipline) [see note (2)] ..	..		loyal faithful.
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).

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— His is a officiating service. He deserves confirmation in the present post.

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..... 21. 4. 53. .... Signature (Certifying Officer)..... K. L. Mukherjee

Rank..... Head Master,.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

K. L. Mukherjee  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53

**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 Bengal

## Education Department

### Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... *Sr. Desa Ranjan Majumdar*.....  
Rank..... *Head Master (H.M.)*..... Branch..... *Teachy*.....  
Date of:—(a) Birth..... *1. 10. 1907*..... (b) Entry to Government Service..... *7. 9. 50*..... Present Grade..... *B 100 - 228*.....  
(For notes on compiling the report, see page 2.)

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

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

#### 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 a officiating service*

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..... *21.4.53*..... Signature (Certifying Officer)..... *P. K. Mukherjee*.....

Rank..... *Head Master,*  
*Hindu School, Calcutta.*

Remarks by Countersigning Officer.

*J. S.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department)..... *G. Datta*.....

Date..... *27/4/53*.....

**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 Bengal

## Education Department.

### Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Mr. Hemish Kesh Baalachjee.....

Rank..... Classical Teacher..... Branch..... Tea Chap.....

Date of:—(a) Birth..... 17.9.1900. (b) Entry to Government Service..... 9.14.1.25. Present Grade..... P. 80. - 180/-

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

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

	Markings.	Remarks.
1. Knowledge— (a) of Branch .. .. ..	B	
(b) of Department .. .. ..	—	
2. Personality and force of character .. .. ..	D	
3. Judgement .. .. ..	D	
4. Power of taking responsibility .. .. ..	D	
5. Initiative .. .. ..	D	
6. Accuracy .. .. ..	D	
7. Address and tact .. .. ..	D ..	
8. Power of supervising staff .. .. ..		
9. Zeal and industry .. .. ..	D	
10. Health .. .. ..	C	
11. Attendance [see note (2)] .. .. ..		In regular.
12. Official conduct (discipline) [see note (2)] .. .. ..		Loyal.
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).

#### 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..... 21.4.53..... Signature (Certifying Officer)..... *K. K. Baalachjee*

Rank..... Head Master.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

*H. D.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53.....

**Note.****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 Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Krishna Behari Chatterjee.....

Rank..... Classical Teacher (OTH)..... Branch..... Teachup.....

Date of:—(a) Birth..... 16-10-1914..... (b) Entry to Government Service..... 26-6-46..... Present Grade..... B. 80-780

(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 ..	.. .. ..	—	
2. Personality and force of character ..	.. .. ..	C	
3. Judgement ..	.. .. ..	C	
4. Power of taking responsibility ..	.. .. ..	C	
5. Initiative ..	.. .. ..	C	
6. Accuracy ..	.. .. ..	C	
7. Address and tact ..	.. .. ..	C ..	
8. Power of supervising staff ..	.. .. ..		
9. Zeal and industry ..	.. .. ..	B	
10. Health ..	.. .. ..	B !	
11. Attendance [see note (2)] ..	.. .. ..		Regular
12. Official conduct (discipline) [see note (2)] ..	.. .. ..		Loyal
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).

Takes active interest in the athletic activities  
of the school.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— His is a officiating service. He deserves  
confirmation in the present post.

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..... 21-4-53..... Signature (Certifying Officer)..... *K. L. Mukherjee*

Rank..... Head Master.....

Hindu School, Calcutta

Remarks by Countersigning Officer.

*A. S.*  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta

Signature (Head of Department).....

Date..... 27/4/53.....

**Notes.***Section I.*

*Note (1).*—Insert in this column A, B, C, D, or E, against each item to the following appraisal:—

- 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 Bengal

## Education Department.

### Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Benoy Govinda Chowdhury.....

Rank..... Classical Teacher (O.H.S.) Branch..... Teacher.....

Date of:—(a) Birth..... 1. 3. 1919..... (b) Entry to Government Service..... 14. 3. 57..... Present Grade. R. 80-180/-

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

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

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

#### Section II.—Degree of Fitnes for Promotion.

Delete all but one of the following:—

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

Remarks— His is a officiating service. He deserves confirmation in the present post

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..... 21. 4. 53..... Signature (Certifying Officer.).....

Rank..... Head Master,.....

Hindu School, Calcutta.

Remarks by Countersigning Officer.

A. S.  
Principal,  
PRESIDENCY COLLEGE.

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

Date..... 27/4/53.....

**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 Bengal

Education Department.

## Confidential Annual Report on Members of the Staff

For the year 1942-1943.

Name..... *Sri Asoy Gopal Roy*.....

Rank..... Classical Teacher (M.H.) Branch..... Teacher

Date of:—(a) Birth..... 1. 2. 1915 (b) Entry to Government Service..... 24.1.53 Present Grade..... G. 80 - 180

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

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

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

### Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— *This is a teaching service*

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..... 21.4.53..... Signature (Certifying Officer.)..... *K. L. Mukherjee*

Rank..... *Head Master*,.....

*Hindu School, Calcutta.*

Remarks by Countersigning Officer.

*K. T.*

Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

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

Date..... 27/4/53.....

### 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 Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1947-1948

Name..... Sri Gurupada Ghalak.....

Rank..... Dr. Master..... Branch..... Teacher

Date of:—(a) Birth..... Dec 1899..... (b) Entry to Government Service..... 6-9-22..... Present Grade..... G. 70-189

(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 ..	..	..	
2. Personality and force of character	..	B	
3. Judgement ..	..	B	
4. Power of taking responsibility	..	B	
5. Initiative ..	..	B	
6. Accuracy ..	..	B	
7. Address and tact	..	B	
8. Power of supervising staff	..		
9. Zeal and industry	..	B	
10. Health ..	..	B	
11. Attendance [see note (2)]	..		Regular
12. Official conduct (discipline) [see note (2)]	..		Regular
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).

A good Musician

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..... 21.4.53..... Signature (Certifying Officer.).....

Rank..... Head Master,

Hindu School, Calcutta.

Remarks by Countersigning Officer.

K. S.

Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

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

Date..... 27/4/53.....

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 Bengal

## Education Department.

### Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... Sri Subodh Chandra Saha Mukherjee.....

Rank..... Drawing Master..... Branch..... Teacher.....

Date of:—(a) Birth..... 1. 3. 1912..... (b) Entry to Government Service..... 2. 3. 39..... Present Grade..... R. 70-150/-

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

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

			Markings.	Remarks.
1. Knowledge—				
(a) of Branch ..	..	..	D	
(b) of Department ..	..	..	—	
2. Personality and force of character ..		..	C	
3. Judgement ..	..	..	D	
4. Power of taking responsibility ..		..	D	
5. Initiative ..	..	..	D	
6. Accuracy ..	..	..	D	
7. Address and tact ..	..	..	D	
8. Power of supervising staff ..		..		
9. Zeal and industry ..	..	..	C	
10. Health ..	..	..	D	
11. Attendance [see note (2)] ..		..		Regular.
12. Official conduct (discipline) [see note (2)] ..		..		Loyal & faithful.
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).

#### 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..... 21. 4. 53..... Signature (Certifying Officer).....

Rank..... Head Master,  
Hindu School, Calcutta.

Remarks by Countersigning Officer.

H. S.  
Principal,  
PRESIDENCY COLLEGE,  
Calcutta.

Signature (Head of Department).....

Date..... 27/4/53.....

**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 Bengal

## Education Department.

### Confidential Annual Report on Members of the Staff

For the year 194 - 194

Name..... Sri. J. Asna Wali Mukherjee  
Rank..... Vernacular Teacher Branch..... Teacher  
Date of:—(a) Birth..... 2. 3. 1914..... (b) Entry to Government Service..... 14. 11. 41. Present Grade..... G. 70 - 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 ..	..	..		
2. Personality and force of character ..	..		B	
3. Judgement ..	..	..	C	
4. Power of taking responsibility ..	..	..	C	
5. Initiative ..	..	..	C	
6. Accuracy ..	..	..	C	
7. Address and tact ..	..	..	C	
8. Power of supervising staff ..	..	..		
9. Zeal and industry ..	..	..	C	
10. Health ..	..	..	C	
11. Attendance [see note (2)] ..	..	..		Regular
12. Official conduct (discipline) [see note (2)] ..	..			Loyal
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).

#### Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— His Case can not be recommended as he is not a trained graduate

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..... 21. 4. 53..... Signature (Certifying Officer).....

Rank..... Head Master.....  
Hindu School, Calcutta.

Remarks by Countersigning Officer.

J. G.  
Principal,

PRESIDENCY COLLEGE,

Calcutta.

Signature (Head of Department).....

Date..... 27/4/53.....

## 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 Bengal

## Education Department.

### Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name..... *Sri Shrinivas Narayan Banjee*.....

Rank..... *Clerk*..... Branch.....

Date of:—(a) Birth..... *6.6.1912*..... (b) Entry to Government Service..... *10.4.38*..... Present Grade..... *B. 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 ..	..	..	
(b) of Department ..	..	..	<i>C</i>
2. Personality and force of character ..		..	<i>C</i>
3. Judgement ..	..	..	<i>C</i>
4. Power of taking responsibility ..	..	..	<i>C</i>
5. Initiative ..	..	..	<i>H. D. C</i>
6. Accuracy ..	..	..	<i>D</i>
7. Address and tact ..	..	..	<i>C</i>
8. Power of supervising staff ..	..	..	
9. Zeal and industry ..	..	..	<i>C</i>
10. Health ..	..	..	<i>C</i>
11. Attendance [see note (2)] ..	..	..	
12. Official conduct (discipline) [see note (2)] ..	..		<i>Regular</i> <i>loyal.</i>
13. (a) Capacity to note ..	..	..	
(b) Capacity to draft ..	..	..	<i>D</i>

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

#### Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— *His is a Fixating Service. Deserves confirmation in the present post.*

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..... *21.4.53*..... Signature (Certifying Officer)..... *J. Banerjee*.....

Rank..... *Head Master*.....

*Hindu School, Calcutta*.....

Remarks by Countersigning Officer.

*J. B.*  
Principal,

PRESIDENCY COLLEGE,

Calcutta.

Signature (Head of Department).....

Date..... *27/4/53*.....

**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.