

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. Con. 127, dated 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.

Enclos: 21 Nos.

HC.

h. v.
PRINCIPAL
Presidency College.

Confidential.

No. 44.

From- The Headmaster, Hindu School, Calcutta

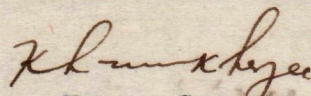
To- The Principal, Presidency College, Calcutta

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,



Headmaster, Hindu School,
Calcutta.

Government of Bengal

Education Department

Confidential Annual Report on Members of the Staff

For the year 1942-1953

Name Sri Proboodh Chandra Bhattacharya

Rank Asst Master Branch Teaching

Date of:—(a) Birth 1.2.1900 (b) Entry to Government Service 17.1.27 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	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 ill	
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).

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.) R. K. Mukherjee

Rank Head Master

Remarks by Countersigning Officer.

Hindu School, Calcutta.

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 Bhupendra Nath Bhattacharyya*

Rank..... *Asst. master* Branch..... *Teaching*

Date of:—(a) Birth..... *Feb. 1900* (b) Entry to Government Service..... *26.7.27* 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	<i>C</i>	
(b) of Department	<i>D</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>C</i>	
6. Accuracy	<i>C</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>	<i>Regular</i>
11. Attendance [see note (2)]		<i>Loyal</i>
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.)..... *R. K. Mukherjee*

Rank..... *Head Master*

Remarks by Countersigning Officer.

Hindu School, Calcutta.

K. 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 Asst Master Branch Teaching

Date of:—(a) Birth 1.2.1900 (b) Entry to Government Service 20.11.23 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	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 office 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)]		Loyal & 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. S. Mukherjee

Rank Head Master

Remarks by Countersigning Officer.

Hindu School, Calcutta.

K. S.
Principal,
PRESIDENCY COLLEGE,
Calcutta.

Signature (Head of Department.)

Date 27/4/53

9

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. Sudhir Ranjan Achikari

Rank..... Asst Master Branch..... Teaching

Date of :—(a) Birth..... 1.12.1910 (b) Entry to Government Service..... 22-7-40 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	<u>C</u>	
(b) of Department	<u>C</u>	
2. Personality and force of character	<u>B</u>	
3. Judgement	<u>C</u>	
4. Power of taking responsibility	<u>C</u>	
5. Initiative	<u>C</u>	
6. Accuracy	<u>C</u>	
7. Address and tact	<u>C</u>	
8. Power of supervising staff		
9. Zeal and industry	<u>C</u>	
10. Health	<u>B</u>	
11. Attendance [see note (2)]		<u>Regular</u>
12. Official conduct (discipline) [see note (2)]		<u>Loyal.</u>
13. (a) Capacity to note		
(b) Capacity to draft		

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

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..... 2/1.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Head Master

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.)..... [Signature]

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 Nitya Shan Bhattacharyee.....

Rank.....Asst. Master.....Branch.....Teacher.....

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

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

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.).....J. K. B. Chatterjee.....

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

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.).....Principal,.....

PRESIDENCY COLLEGE,
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 :—

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Section II.

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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 Haniprasad Chatterjee

Rank..... Asst Master Branch..... Teaching

Date of:—(a) Birth..... 1. 3. 1915 (b) Entry to Government Service..... 25. 8. 41 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—		
(a) of Branch	<u>B</u>	
(b) of Department		
2. Personality and force of character	<u>B</u>	
3. Judgement	<u>B</u>	
4. Power of taking responsibility	<u>B</u>	
5. Initiative	<u>B</u>	
6. Accuracy	<u>B</u>	
7. Address and tact	<u>C</u>	
8. Power of supervising staff		
9. Zeal and industry	<u>B</u>	
10. Health	<u>B</u>	
11. Attendance [see note (2)]		<u>Regular</u>
12. Official conduct (discipline) [see note (2)]		<u>Loyal</u>
13. (a) Capacity to note		
(b) Capacity to draft		

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

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.)..... K. S. Chatterjee

Rank..... Head Master,

Hindu School, Calcutta.

Remarks by Countersigning Officer.

Principal,

RESIDENCY 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.

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- (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.

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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 Chakravarti.....

Rank..... Asst. Master..... Branch..... Teaching.....

Date of:—(a) Birth..... 1.7.1919..... (b) Entry to Government Service..... 21.11.42..... 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	<u>B B</u>	
(b) of Department	<u>C</u>	
2. Personality and force of character	<u>C</u>	
3. Judgement	<u>C</u>	
4. Power of taking responsibility	<u>C</u>	
5. Initiative	<u>C</u>	
6. Accuracy	<u>C</u>	
7. Address and tact	<u>C</u>	
8. Power of supervising staff		
9. Zeal and industry	<u>B</u>	
10. Health	<u>B</u>	<u>Regular</u>
11. Attendance [see note (2)]		<u>Loyal & faithful</u>
12. Official conduct (discipline) [see note (2)]		
13. (a) Capacity to note		
(b) Capacity to draft	<u>C</u>	<u>Can draft independently</u>

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. Mukherjee.....

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

Remarks by Countersigning Officer,

Hindu School, Calcutta.

Principal,

PRESIDENCY COLLEGE,

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

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.

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Government of Bengal

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1942-1943

Name.....*Mr. 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.....*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>D</i>	
(b) of Department	<i>-</i>	
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	<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)]		<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—

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.).....*S. R. Mukherjee*.....

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

Remarks by Countersigning Officer.

Hindu School, 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 Ramjan Saha

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

Date of:—(a) Birth..... 7.12.1906 (b) Entry to Government Service..... 11.7.38 Present Grade..... B100-2287

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

Section I.—Performance of Duties in Present Grade.

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

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

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.)..... R. K. Saha

Rank..... Head Master,

Hindu School, Calcutta.

Remarks by Countersigning Officer.

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 Sailendra Nath Bose

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

Date of :—(a) Birth..... (b) Entry to Government Service..... 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	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 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.)..... K. S. Chatterjee

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

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.)..... Principal, PRESIDENCY COLLEGE, 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 Jatinm Lal DE.*

Rank..... *Asst. Master (Offg.)* Branch..... *Teaching*

Date of :—(a) Birth..... (b) Entry to Government Service..... Present Grade..... *Rs 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>	<i>Knows his subject</i>
(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>C</i>	
6. Accuracy	<i>C</i>	
7. Address and tact	<i>C</i>	
8. Power of supervising staff		
9. Zeal and industry	<i>B</i>	<i>Earnest + pains taking</i>
10. Health	<i>C</i>	
11. Attendance [see note (2)]		<i>Regular</i>
12. Official conduct (discipline) [see note (2)]		<i>Loyal + helpful</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 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— *This 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.)..... *K. M. Royce*

Rank..... *Head Master*

Remarks by Countersigning Officer.

Hindu School, Calcutta.

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

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' Malini Ranjan Bose*.....

Rank.....*Headmaster (C.H.S.)*.....Branch.....*Teaching*.....

Date of:—(a) Birth.....*1.3.11*.....(b) Entry to Government Service.....*28.1.41*.....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	<i>C</i>	
(b) of Department	<i>—</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>C</i>	
6. Accuracy	<i>C</i>	
7. Address and tact	<i>C</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 faithful.</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—*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,*.....

Remarks by Countersigning Officer.

Hindu School, Calcutta.

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

K. B.
Principal,
PRESIDENCY COLLEGE,
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. Desa Ranjan Mahumdar*.....

Rank.....*Asst Master (Offg.)*..... Branch.....*Teaching*.....

Date of:—(a) Birth.....*1.10.1907*..... (b) Entry to Government Service.....*7.9.50*..... 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	<i>C</i>	
(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—*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.).....*K. L. Mukherjee*.....

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

Remarks by Countersigning Officer.

Signature (Head of Department.).....*K. L. Mukherjee*.....

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. Harish Kesh Bhatta Chatterjee.....

Rank.....Classical Teacher.....Branch.....Teaching.....

Date of :—(a) Birth.....17.9.1900.....(b) Entry to Government Service.. 2.14.1925.. Present Grade.. A.8.0......

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

Section I.—Performance of Duties in Present Grade.

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

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

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.).....[Signature].....

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

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.).....[Signature].....

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 Krishna Behari Chatterjee*

Rank..... *Classical Teacher (Offg)* Branch..... *Teaching*

Date of:—(a) Birth..... *16.10.1914* (b) Entry to Government Service..... *26.6.46* Present Grade..... *B.80-7807*

(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	<i>—</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>C</i>	
6. Accuracy	<i>C</i>	
7. Address and tact	<i>C</i>	
8. Power of supervising staff		
9. Zeal and industry	<i>B</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).

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— *He 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. S. Sanyal*

Rank..... *Head Master*

Remarks by Countersigning Officer.

Hindu School, ...

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 Benay Govinda Chowdhury

Rank..... Classical Teacher (Offg) Branch..... Teaching

Date of :—(a) Birth..... 1.3.1919..... (b) Entry to Government Service..... 14.3.51..... 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	*
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 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. M. Chatterjee

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

Remarks by Countersigning Officer,

Hindu School, Calcutta.

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 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 Ajay Gopal Roy*.....

Rank.....*Classical Teacher (Offg)*.....Branch.....*Teaching*.....

Date of:—(a) Birth.....*1. 2. 1915*.....(b) Entry to Government Service.....*24.1.53*.....Present Grade.....*A. 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	<i>C</i>	
(b) of Department	<i>—</i>	
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>D</i>	
6. Accuracy	<i>D</i>	
7. Address and tact	<i>D</i>	
8. Power of supervising staff		
9. Zeal and industry	<i>D</i>	
10. Health	<i>C</i>	
11. Attendance [see note (2)]		<i>Regular</i>
12. Official conduct (discipline) [see note (2)]		<i>Wyal</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—*This 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.).....*K. L. Mukherjee*.....

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

Remarks by Countersigning Officer.

Hindu School, Calcutta.

K. L.
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. Surupada Ghatak*

Rank..... *Drum Master* Branch..... *Teacher*

Date of:—(a) Birth..... *see 1899* (b) Entry to Government Service..... *6-9-22* Present Grade..... *B. 70-1807*

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

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch	<i>A</i>	
(b) of Department		
2. Personality and force of character	<i>B</i>	
3. Judgement	<i>B</i>	
4. Power of taking responsibility	<i>B</i>	
5. Initiative	<i>B</i>	
6. Accuracy	<i>B</i>	
7. Address and tact	<i>B</i>	
8. Power of supervising staff		
9. Zeal and industry	<i>B</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 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.)..... *[Signature]*

Rank..... *Head Master,*

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.)..... *[Signature]*

[Signature]
Principal,
PRESIDENCY COLLEGE,
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 Subodh Chandra Saha Thakurta

Rank..... Drawing Master Branch..... Teaching

Date of:—(a) Birth..... 1.3.1912 (b) Entry to Government Service..... 2.3.39 Present Grade..... A 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	<u>D</u>	
(b) of Department	<u>—</u>	
2. Personality and force of character	<u>C</u>	
3. Judgement	<u>D</u>	
4. Power of taking responsibility	<u>D</u>	
5. Initiative	<u>D</u>	
6. Accuracy	<u>D</u>	
7. Address and tact	<u>D</u>	
8. Power of supervising staff		
9. Zeal and industry	<u>C</u>	
10. Health	<u>D</u>	
11. Attendance [see note (2)]		<u>Regular.</u>
12. Official conduct (discipline) [see note (2)]		<u>Loyal & faithful.</u>
13. (a) Capacity to note		
(b) Capacity to draft		

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

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.)..... [Signature]

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

Remarks by Countersigning Officer.

Signature (Head of Department.)..... [Signature]

Date..... 27/4/53

[Signature]
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 194 -194

Name... *Sri. J. S. Sana Brahmachary*

Rank... *Vernacular Teacher* Branch... *Teaching*

Date of:—(a) Birth... *2.3.1914* (b) Entry to Government Service... *14.11.41* 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	<i>C</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>C</i>	
8. Power of supervising staff		
9. Zeal and industry	<i>C</i>	
10. Health	<i>C</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— *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.)... *K. S. Sana*

Rank... *Head Master*

Remarks by Countersigning Officer.

Hindu School, Calcutta.

Signature (Head of Department.)... *Principal, PRESIDENCY COLLEGE, 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 Shrinandan Nath Banerjee

Rank..... clerk Branch..... ✓

Date of :—(a) Birth..... 6.6.1912 (b) Entry to Government Service..... 10.4.38 Present Grade..... P. 55-1301

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

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

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 facilitating 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.)..... K. Sankar Das

Rank..... Head Master,

Hindu School, Calcutta.

Remarks by Countersigning Officer.

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

Principal,
PRESIDENCY COLLEGE,
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.