

12th February, 45.

Confidential.

D.O. No. 43. - Con

My dear Zacharish,

I was astounded to learn on Saturday from Dr. S. Datta that he has been informed that Babu Lalit Kumar Roy, Lecturer in Mathematics in my College is being transferred to Rajshahi to post Mr. Abdul Jabbar who was transferred suddenly from Chittagong when Babu Anil Kumar Gyan who was officiating in a temporary chain pending the arrival of Prof. Sen was suddenly discharged. Will you permit me to record my emphatic protest against the somewhat cavalier manner in which the Principal of the Presidency College is being treated by your office? Surely when a Lecturer of my College is being transferred, I should atleast have been informed of what was proposed to be done.

Babu Lalit Kumar Roy has been in this College for some years. He is a First Class M.A. in Applied Mathematics and was the Eshan Scholar in Mathematics in his B.A. Hons. Examination. I do not claim that he is an outstanding teacher but he is more than competent and certainly his place cannot be adequately filled by Abdul Jabbar. Mr. Jabbar was last in the Hons. list in his year and he was at the bottom of the 1st Class list in his I.Sc. Examination besides he is a Pure Mathematics man who can hardly replace an Applied Mathematics man. If it was proposed to post Mr. Abdul Jabbar here, surely the most straightforward course would have been to tell me that he was being posted here. It is true that Dr. Muda had concurred in the posting of Mr. Abdul Jabbar here - or he had asked for him but as the order discharging Anil Babu reached me after I resumed charge after a short leave of 3 weeks surely

the skies would not have fallen if you had waited for the return of the permanent Principal here, before the posting was made. The whole business leaves a bad taste in the mouth. You will, I hope forgive this rather strong language I am using, but I do feel very strongly that a subterfuge was adopted to post Mr. Abdul Jabbar here. I wish I record my strongest protest against the proposed transfer of Babu Lalit Kumar Roy and the posting of Mr. Abdul Jabbar to this College. I shall be grateful if you can see your way to revise the order. I have just learnt that Prof. Sen will join here on Friday so that one of the S.E.S. posts will become superfluous. Mr. Jabbar is the superfluous man.

Yours sincerely,

Sd. A. K. Chanda.

K. Zadiarish, Esq., M.A., I.E.S.,  
Director of Public Instruction, Bengal.

Office of Director of Public Instruction, Bengal.

Calcutta.

111/32/45

CIRCULAR No. 5.

Dear No.....

Calcutta, the 10th December, 1944. 12-1.

FROM K. ZACHARIAH, Esq., M.A., I.E.S.,

Asstt..... C. C.

Director of Public Instruction, Bengal.

To All INSPECTORS of SCHOOLS, including The Inspector of European Schools, Bengal (with spare copies for officers subordinate to them); the Inspectresses of Schools; all Principals of Government Arts Colleges, including the Principals, Bethune College and Lady Brabourne College, the Principals, Calcutta, Rajshahi, Chittagong and Hooghly Madrasahs, and the Principal, Islamic Intermediate College, Dacca; the Principal, Eden High School for Girls, Dacca; the Principals, David Hare Training College and Teachers' Training College (with spare copies for officers subordinate to them); the Principals, Bengal Engineering College and the Ahsanullah School of Engineering; the Librarian, Bengal Library; the Principals, Government School of Art and Government Commercial Institute; the Superintendent of Education, Chittagong Hill Tracts; and the Principals, College of Physical Education for men and College of Physical Education for Women.

SUBJECT: *Memorandum on Confidential Reports.*

SIR/MADAM,

I should like to draw the attention of reporting officers to one or two points in connection with confidential reports.

1. When a superior officer notices any fault or weakness in any one working under him, it is his duty to point it out and in a spirit of helpfulness and sympathy urge him to overcome it. Encouragement and

P. T. O.

inspiration are far more effective as a rule than blame and punishment. If, however, there is no response to his efforts, he should bring the matter to the notice of his immediate superior and not wait till the end of the year and the confidential report. Junior officers are often inexperienced and nervous; and superior officers can do much by advice when that is necessary and judicious praise when that is due.

2. Confidential reports, at present, are too often colourless and unhelpful. In future, reporting officers should, after writing down their comments in the prescribed form, give a more detailed report on the blank page overleaf. This report should describe the special, strong and weak points of the officer reported on, with illustrative details when possible. It should be as informative and helpful as it can be made. When an officer does not know much about his subordinate, he should, of course, say so. Any estimate should be based on personal knowledge. It would be useful if the reporting officer says what kind of work the subordinate does best and is likely to do best. An unprejudiced analysis of defects is as important as a summary of the strong points.

I have the honour to be,

SIR / MADAM,

Your most obedient servant,

K. ZACHARIAH,

Director of Public Instruction, Bengal.

*Mr. M. I.*  
The principal, Presidency College,

Calcutta.

Confidential

Government of Bengal  
Home Department  
Reference  
No. 672 - D.S.  
MEMORANDUM

Calcutta, the 13th December, 1944.

Subject: Policy regarding Civil Defence.

The undersigned is directed to refer to Government of India, Civil Defence Branch, Defence Department circular letter No. 662/44, dated the 21st November, 1944, regarding policy regarding civil defence and to state that the following A.R.P. areas will remain "Red" and the rest become "White" :-

1. Calcutta	9. Comilla and airfields in Tippera District.
2. Howrah	10. Chandpur
3. Hooghly	11. Ashuganj
4. 24-Parganas	12. Daulatganj
5. Kharagpur with airfields of Salua and Kalaikundu near Kharagpur.	13. Khaura
6. Chittagong including Cox's Bazar and airfields.	14. Bhairab Bazar
7. Noakhali	15. Dacca Town and airfields of Tejgaon and Kurmitola.
8. Feni and airfields in Feni.	16. Narayanganj.

Sd. W. H. S. Smith  
Addl. Dy. Secy. to the Govt. of Bengal.

To

The Education Department of this Govt.

No. 19(3) Mis. dated 12. 1. 45.

Copy forwarded to the Director of Public Instruction, Bengal for information and for such action as may be considered necessary.

Presidency College Calcutta.	
File No.....	267 No. 80 (24)-A.R.P.
Diary No.....	2.2. OOD-50.ARP-45.
Date.....	
Asstt.....	E.C.

Sd. A. H. Salimullah  
Assistant Secretary.

Calcutta, the 30th January, 1945.

Copy forwarded to the Principal, Presidency College, Calcutta for information.

*M. Ali*

for Director of Public Instruction, Bengal.