

Head Clerk

This letter is to be attached
to Akhil Ch. Ganguli's
application, please

Paul

S. Luke's Hostel
22 Gini Baba Lane
Calcutta.

Nov 28, 1928

My dear Rambothem,

I wonder whether ~~Mr~~ ^{Mr} Shore
has written to you about
a man - Akhil Ch. Ganguli -
who is an applicant for your
vacant post of Head Clerk. As
he may not have done so
owing to his absence from
Calcutta I should like to
put in a word for him.

you will remember our Boy
hostel in the days when

Hubbuck had charge of it:
Well, Akhil was our assistant
Superintendent there & he helped
show to start it and those
always found him a most
useful & reliable fellow:
his only short coming then
was his zeal for the Ram
Krishna mission - a fault in
our eyes as missionaries but
no fault in his fitness for

such a post as this, beside
he is no longer keen in
that way.

He is very well up in
all office work & is the man
the other clerks in Dacca
have chosen to represent
them in all their dealings
with the Government: he
can draft letters well & knows
English far better than
most Bengalis of his standing
& he has had a lot to do with
us & so can catch what
we say more easily
than most of them.

we have always found him
straight conversation &
above bribes. What is a
best thing. of course there
must be heap of other after
the fact but you will excuse
me for putting in a word
for this candidate. I am
sure.

I suppose you did not
go to Shillong as I saw
nothing of you there. I
do hope you are fitter now

Yours sincerely
J. L. Fawcett

Principal.

In obedience to your order dated the 22nd December 1928, I beg to submit herewith some of my original certificates and invite reference to the original letters in which the successive Principals have made some remarks about me. They may kindly be read.

I further beg to state for your information that prior to this as I was on several occasions allowed only temporarily to take charge of the correspondence section I could not submit any suggestion for the improvement of that section.

In this connection I beg leave to state that after the embezzlement when I was appointed here the accounts of the College were placed entirely under my charge as there was no Bursar then. I found the accounts in a chaotic condition. Therefore in the year 1905-06 I made several suggestions regarding improvements in keeping the accounts and in accordance with the Government sanction the newly suggested forms and books have since then been used.

In 1910 in accordance with the University Regulations the account forms and books of all the Colleges were changed but those introduced in this College were found better than those ~~introduced in this College~~ suggested by the University Regulations and no change was made here.

If I be so fortunate as to take charge of the correspondence ~~and~~ section I beg to suggest the following for improvement of that section:

(i) All letters received will at once be placed before the Principal for his inspection and necessary orders, so that everything will immediately be brought to his notice.

(ii)

(ii) The files should be ~~may~~ numbered so that after a few months the number itself will indicate the subject.

(iii) Two more columns may be added in the receipt register of letters so that against the entry of each letter the file-number and how and when the letter is disposed of, may be ~~may be~~ noted in these columns. This will help us for future reference without seeing the file even.

(iv) The redistribution of work amongst the assistants in this section is essential. Further suggestions will be submitted in due course.

Lastly I pray that I may kindly be given a chance at least for one year and if after that period I am not found satisfactory I shall revert to my former post. May I be permitted to say in this connection that I have reason to believe that all other candidates who have applied for the post must be junior to me since they are willing to come here on the initial pay of Rs 150/- which is less than the pay earned by me on the 1st September 1922 and for the increase of which the successive Principals ~~tried~~ recommended. This can easily be done by you, Sir, if you ~~kindly appoint me~~ kindly appoint me in the post. I shall then, under the Fundamental Rule 32, be able to draw ~~about~~ Rs 200/- a month. This will compensate the loss which I suffered for about 6 years, i.e., ~~that~~ since the last increment of my pay.

Sulunith
an Chatterji
accountant
31/12/28

PRESIDENCY COLLEGE,
CALCUTTA.

The 11th Dec. 1928

Principal

I beg to forward the accompanying application of Babu Abul Krishna Chatterjee, Accountant of the college, for the post of the Head Clerk of the college. During the period of above two years that I have worked as the Bursar of the college, Abul Babu has proved himself to be a very capable officer, offering ~~invaluable~~ assistance in all kinds of trying and difficult work. He officiated on several occasions as the Steward and Head Clerk of the college, and his work has been referred to in appreciative terms by several successive Principals & Bursars. His work in the Accts Dept has been of such an exceptionally high quality, that it is difficult to spare him from that Dept. And if I have decided to forward his application at all,

it is because I feel that his way to promotion should not be blocked by reason of the very good work he has done as an Accountant. For the last six years and a half, he has been drawing the same ~~old~~ salary, as he has reached the maximum pay of his grade; and any appointment from the outside is bound to prove something of an injustice to him, unless his prospects as an Accountant are definitely + substantially improved. In a small office like this, it is essential for the Head Clerk to have an intimate knowledge of accounts, as has been recognised in the terms of the advertisement; and I know of no other candidate that fulfils this qualification to the same extent as Babu Hiral Krishna Shastrijee.

S. K. Gangjee
Bursar, Presidency College

(223)

7th June

*Heu
11/14/25*

To

The Principal, Presidency College,
Through the Bursar, Presidency College.

Sir,

With reference to the advertisement inviting applications for the post of the Head Clerk of the College, I beg most respectfully to apply for the same.

Regarding my qualifications and experience in Govt. office, I beg leave to state that :

General.

I prosecuted my studies up to the B.A. Standard of the Calcutta University and passed the Examination in Accountancy. I may further claim to have a thorough grasp of Government official correspondence having had a long experience in this kind of work.

Office experience in correspondence and Accounts work.

(i) Before I was appointed in this College as Accountant I worked under Sir F.W. Duke, Mr. Le Mesurier and Mr. H.T.S. Forrest (Magistrates & Collectors, Howrah) to their entire satisfaction, and therefore, on several occasions I was placed in-charge of the Howrah District Board Office as Head Clerk and Accountant.

*Abul Baki
Steward - 12 months
Asst. Secy. in Acad.
Office - 12 months
in 2 occasions
(a) 8 months
(b) 2 months*

age 49.

*Recommendation for better pay -
D. P. L. L. No 345 9/24/25
to Govt. of Bengal
By Principal Presidency College
Dated 15/9/25
Under Secretary to Govt. of Bengal 7/31/25
Thanked by the Secretary B. G. 5.11.1925*

(ii) During my incumbency here, on several occasions, specially ^{during} vacations, I was in-charge of the entire College Office (both correspondence and ~~acc-~~ ^{accounts}) and sometimes I worked as officiating Steward (when he was the head of the ministerial officers) and officiating Head Clerk. The total period I was in-charge of the College office (with correspondence and accounts) comes to more than five years and ^{the total of such} recorded officiating periods since 1921 is more than 2 years. It is thus apparent that I actually managed the correspondence section of the

the College office for about 7 years to the entire satisfaction of my superior officers. I may be permitted to refer to the remarks passed on my work by previous Principals of the College (vide the paper flagged A .) I am a trained accountant and since 1905 I have been working ^{as} ~~Accountant~~ of the College.

Active habits.

With reference to the qualifications of active habits, I beg to state that during my 23½ years' service here I scarcely enjoyed vacations and did not take privilege leave for more than 3 months and a few days in all; In support of this assertion I beg leave to state the following :

(i) On one occasion I was instrumental in saving the Chemical Laboratory of the College from destruction by fire which broke out in the Laboratory at a late hour on the 12th July 1921. This is known to Messrs. Barrow, Sterling S.C. Mahalanobis and Rai Bahadur J. Bhaduri.

(ii) In 1921 when Medical examination was first introduced in this college I was asked by the then Principal Mr. Barrow to make all arrangements for the work which was satisfactorily done.

(iii) As Offg. Steward I used to pay surprise night-visits to see whether the night Chowkidars were on duty, and during lecture hours I used to go round all the classes at least 3 times a day.

I may also be permitted to point out that many other important items of the Steward's duty now assigned to the Head Clerk - e.g.

e.g. , arrangement of special tutorial classes, preparation ^{of} Routine ^{all works} ~~selection of~~ ^{in connection with} ~~candidates for~~ the Bengal Civil Service Examination and other competitive examinations, have been generally delegated to me, and I venture to think that I have been able to carry them out with efficiency and promptitude

From all these it will be clear that I have been familiar with every important branch of the office work of the college, including the special duties of the Head Clerk and Steward, and the very kind remarks which successive Principals have been pleased to pass on my work have been a gracious recognition of my humble efforts to make myself useful, not merely in my own special line, but in every kind of call that was made on me. I, therefore, believe that I was not wrong in having interpreted their kind and appreciative remarks and the conversations that I had with them as indications of their intention to promote me at the first opportunity, to the post of the Head Clerk for which I had been qualifying myself so long with such unremitting labour.

Administrative capacity.

(i) As Accountant I am in charge of the Accounts Section.

(ii) As Offg. Head Clerk and Offg. Steward I was in charge of the college office for several times.

(iii) I am the Superintendent of the College Post-Graduate Mess, since 1905.

I further beg to point out that the Re-organisation of the Subordinate Educational Service

Service has materially altered my prospects for the worse and completely blocked, through no fault of mine, the way to further promotion since 1922. Principal Barrow remarked in his letter No.980, dated the 21st July, 1923 ~~as~~

"By the re-organisation of the S.E.S. Atul Babu's prospects were altered distinctly for the worse. His position in the old list was 18th in the Class IV with pay of Rs.125 plus 20. He had the prospect of rising to Class I with pay of Rs.250 plus Rs.37/8. His present pay is on the scale of Rs.125-5-175. He reached his maximum on 1.9.22 and so long as he retained his present post, has no increment to look forward to, though he has only done 18 years ~~of~~ service."

That this fact was kindly recognised by Principal Stapleton and the then Director of Public Instruction, is evidenced by their recommendations to Government for revision of my pay which unfortunately has not been sanctioned by Government.

Moreover, as the post of Head Clerk which is the only senior post in the College, has now been localised in the Presidency College, it is ~~to be~~ expected that an officer of that college who has both seniority and competence in his favour, and who has officiated in the post several times, should have preferential claim to it as against an outsider.

I beg further to state that my loyal services ~~towards~~ ^{during} the disciplinary troubles ~~during~~ ^{of} the year 1914-15 were appreciated by the then Governing Body and their appreciation was conveyed to me with the Principal's letter

letter No.1640, dated the 5th September,1926.

In conclusion I beg to point out that, I believe, I satisfy all the terms notified in the advertisement.

The copies of some of my testimonials are herewith enclosed for your kind perusal.

I have the honour to be,

Sir,

Your most obedient servant,

Atul Krishna Chatterjee

Accountant, Presidency College.

December 3rd, 1928.

Extracts ~~from~~ the remarks made on my work by ~~the~~
successive Principals and ^{1st} Bursar of the College.

Principal James.

-----"I have always found him ready to give help to the best of his ability in any way required, Atul Babu has several times specially during vacations been in responsible charge of the College office and has always shewn entire competence ----- He is a man of good education and pleasant manners."

Principal Percival

"-----both Head Clerk and Second Clerk were on leave ---- I had Atul Babu's very valuable help -- This work (arrear work) cost him much time, and had to be done in the intervals of interruptions caused by the office being more than once shorthanded. On these occasions Atul Babu was always in his place at the office doing ~~his~~ his own ordinary work and helping very materially in the general office work, besides."

Principal Barrow

"-----He is in addition a most hardworking & willing officer whom I have constantly found of the greatest assistance, not merely in connection with his special work but in other matters, I believe him to be absolutely trustworthy."

Principal Wordsworth

wrote in this)
office letter)
No.1646,dated)
31.10.17.)

"----- he has always performed his onerous and complex duties most satisfactorily, and has from time to time given me valuable assistance in work outside the sphere of an accountant's dutyI am able to say that had any such understanding obtained when the appointment of Head Clerk was last made the Governing Body of the College would not have looked beyond the College office in making ^{the} appoint."

(1st Bursar)
Dr.Cullis.

"----- I consider him an unusually efficient & reliable officer whose services should receive appreciative recognition. Whatever he undertakes is done both thoroughly and expeditiously, and he seems always ~~been~~ be able to meet the many demands which are made on so dependable a worker".

P.T.O.

Presidency College, Calcutta

The 27th September 1906

Babu Atul Krishna Chatterji is Accountant in this College. He is intelligent, careful and hardworking and takes an interest in his work. Of late he has made many suggestions regarding improvements in keeping the Accounts.

Sd/- A. Macdonell,
Principal.

' Extract from the D.O. letter written by W. C. Wordsworth Esq., M.A., I.E.S. to A. D. P. on the 26th May 1924'

" I should like to draw attention to the excellent work of our Accountant Babu Atul Krishna Chatterjee. ** **
(He) has a strenuous time, and Atul Babu, who has been here for 17 years, has given services of great excellence and value **
In any case I recommend him strongly to your consideration, as one of the ablest and most reliable of ministerial officers."

' Extract from the letter No. 980 dated 21st July 1923 of J. R. Barrow, Esq., M.A., I.E.S., to the D. P. I.'

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Atul Babu's departure ** will be a serious loss to the College office. I am clearly opposed to any attempt to stop officers from seeking advancement merely because their loss will cause inconvenience".

**

**

Presidency College, Calcutta,

The 25th February 1916.

Babu Atul Krishna Chatterji was Accountant of the College when I came in 1907. He was appointed first in March 1905, so he has 11 years of service. He had previously passed the P.W.D. Accountantship Examination. He is a well educated man with a very competent knowledge of all account business and of course with complete familiarity with the work of the Presidency College accounts. I have a very high opinion of his capacity and character and I have necessarily seen a great deal of him personally for, up to the present the Principal has dealt directly with all account business. Atul Babu is a man of sterling honesty, unfailing industry and very ~~much~~ amiable character. I have always found him ready to give help to the best of his ability in any way required.

Atul Babu has several times, specially during vacations, been in responsible charge of the College office and has always shown entire competence.

I should add that Atul Babu has for the ~~last~~ last seven years - since its institution in 1909 - been in-charge of the Senior Hindu Mess attached to the College. This charge always requires tact and there have been times of special difficulties ~~these~~ Atul Babu has invariably faced with courage and discretion. This work has brought me very frequently into touch with Atul Babu and afforded opportunities of judging and appreciating his character.

Sd/- H. R. James,

Principal, Presidency College.

Presidency College,
Calcutta.,

I have known Babu Atul Krishna Chatterjee for six years, since November 1907, when I first came to Presidency College as Principal. I have seen his work intimately and I have a very high opinion of him. He is steady, capable, very hardworking and above all trustworthy. I have absolute faith in his integrity. He has been in a very responsible position at Presidency College as Accountant. I know he has a sound knowledge of the Civil Service Regulations and the Civil Accounts Code. He claims also to know the P. W. D. Accounts Code and has certainly passed the P. W. D. Accounts Examination.

Though not actually a graduate he is a man of good education and pleasant manners. I believe that if Babu Atul Krishna Chatterji were selected as Accountant General in the Cooch Behar State, he could prove in every respect a very satisfactory officer.

Sd/- H. R. James, M.A.(Oxford)
Principal, Presidency College
Calcutta, 7.12.'13

Babu Atul Krishna Chatterji is an experienced Accountant and a man of decided ability. He is in addition a most hard-working and willing officer whom I have constantly found of the greatest assistance, not merely in connection with his special work but in other matters. I believe him to be absolutely trustworthy.

Sd/- J. R. Barrow,
Offg. Principal, Presidency College.

21 - 7 - '23.

Presidency College, Calcutta

The 16th February 1910.

I have known Babu Atul Krishna Chatterjee's service during the ten months I officiated as Principal of this College when the work of arranging for the admission of students for the new session was going on, during part of which both the Head Clerk and the Second Clerk were on leave owing to ill-health, I had Atul Babu's very valuable help in that work. I should add that this was an anxious time for me, as I was new to the work of the Principal's office. When I found that the monthly abstracts were heavily in arrears, I told him that the arrears must be ~~also~~ cleared off before I made over charge of the office. I know that he devoted a great deal of extra time, working late in the office and carrying work home in order to do what I had asked him and he cleared off the arrears before I left the office. This work cost him much time, and had to be done in the intervals of interruptions caused by the office being, more than once, short handed through unavoidable causes. On these occasions Atul Babu was always in his place at the office doing his own ordinary work and helping very materially in the general office work, besides. In ~~this~~ ordinary daily work, all that I have seen of it has given me a high opinion both of his knowledge of accounts and of his trustworthiness. In an Accountant, the former quality without the latter would ~~be~~ be a source of danger and disaster, and an Accountant in whom both these essentials are found, cannot be too highly valued, and I trust this will always be remembered in his favour.

As far as my other duties allowed me to inspect the work of management in the College Mess, of which he is the Superintendent, I think he has discharged his duties conscientiously. I am strongly of opinion that this officer's services need recognition in the shape of promotion. I hope it will come early.

SD: H. M. Percival.

University of Calcutta,

August 13th, 1918.

I was closely associated with Babu Atul Krishna Chatterjee Accountant, Presidency College for a period of about 18 months, from July 1916 to December 1917, during which I was acting as Bursar in the Presidency College, It is due to him that I should bear testimony to the very marked ability and constant diligence he showed in the performance of his complicated duties. I consider him an unusually efficient and reliable officer whose services should receive appreciative recognition. Whatever he undertakes is done ^{with} thoroughly well and expeditiously and he seems always able to meet the many demands which are made on so dependable a worker.

Sd/- C. E. Cullis,

Hardinge Professor,

University of Calcutta.

Babu Atul Krishna Chatterji has been Accountant at the Presidency College, Calcutta for many years and as such is working directly under the ~~control~~ of the Principal. In these circumstances it would hardly be etiquette for me to give him a general certificate for his work. However I have much pleasure in saying that during the time I officiated as Principal I found him a capable, hardworking and very obliging officer with a complete grasp of financial procedure and a methodical careful worker. This opinion was confirmed by the varied work he has done for me in connection with the expenditure of the Physics Laboratory and the financial questions, that arose during the building of the Baker Laboratories. I have always regarded him as a very reliable and trustworthy man.

Sd/- C. W. Peake,

Professor of Physics,

Presidency College.

6. 6. 07-

Feb. 1920.

During my tenure of the office of ~~the~~ Bursar, Presidency College, I had ample opportunity of seeing the work of Babu Atul Krishna Chatterjee.

Although, owing to the accumulation of work, it was often necessary to work late and under pressure, Atul Babu always carried out his duties with care and accuracy. He has a ready and detailed knowledge of the Civil Account Code. I recommend him with confidence.

Sd/- T. S. Sterling,
Professor, Presidency College, Calcutta.

Presidency College, Calcutta
The 14th April 1924

I wish to place on record a statement to the effect that I have received from A. K. Chatterjee, Accountant of Presidency College most valuable assistance in running the Athletic Clubs during the First Year. In obtaining goods at low prices, in the keeping of the various accounts and in several other ways Atul Babu has been most helpful. He is perfectly honest a man of the strictest probity. He has great power of administration and is a most helpful colleague in connection with public work.

Sd/- T. S. Sterling.

from
Extract of the letter dated 19th February 1925 of Mr. M. N. -
Ray, M.A., B.L., Vice-Chairman. District Board, Howrah to Dr. P.K.-
Ray, Principal, Presidency College. ** ** **

"He (Atul Babu) is practically the Accountant in charge and as Vice-Chairman I am in a position to recommend him strongly as a careful, intelligent and hardworking officer. Although the Board will be sorry to lose his services, still I shall of course be glad to see him prosper in life by securing an appointment directly under Government, with prospects."

P. W. D. Accountantship Pass Certificate

CIVIL ENGINEERING COLLEGE, SIBPUR

No. 888.

Certificate of qualification

Dated 26th July 1901

Name ----- Atul Krishna Chatterjee.

Race ----- Bengali, Religion - Hinduism, Age 23 years.

passed successfully the Examination laid down in Appendix C.
paras 11 & 17 of the Revised Public Works Code of 1894.

Sd/- B. Heaton,

Offg. Principal,

Civil Engineering College.

I have much pleasure in certifying that Babu Atul Krishna Chatterji, Assistant Accountant in the District Board Office is a very honest and hardworking young man. I always find him willing, energetic and competent in his works although he is a new hand.

Sd/- Ashutosh Bose,

Vice-Chairman,
District Board, Howrah
The 15th June 1902.

Countersigned

Sd/- F. W. Duke,
Chairman,
District Board, Howrah.

Extract from the remarks made by H. Le. Mesurier, Esq.,
I. C. S., and H. T. S. Forest, ^{r ~~W. J. C. S.~~} Chairmen, District Board, Howrah.

"Forwarded and recommended. He is steady, and I think reliable.

Sd/- H. Le. Mesurier, Chairman,
D.B., Howrah, 14-8-03.

"Forwarded. The applicant is hardworking and a good Accountant.

Sd/- H. T. S. Forrest,
Chairman, Howrah, D.B.,
13 - 2 - 1905.

66-11-23

66-11-23
148



Hean
11/2/28

7977 of 26.11.28

To

The Principal,
Presidency College,
Calcutta.

interviewed
29/xii/28

Forwarded.

Strongly recommended.
The applicant is a very
Competent Head clerk,
reliable, intelligent,
and very hardworking.
His drafts are excellent
and his notes are clear
and concise. He is
well up in office procedure
and rules and regulations
and possesses considerable
administrative and organising
ability. As a Head clerk
he is much above the
average and will be an
acquisition to any office
to which he may be
appointed. His devotion
to duty deserves special
mention. He is quite fit
to hold charge of a much
superior office.

Being employed in an
office maintaining elaborate
accounts of receipts and
expenditure on a large
scale he has acquired
a fair knowledge of accounts
as well -

Al. K. R.
Executive Engineer
Hijli Division -
26.11.28

Through :

The Executive Engineer,
Hijli Division, Calcutta.

&

The Superintending Engineer,
Central Circle, Calcutta.

CH
27/11/28

Dated, Calcutta, the 26th Novr., 1928.

Sir,

Being given to understand that
you require the services of a Head clerk for
your College on Rs.150-10-250, I beg most
respectfully to offer myself as a candidate
for the situation.

As regards my qualifications
and attainments, I beg leave to state that
I have been serving for upwards of 19 years
as a correspondence clerk in the Public
Works Department under the Government of
Bengal and for the last 7 years as Head Clerk
in the office of the Executive Engineer,
Hijli Division, Public Works Department,
Calcutta. This long tenure of service in
a fairly large Executive and Disbursing
office, has enabled me to thoroughly equip
myself with all the essential attributes
required for controlling an office and to
acquire thorough knowledge of correspondence
and accounts work of a Government office.

A.....

Memorandum No. 6689 / A dated the 30th November 1928.

Forwarded to the Principal, Presidency College, Calcutta,
for disposal.

Harrison

30th / 28

Superintending Engineer

Central Circle (off 12)

A few copies of my testimonials
are enclosed herewith for favour of your
perusal.

My present age is 42 years.

I am ready to furnish the usual
security bond for Rs.250/- as required.

I have the honour to be,

Sir,

Your most obedient servant,

Ramesh Chandra Mukherjee

26.11.18.

Head Clerk,

Office of the Executive Engineer,
* P.W.D. Hilli Division,
Writers' Buildings,
Calcutta.

Head of the Corresponding Branch of Ex. Eng. Office -
7 clerks under him in the office
19. 11. 18.

Head Clerk in a regular

Age about 42 years - present pay 120 + 10 paise

appointed High Div. Office

from P.W.D. Division

has experience of Public Work

Det. of taking on charge could depend on Sup. Officer

Constant Work

Copies of remarks in the Service Book

1. During my stay in the Division for over 8 years, I have always found the clerk's work very satisfactory. He is very neat and very quick, most willing and obliging and very hard working and intelligent. He is certainly above the ordinary run and deserves special advancement.

Sd/- P. Chattopadhyay,
Executive Engineer,
Bakargunj Division.

2. The clerk acted as Head clerk from 29th April, 1919 to 9th August, 1919 and discharged his duties very satisfactorily.

Sd/- P. Chattopadhyay,
Executive Engineer,
Bakarganj Division.

Copies of remarks made in the annual report

1. Period from November, 1908 to August, 1909 : -

Has given me entire satisfaction and is a good rapid typist. Ought to be made permanent with the Division.

Sd/- G. W. Macmillan,
Executive Engineer,
Bakarganj Division.

2. From September, 1909 to December, 1909 :-

A very accurate, neat and rapid typist. His work has been in every way satisfactory.

Sd/- G. A. Easson,
Executive Engineer,
Bakarganj Division.

3. Year ending December, 1910 :-

The clerk continues to give every satisfaction in his work. He is an exceptionally good typist.

Sd/- G. A. Easson,
Executive Engineer,
Bakarganj Division.

4. Period ending June, 1912 :-

A very hard working clerk and an excellent typist.

Sd/- G. A. Easson,
Executive Engineer,
Bakarganj Division.

5.....

Copies of remarks made in the annual report (Contd).

5. Period ending December, 1912 :-

" Good ".

Sd/- P. Chattopadhyay,

Executive Engineer,
Bakarganj Division.

6. Year ending December, 1913 :-

A very good clerk. He is now doing the work of the Second clerk and is doing well.

Sd/- P. Chattopadhyay,

Executive Engineer,
Bakarganj Division.

7. Year, 1917 :-

Neat and swift, hard working and punctual and good at drafting.

Sd/- P. Chattopadhyay,

Executive Engineer,
Bakarganj Division.

8. Year ending 1919 :-

During the year under report, the clerk continued to work very satisfactorily as he has been doing for years ever since his appointment. I fully endorse the accounts and remarks above and recommend the clerk for preferential promotion. This clerk acted as Head clerk from 29th April, 1919 to 9th August, 1919 and acted quite satisfactorily.

Sd/- P. Chattopadhyay,

Executive Engineer,
~~Wijx~~ Bakarganj Division.

Copies of remarks made in the annual report (Contd.)

9. Year ending 1922 :-

Has continued to do excellent work and is strongly recommended for being made permanent as Head Clerk.

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

10. Year ending 1923:-

He has maintained his usual high standard of efficiency throughout.

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

" A good Head Clerk up to the mark".

Sd/- M. Sen Gupta,
Superintending Engineer,
Central Circle.

11. Year ending 1924 :-

Has continued to maintain his high standard of efficiency throughout.

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

12. Year ending 1925 :-

Intelligent, hard working, willing and thoroughly understands his work. His drafts are good .

Sd/- N. L. De,
Executive Engineer, (Offg:)
Hijli Division.

"

The.....

Copies of remarks made in the annual report (Contd).

" The head clerk maintained his high standard of efficiency during the year."

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

13. Year ending 1926 :-

Has maintained his usual high standard of efficiency during the year.

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

14. Year ending 1927:-

Has maintained his usual high standard of efficiency during the year.

Understands drawing and knows some thing of estimating and accounts. Is fit to hold charge of much superior office.

Sd/- R. L. Hui.,
Executive Engineer,
Hijli Division.

True Copy :

1. Copy of endorsement No.7887, dated the 21st November, 1914, from the Executive Engineer, Bakarganj Division, to the Executive Engineer, Sylhet Division.

" Forwarded for favourable disposal. The applicant is certainly a very useful hand in my office and I am forwarding his application simply on the idea that the loss in this office would be an equal gain in other Government Office."

Sd/- P. Chattopadhyay,
Executive Engineer,
Bakarganj Division.

2. Copy of memo No.6866, dated the 25th September, 1915, from the Executive Engineer, Bakarganj Division, to the Under Secretary to the Chief Commissioner of Assam.

" Forwarded for favourable consideration. My opinion about the candidate may kindly be gathered from my remarks in the copies of testimonials enclosed. If I have at all agreed to spare his services it is simply from the feeling that it would be hard on him if I stand in his way of legitimate advancement and that by joining Government service elsewhere."

3. Copy of Endorsement No.4443, dated the 8th November, 1921, from the Executive Engineer, Hijli Division, to the Superintending Engineer, Central Circle.

"Forwarded.
The applicant has been Head Clerk in my office for more than a year and has done very good work. He is fully conversant with the rules and regulations of the

Department.....

Department and put up intelligent notes and drafts very well. As a Head Clerk I consider him much above the average.

He has some knowledge of Estimating also and has done me much help in writing out reports of original and revised Estimates.

I can strongly recommend him for preferential promotion."

Sd/- R. L. Hui.,
8.11.21.
Executive Engineer,
Hijli Division.

-
4. Copy of Executive Engineer, Hijli Division's Endorsement No.6273, dated the 22nd December, 1922.

"Forwarded.

Though not a graduate the applicant is a man of superior attainments. He loves his work and never considers his day's work finished until he is morally satisfied that he has done his best. His drafts are very good and his notes on office files clear, concise and at the same time comprehensive. He knows a little of ~~estimating~~ estimating also. He has been an acquisition to my office and should be really get the appointment he is applying for it will be a loss to my office. But I shall be glad to see him get a lift, which he really deserves."

Sd/- R. L. Hui.,
22. 12. 22.
Executive Engineer,
Hijli Division.

GOVERNMENT OF BENGAL
Office of the Inspectress of Schools,
Dacca Circle.

From

Miss M.V.Irons, M.A.,
Inspectress of Schools, Dacca Circle.

No. 10644, dated the 30th November 1928.
viiiA-2

To

The Director of Public Instruction, Bengal, Calcutta.

Sir,

I have the honour to forward herewith an application from Babu Arun Chandra Roy, Head Clerk of this office for the post of Head Clerk, Presidency College, Calcutta, and to say that it has my strong recommendation. Arun Babu held a high position among the chief ministerial officers in the old S.E.S. but suffered very much in pay and prospects through the oversight of the last re-organisation committee of the ministerial services of the Department. He proved a distinct acquisition to this office at a rather critical moment in its history and all my predecessors in office without a single exception found his work uniformly good as will be seen from my remarks and those of my predecessors in office. He is an excellent Head Clerk and has a special aptitude for drafting correspondence.

It is needless for me to add anything further about the qualifications of this worthy officer as he is personally known to the Director of Public Instruction, Bengal, for a considerable number of years. I would, however, enclose herewith for your remembrance an extract from your D.O. letter No. 601, dated the 10th November, 1925 which you wrote to me from the Presidency College Calcutta in 1925 when Arun Babu applied for the post of Steward of that College in compliance with your office D.O. letter No. 2520, dated the 12th September, 1925.

I have etc.,

Sd/- M.V.Irons,

Inspectress of Schools, Dacca
Circle.

TRUE COPY.

T.12.12.

Office of

An extract from the D.O. No. 601, dated the 10th November, 1925 of Mr. Stapleton, the then Principal, Presidency College, Calcutta, to the Inspectress of Schools, Dacca Circle.

"The vacancy in question was not that of a Head Clerk but of Steward, and I am afraid that Arun Babu has not the exact qualifications we want. I have known Arun Babu so long that I know he would be an excellent Head Clerk and I would suggest that the Director may be asked to specially consider him whenever any vacancy occurs in one of the Inspector's offices."

True Extract.

know clerk and -
Remained 9th +
another 27 years and
age 45 - pay 130/-
could not sell -
Some experience of exam in
can give of necessary alone
know clerk and -

To

The Principal,
Presidency College, Calcutta.

Through the Director of Public Instruction, Bengal,
&
" Inspectress of Schools, Dacca Circle.

Dated Dacca, the 30th November, 1928.

Sir,

I have the honour most respectfully to offer myself as a candidate for the post of Head Clerk at the Presidency College, Calcutta, which, I understand, will shortly fall vacant owing to the retirement of the present incumbent.

2. I have been serving in the Education Department for 27 years, first as a teacher in the Jalpaiguri Zilla School and then as an Assistant in the office of the Inspector of Schools, Dacca Division, and finally as Superintendent, Office of the Inspectress of Schools, Dacca, Chittagong and Rajshahi Divisions.

3. I beg to press my claim for the post as I am thoroughly conversant with the rules and regulations of the Department, having had experience as a teacher in a Government High School for a period of about eight years and also in my present capacity as the Head ministerial officer of this office for about eleven years.

4. I am of active habits and possess good health.

5.

5. Applying through my own Head of the Department for the post it is scarcely necessary for me to make any reference to the quality and value of my services in the Department. Both as a teacher and Head of the ministerial officer I have been fortunate enough to earn the confidence and good will of my immediate superiors who have been highly pleased with my work and all have spoken in the highest terms in appreciation of my work, as will be seen from the extracts from my Service Book and testimonials appended herewith.

6. I need also, I think, scarcely make any mention here of my success in the maintenance of discipline in the classes while I was employed as a teacher and also in my present office. I claim to have a special aptitude in that respect, also in drafting correspondence. At a glance at the enclosed testimonials, it will be seen that I have come in contact with a good many European ladies and gentlemen who have testified to my abilities for higher and responsible work.

7. Should you be kind enough to confer the post on me, I should spare no pains to render satisfaction by ~~the~~ faithful discharge of my duties.

I have the honour to be,
Sir,
Your most obedient servant,

Arum Chandra Roy

Superintendent,
Office of the Inspectress of
Schools, Dacca, Chittagong &
Rajshahi Divisions.
(Now designated as Head Clerk after
the re-organisation of the ministerial service).

(TRUE COPY).

Office of the Inspectress of Schools,

E. B. & Assam,

Dated Ramna, Dacca, 3rd April, 1913.

Babu Arun Chandra Roy, at present Offg: Superintendent of this office, has asked me for a testimonial.

I have known Arun Babu for the past 3½ years, and have seen a great deal of his work. Both as Head Clerk and as Superintendent of the office he has worked excellently. He knows his work thoroughly, and can be depended on to carry on the office work when the Inspectress is away on tour. He appears to be able to manage the clerks under him very well.

I hope that he will be confirmed in his present acting appointment, or that he will receive promotion in some other way, as he is thoroughly worthy of it.

Sd: E. Chamier,

Offg: Inspectress of Schools,

Dacca.

(TRUE COPIES).

Babu Arun Chandra Roy has worked for me for more than five years. He is a careful painstaking clerk, and writes a very neat hand. His English is very fair. He has had charge of all bill work, and is further acquainted with general office routine work.

Arun Babu taught me Bengali and is to some extent able to explain the intricacies of the language.

Dated Dacca,
The 18th Septr. 1914.

Sd: M. E. A. Garrett,
Inspectress of Schools,
Dacca Circle.

Babu Arun Chandra Roy, served under me, as Head Clerk, during my tenure of office as Offg: Inspectress of Schools, Dacca Circle, from 9th October 1914 - 19th November 1915. He is an excellent clerk, and has thorough knowledge of office work. Arun Babu is hardworking, honest and a very energetic man. He is thoroughly trustworthy.

He had to undertake bill work in addition to his own duties, but he always did his work willingly and ungrudgingly. I am quite satisfied with his work, and recommend him for a lift.

Dated Dacca,
The 19th Novr. 1915.

Sd: Hridaya Bala Bose,
Offg: Inspectress of Schools,
Dacca Circle.

REMARKS ON SERVICES
of
ARUN CHANDRA ROY, SUPERINTENDENT (Head Clerk),
OFFICE OF THE INSPECTRESS OF SCHOOLS,
DACCA CIRCLE.

*** *** ***

Remarks made by the Heads of the offices regarding the
work of Babu Arun Chandra Roy in his Service Book -

1. "A good teacher."

Sd. B. De,
Head Master, Zilla
School, Jalpaiguri.

2. "An excellent Superintendent.
Knows his work thoroughly
and is not afraid of
hard-work."

Sd. E. Chamier,
Offg: Inspectress of Schools,
Dacca, Rajshahi and
Chittagong Divisions.
8.4.13.

3. "A careful worker"

Sd. M. E. A. Garrett,
Inspectress of Schools,
Dacca Circle.
Septr. 27, 1914.

4. "An excellent clerk and
understands his work
thoroughly. He is very
willing and has done his
work most satisfactorily
during my tenure as offi-
ciating Inspectress of
Schools."

Sd. H. Bose,
Offg: Inspectress of Schools,
Dacca Circle.
18-11-15.

5. "Has worked very
satisfactorily"

Sd. L. Ghosh,
Offg: Inspectress of Schools,
Dacca Circle.

6. "An excellent Head
Clerk."

Sd. M. V. Irons,
Inspectress of Schools,
Dacca Circle.
22.2.24.

7. "A very competent Head
Clerk and dependable."

Sd. H. Bose,
Offg: Inspectress of Schools,
Dacca Circle.
23-10-24.

(TRUE COPIES).

Babu Arun Chandra Roy has acted as my tutor in Bengalee for the past two-and-a-half months.

I have formed a high opinion of his character and ability and I am confident that he will perform the duties of a responsible post in a satisfactory manner.

He is EXCEPTIONALLY WELL-READ and is broad-minded in his views.

Jalpaiguri,
24th August, 1904.

Sd. J.W.D. Megaw, M.B., Capt., I.M.S.,
Civil Surgeon, Jalpaiguri.
Late Director and Profr. of
Tropical Medicine, School of
Tropical Medicine and Hygiene,
Calcutta.

Babu Arun Chandra Roy is known to me. He appears to be a young man of good moral character and of good respectable family. I would like to see him get on in the world.

Dated Jalpaiguri,
The 23rd Aug: 1901.

Sd. J. N. Roy,
(Barrister-at-Law)
Deputy Magistrate & Deputy Collector.
(Now Commissioner, Rajshahi Division)

I have much pleasure in testifying to the efficiency as a teacher of Babu Arun Chandra Roy, an Assistant Master of this school. He is a hard-working, intelligent young man and does his duties to my entire satisfaction.

Dated Jalpaiguri,
The 20th Decr. 1902.

Sd. Makhan Lal De,
Head Master,
Zilla School, Jalpaiguri.

GOVERNMENT OF BENGAL

(239) + (240)

Hein
13/12/28
Khr

OFFICE OF.....

DEPARTMENT.
GROUP.
BRANCH.

No. 9642A
4A/79-A-28.

FROM

The Director of Public Instruction, Bengal.

To

The Principal, Presidency College.

Subject:—

Dated the 12th December, 1928.

Sir,

I have the honour to forward herewith, for disposal, two applications, one from Babu Arun Chandra Roy, Head Clerk, office of the Inspectress of schools, Dacca Circle and the other from Babu Dwijendra nath Sen, Head Clerk, Chittagong College, for the post of Head Clerk, Presidency college, together with copies of respective covering letters No. 10644, dated the 30th November, 1928 from the Inspectress of Schools, Dacca Circle and No. 1308, dated the 28th November, 1928 from the Principal Chittagong College.

I have the honour to be,
Sir,
Your most obedient servant,

V. Wolfenden
Asstt. Director of Public Instruction,
Bengal.

(106)

175 Clerk in the Dacca Office
to clerk under him - may get
arranged a job - assignment into the Bengal Road Office
Clerk take on charge at once
ap - 26. 7 march

To

The PRINCIPAL, PRESIDENCY COLLEGE,

CALCUTTA.

Through the Collector, Dacca.

Sir,

Understanding that the post of Head Clerk,

Presidency College, Calcutta, is vacant and is going to be filled up soon, I have the honour most respectfully to apply for the same and in doing so, to submit the following for favour of your kind consideration.

I have been serving in the Dacca Magistracy-Collectorate since July 1913, and after putting in several years' service, I got promoted to the post of Head Clerk of the Dacca Land Acquisition Office in October 1927 in which capacity I am still serving. The qualities I have

displayed in the discharge of my duties have been appreciated by several Collectors and have elicited favourable remarks from Messrs. J. H. Lindsay, I.C.S., J.G. Drummond, I.C.S., and H.C.V. Philpot, I.C.S., as would appear from the copies of testimonials enclosed herewith. Mr. J.G. Drummond, I.C.S. remarked about me as "a very smart man.

In Character and intelligence he is much above average." Mr. H.C.V. Philpot, I.C.S., Collector of Dacca, wrote about me as : "The work of this clerk has been praised by several Collectors and there is no doubt he is above the average". " A noticeably efficient man who must rise if he gets the opportunity" was the remark made by the then Additional District Magistrate, Dacca, (Rai B.N. Gupta Bahadur). Babu Rash Behari Mukherji, Senior Dy. Magistrate & Dy. Collector, Dacca, made the following observation as to my abilities:- " Thoroughly honest and competent. I entertain a very high opinion of his ability. He can be relied upon with any post in this Collectorate".

813 L.A. 8
24. 11. 28.

Forwarded

Recommended
H. B. Philpot
Collector
Dacca
23/11/28

An excellent
clerk. Well
qualified
for the post
in all respects.
L.A. Comm-
23-11-28

The

The experience I have gained for the last 15 years or so in the work of the District Office will undoubtedly stand me in good stead in occupying the new position for which I am now an applicant.

In earlier years I had been associated with the Oxford Mission authorities at Dacca, first as a boarder in their Hostel for College students, and subsequently viz. from 1910 to 1917 as Superintendent of their School-boys' Hostel under the general control of the Rev. T.E.T. Shore, now Father Superior to the Oxford Mission, Calcutta, from whom it was my unique privilege to receive for many years an invaluable training in organisation and discipline. This training will, I venture to submit, be an invaluable asset to any position of responsibility which I may be called upon to undertake. Later on between 1918 and 1925 during the non-cooperation movement, when the boys contracted a tendency to break away from discipline, I ran an ideal Hostel for Schoolboys in the town of Dacca by steering clear of unforeseen difficulties with determined grit and remarkable tact until the atmosphere of unrest cleared up, and in that sphere of my activity I was invariably the recipient of tributes of high appreciation from numerous educationists as would appear from the certificates copies of which are enclosed herewith. My power of organisation is also remarkable as would be evident from my activities in the All-Bengal Ministerial Officers' Association (recognised by Government) of which I am the elected Vice-President and in which my popularity as an outstanding figure is beyond cavil.

I am of very active habits and of very good physique possessing excellent health, my present age being about 38.

As regards accountancy, I may say that I have had sufficient training in the Accounts Department of the Dacca Collectorate and in my present capacity as Head Clerk of

the

the Land Acquisition Office I have to deal with a lot of complicated accounting.

With the above statement I beg to commend this application of mine to your favourable consideration.

I have the honour to be,

Sir,

Your most obedient servant,

Akhil Chandra Ganguli

Head Clerk,

Dated, Dacca,

The 23rd November, 1928.

Land Acquisition Office,

DACCA COLLECTORATE.

True copies.

Mr. J.G.Drummond,I.C.S.,
Collector of Dacca.
5-4-24 & 17-9-25.

A very smart man.
In character and intelligence he is
much above the average.

Mr. J.H.Lindsay,I.C.S.,
Collector of Dacca.
6-7-21.

He is an excellent clerk and quite
trustworthy.

Mr. P.H.Waddell,I.C.S.,
Collector of Dacca.
31-10-24.

Has done well as Civil Suit Clerk.

Mr. H.C.V.Philpot,I.C.S.,
Collector of Dacca.
2- 2- 28.

The work of this clerk has been praised
by several Collectors and there is no
doubt that he is above the average.

Rai B.N.Gupta Bahadur,
Addl:District Magistrate,
D a c c a.

A noticeably efficient man who must
rise if he gets the opportunity.

Babu Sarat Kumar Guha,
L.A.Dy.Collector,Dacca.
17-5-27 and

He is a very good clerk of superior
ability.

Mr. H.C.V.Philpot,I.C.S.,
Collector of Dacca.

I agree.

Babu Rash Behari Mukherjee,
Deputy Magistrate and Deputy
Collector, D a c c a.
20- 1- 28.

Thoroughly honest and competent.
I entertain a very high opinion of his
ability. He can be relied upon with
any post in this Collectorate. He
undoubtedly deserves special promotion
to the superior grade of clerks.

Babu Banku Behari Ghose,
~~Deputy~~ L.A.Collector,
Dacca.
2-4- 28.

The applicant has given me satisfaction
in the discharge of his duties as L.A.
Head Clerk. He is intelligent and his case
may be favourably considered.

Babu G.C.Nag,Govt.
nominated member to the
Legislative Assembly,
8- 7- 24.

Thoroughly competent and reliable,
and deserves some sort of preferment.

Moulvi K.Ahmed, Deputy
Magistrate and Deputy
Collector,Dacca.
6-7-21.

He is thoroughly honest and a very
competent clerk.

The Rev. T. E. Teignmouth
Shore M.A., President,
Students' Residence
Committee, Oxford Mission,
Dacca.
29-1-14.

Babu Akhil Chandra Ganguli has been well known to me for several years, first as a boarder in our Hostel for College students and afterwards as Assistant Superintendent of our Hostel for School-boys. In this latter capacity he has rendered invaluable service. He is a good disciplinarian and capable manager, active, hardworking, and trustworthy and I have no doubt that he would show the same zeal and energy in any work for which he was made responsible. I may add that his knowledge of English is very superior to what his academic qualifications might suggest.

The Rev. T. E. T. Shore,
Calcutta.
17-9-25.

Babu Akhil Chandra Ganguli who is an applicant for the appointment of Superintendent of the new Hostel for First Class Indian Apprentices at Jamalpur is well known to me personally. He worked with me for several years as Assistant Superintendent of a Hostel for School Boys which we then had in Dacca, and when we gave up the Hostel for want of staff he took it over and ran it himself. I always found him a loyal colleague, thoroughly dependable and an excellent disciplinarian capable of enforcing his authority when required. I should think that he would do well in the post for which he is now an applicant.

Babu Akhil Chandra Ganguli has been Superintendent of the City Home for Schoolboys at Dacca for many years and has worked under me for more than a year and a half. He is an intelligent and energetic youngman of excellent manners and character. He has considerable power of organisation and control. I have reason to think that he has won the love and respect of the boarders placed under his care.

Sd/- Asvini Kumar Mukherji, M.A.,
The 19th January 1923. INSPECTOR OF RESIDENCE OF STUDENTS, DACCA.

I have known Babu Akhil chandra Ganguli as the RESIDENT SUPERINTENDENT of the CITY HOME FOR SCHOOLBOYS, Dacca, of which I was the Vice-President in the Governing Body. He impressed us very favourably as a strict disciplinarian and at the same time a loving guardian and earnest well-wisher of the young souls entrusted to his care. He showed tact and firmness, loyalty and devotion in the discharge of his duties --- which not only secured him much popularity among the Boarders and their parents, but also elicited admiration from the members of the Governing Body. I have no doubt that the qualities which he displayed in the City Home will be in evidence in other spheres of his activities. I can confidently recommend him for any office in which intelligence, energy and character are required.

Sd/- S. C. ROY M.A. (Lond.) I. E. S.
Silchar, The 6th April 1924. Inspector of Schools,

Babu Akhil chandra Ganguli was in the first and second year classes of the Jagannath College. He was an inmate of the Oxford Mission Hostel and afterwards was placed in charge of the Boys' Hostel attached to it. He succeeded in winning the love and confidence of the boys by his character. He has left a good impression on me as a very reliable young man. I wish him every success.

Jagannath College, Sd/- Lalit Mohan Chatterji, M.A.
The 1st October 1915. Rai Bahadur,
Principal

Extract from remarks of distinguished gentlemen and educationists on the work of Babu Akhil Chandra Ganguli, in his capacity as Superintendent of the City Home for School-Boys (Old Oxford Mission Boys' Hostel) D a c c a.

Mr. S. C. Ray M.A.
(London) I. E. S. Inspector
of Schools, Surma Valley
Division, Assam. (Late
Reader, Dacca University).
7th July, 1921.

" I have much pleasure in recording the excellent impression I have had of the City Home for School boys, under the supervision of Babu Akhil Chandra Ganguli. The rooms are very neat and clean and quite congenial to the health and happiness of boys. The Library and the Reading Room are useful institutions and may serve as models to other Hostels. I hope the public will appreciate the devoted services of the Superintendent and give every support and encouragement to the Hostel".

The Rev. Father Albert
E. Blin, C.B.C., Principal,
St. Gregory's High School,
Dacca. 6th December, 1920.

" At the invitation of Babu Akhil Chandra Ganguli, Superintendent of the City Home for School-Boys I visited the Hostel on the 2nd December, 1920. I was particularly struck with the spirit of regular discipline that animates the order and work of the day. The ideal that creates an atmosphere of this kind cannot be too strongly insisted upon in these days of unrest when even among the young there is evidence of a growing tendency to break away from rule and to away with social corporate organisation of every sort. The work done in this Hostel is carried on sound lines.

Boys

Boys in many and various ways are taught practically habits of self-help and self-restraint as well as of self-expression so that the function of the Hostel as I see it is as important if not more important than that of the class room for it has to do directly with character formation. It is high time that our Indian boys should give up old methods of brain-fagging and contraction to acquire vital power of assimilation and be trained to all-round efficiency. I see with much pleasure that this view is gaining ground and that there are men, like those in charge of this Hostel who spare no pains to make the work a success and thus render society a service of the highest order. I wish the institution an effective continuation of activity and usefulness along the lines on which it has been started".

Mr. W. E. Griffith M.A.,
Inspector of Schools,
Dacca Division.
22- 4- 20.

" I visited the "City Home for Boys" Hostel on the 22nd April, 1920 and inspected it.

* * * * *
The Superintendent was trained for his Hostel duties under the Rev. T. E. T. Shore of the Oxford Mission. This Hostel formerly belonged to the Oxford Mission.

* * * * *
This Hostel is run on good lines. There are separate rooms for study and games are organised. ~~the~~

Babu Kedereswar Sen, B.A.,
Head Master, Ukils'
Institution, Dacca.
1-2-21.

* * * *

I was indeed struck with wonder at the admirable way in which the Hostel is being managed by the Superintendent, whose method of guiding young students as well as of imparting to them the education of self-help and constructive organisation seemed to me to be simply excellent. In fact, I had not the least idea that there is such an well organised Hostel in the town, and I may confidently request all guardians who have got ill-tempered and ill-conditioned boys at home to send their wards here for correction and guidance.

Babu Benodebehari
Banerjee, M.A.,
Headmaster, K.L.
Jubilee School, Dacca.

" I had occasion to visit the Dacca City Home for School boys today and was struck with the excellent arrangements I happened to find in different directions. Order and discipline were in evidence amongst the boys residing there and they seemed to me well-behaved.

Babu Monomohan
Banerjee, M.A.,
Headmaster, East
Bengal Institution,
Dacca. 1st February,
1921.

* * * *

I was particularly glad to find that the authorities of this Home have been able to impart to it a healthy moral tone. The tact and care shown by the Superintendent in the management of the young hopefuls, deserve appreciation by the enlightened public.

Babu Sitalakanta Ganguly, M.A., B.L.
Sub-Divisional Officer, Chaudanga,
(Nadia). 10th March, 1921.

* * *

The comparative immunity of the boys of this Hostel from the prevailing fever of unrest and indiscipline also struck me as remarkable and this reflected great credit on the management. Both the Superintendent and the Assistant Superintendent are young men inspired with high ideals and they have their heart in the work.

Babu Satis Chandra Das
Gupta B.A., Offg: Proctor,
Dacca City. 29th June, 1921.

" I visited the City Home for Schools boys several times during my incumbency. I was very much struck with the keen interest Akhil Babu takes in running this institution on the best lines. The City Home appears to me to be the best institution of its kind under the control of the Proctor, Dacca City".

* * *

I was much pleased to notice some special features of the City Home which are calculated to help the lads in forming good habits and character.

Babu Brish Chandra Ray, B.A.,
the veteran Headmaster of the
East Bengal Institution.
30th July, 1920.

* * *

It gives me very great pleasure to record here that I was simply charmed with what I saw. The Home really seemed to me to be like a home to its inmates. Great credit is due to the Superintendent who takes a warm interest in the welfare of the boys placed under his care. I congratulate myself on having come across such an able Superintendent and excellent gentlemen to look after the young hopefuls of our schools in a City like Dacca.

The Rev. L. Bevan Jones, B.A.B.D.
President, Students' Residence
Committee, Dacca.
21st April, 1921.

* * *

I was particularly pleased to find that during the recent period of unrest among the students of Dacca, the boarders of this Hostel stood loyally by their home and Superintendent. That indicates contentment and indeed one generally receives the impression on visiting the hostel, that all live together as a happy family. The place is invariably clean and the boys well-mannered, all of which is a credit to the Superintendent and his assistant.

Applied for
the Head Clerkship of D. C.
College

Recd

Head Clerk. Passed an Exam in the house for D. C.
age 30.

Experience of office organization.
at present "clerk" duty with him
conjoin in 18' if required.

Office address. Companies D. I. Head S' Clerk

his behavior has
been for years

Forwarded & recommended

Recd
4/12

[Signature]
C.T. Prasad
35/11/28

To

The Principal,
Presidency College,
CALCUTTA.

(Through the Income Tax Officer, Companies District I, Calcutta, the Assistant Commissioner of Income Tax, Head-quarters & the Commissioner of Income Tax, Bengal).

Dated, Calcutta, the 24th November, 1928.

Sir,

I beg, most humbly and respectfully, to offer myself as a candidate for the post of Head Clerk in your College notified to have fallen vacant at your kind disposal.

2. As regards my educational qualifications, past services, administrative abilities and active habits, I beg to submit as follows :-

I. EDUCATIONAL QUALIFICATIONS.

I passed the Entrance Examination of the Calcutta University in the first division and the I.A. Examination from the Dacca College in the second division and I went up for the B.A. degree from the Presidency College, Calcutta, in 1912. I passed the P.W.D. 4th Grade Accountantship Examination in 1917 while in service.

II. PAST SERVICES.

I entered the Government service as a temporary clerk in the office of the Comptroller of Assam in 1913 and got into the permanent post of a clerk in the P.W.D. Assam in 1914. Since then I served in that Department in various capacities as correspondences

Memos 701 of 24/11/28

Forwarded to
A.C. Ho. 205 for
favourable
consideration.

The clerk is a willing
and intelligent
worker and has given
entire satisfaction
in the discharge of
his duties.

W. Prasad

24.11.28
Memo No. 7286 of 24.11.28

Forwarded to

Commissioner

He has done good
work as clerk

[Signature]
24-11-28

Act Comm. Head Quarters.

correspondence clerk and accounts clerk in --
several offices in that Province. In 1917 I --
passed the 4th Grade (now called 2nd Grade) --
Accountantship Examination and thereby qualified
myself for the post of an Accountant in a P.W.D.
Executive Engineer's Office. In 1922 when the
Income Tax Department was re-organised in Bengal,
my services were transferred to this Department,
where I have been working as a Head Clerk in the
grade of Rs.175-5-200/-, drawing at present Rs.180/-
per mensem.

During my 15 years' Government service,
I have acquired a thorough knowledge of all office
work - both correspondence and accounts. I am
conversant with the Civil Service Regulation, --
Fundamental Rules and the Civil Account Code and
can deal well with cases of pay, leave and pension.

III. ADMINISTRATIVE ABILITIES.

I beg leave to submit that while working
in the office of the Executive Engineer, Syhlet
Division, I acted there as a Head Clerk on several
occasions. In the Income Tax Department when the
Rajshahi Range was opened in 1926, I was sent there
as the Head Clerk of the office of the Assistant
Commissioner of Income Tax, Rajshahi Range, and
the new office was organised by me there. At present
I have been working as Head Clerk in the Income Tax
Office, Companies District I, Calcutta, since --
February, 1927. It has also been organised by me
and has been in my charge since then.

IV. ACTIVE HABITS.

I am a good sportsman and I know all the
outdoor games Viz: Football, Cricket and Tennis.
While in the Dacca College in 1909-1910, I was one
of the Dacca eleven and in consideration of my

abilities

abilities in sports I was admitted into the Presidency College, Calcutta, in the 3rd year class in 1910. During my service life even I continued the games and can now play Tennis very well.

V. SPECIAL CLAIM FOR THE POST.

I, being an ex-student of your College, having the requisite qualifications for the post and already holding a similar appointment, may most fervently pray for a special consideration of my case.

3. I am ready to furnish the Security Bond of Rs.250/- when called for.

I have the honour to be,

Sir,

Your most obedient servant,

Radhika Mohon Ghose

Address - 5 T, Middle Road, Entally,
CALCUTTA.

Mr. Gough. book sent at Rs 100.

clerk with him all present - P -

the expenses of organisation -
organisation of the -

about 1000
not sure

outside

Mr. S. N. Gough

Pay and Accd Office

Custom House

Calcutta

Calcutta practically immediately.

30. 10. 60. 7

30. 10. 60. 6

30. 10. 60. 7

Inspector of Schools

30. 10. 60. 9

(47)

Name of applicant :-

Surendra Nath Ganguli.

Office of employment :-

Accountant General, Bengal,

Services placed under the Officer on Special Duty, Government of India, Finance Department and at present attached to the Pay & Accounts Office, Custom House, Calcutta, in connection with the separation of Accounts from Audit of the Central Departments.

Length of Service :-

25 years & 6 months.

Qualifications :-

Being an Auditor in the Office of the Accountant General, Bengal, for the last 25 years has gained sufficient experience in audit and accounts of all Departments under the Central & Provincial Governments and in the application of Fundamental Rules, Subsidiary Rules (Bengal), Supplementary Rules (India), Civil Account Codes, Audit Codes, Account Codes & all orders affecting the Lee Concessions &c. He is of active habits and possesses good administrative ability as he held charge of the Gazetted Audit Department in the Office of the Accountant General, Bihar & Orissa, consisting of 25 clerks and was in-charge of the War Estimates Section in the office of the Senior Controller of Military Supply Accounts consisting of 20 clerks for 5 and half years during the Great European War and was favoured with a testimonial by the Government of India in recognition of his valuable services (copy enclosed).

His application was forwarded by the Collector of Customs, Calcutta, under his memo No. 5462, dated the 19th November 1928.

Recommended by P. M. S. Ganguli

True copy.

6462
Government of India,
ARMY DEPARTMENT,
Simla.

Dated 4th June 1920.

Sir,

I am directed to refer to the list published with the Gazette of India, dated the 29th July 1919, in which you were mentioned for valuable services rendered in India in connection with the War 1914-1919, and to forward as a souvenir and mark of appreciation of the Government of India the War badge enclosed.

I am,
Your obedient servant,
Sd/- A. H. Bingley

Major General,
Secy. to the Govt. of India.

To.

S. N. Ganguli, Esq.

Recd
20/11/28

MEMO No 5462

Forwarded. The applicant is a capable clerk and good worker.

To

The 19th November 1928.

The Principal,

Presidency College,

Calcutta.

(Through the Pay & Accounts Officer, Custom House,

and
the Collector of Customs, Calcutta).

COLLECTOR of CUSTOMS.
19. 11. 28.

Dated the 15th November 1928.

Sir,

Understanding that a Head clerk on a pay of Rs.150-10-250 is to be entertained at the Presidency College with effect from the 16th January 1929, I beg most respectfully and humbly to offer myself as a candidate for the same.

I entered Government service in May 1903 as a clerk in the office of the Accountant General, Bengal, after passing the competitive examination held in April of that year. Since then and after a series of transfers from one Department of Government to another (details attached for favour of perusal) wherever my services were necessary in connection with important works relating chiefly to supervision, organisation and consolidation of general office works and of accounts, I am at present placed in the Pay & Accounts Office, Custom House, Calcutta. I have completed 25 years' service and am now in receipt of Rs.170/- in the scale of Rs.60-8-140-6-230 and aged 46 years.

I may mention that while in the office of the Accountant General, Bihar & Orissa, I was in-charge of the Gazetted Audit Department for some time supervising over the works of about 25 subordinate clerks, and that while in the office of the Senior Controller of Military Supply Accounts, I was in-charge of the Marine Compilation & War Estimate section consisting of about 20 clerks and had to prepare Statistic & Estimates for about 700 hundred vessels chartered by the Government of India including the

the R.I.M. and His Majesty's Admiralty Ships during the great War of 1914 in respect of their hire, coal, stores, pilotage and other miscellaneous charges.

I venture to state that the experience thus acquired has made me well conversant with the technicalities of Statistical works besides imparting an adequate knowledge in supervisory duty and administrative ability. Besides I am conversant with the Civil Accounts Code, Audit & Accounts Codes, ^{the Bengal Audit Manual} the Fundamental Rules, and the Supplementary Rules being an Auditor in the Audit & Accounts Department of the Government of India.

Wherever I was placed, I always worked to the entire satisfaction of my superior officers. The Government of India in appreciation of my services during the European War 1914-19 was pleased to grant me a bonus of 3 months' pay and a War Badge besides favouring me with a testimonial (copy enclosed) and a mention of my name in the Despatch of the Commander-in-Chief to the Secretary of State for India published in the Gazette of India dated 29th July 1919, as having rendered useful services.

Should ^{you} be graciously pleased to select me for the appointment, I hope I ^{shall} ~~will~~ be able to discharge my duties to your satisfaction and that with the knowledge I have acquired in respect of the duties of an Auditor of an Account Office I will be able to render help to the College Staff and save much un-official and other references with the Accountant General, Bengal.

Custom House, Calcutta.

I remain,

Sir,

Your most obedient servant,

Suren Chandra Gauguli.

Statement showing the names of offices with periods in which employed
from May 1903 to ~~March~~ ^{Nov} 1928.
.....

Name of office in which employed.	Period		Cause of transfer.	Remarks.
	From	To.		
Accountant, General Bengal.	8-5-1903	15-10-1905.	Partition of Bengal.	
-do- Eastern Bengal & Assam, Shillong.	16-10-1905	31-3-1912.	-do-	
-do- Bihar & Orissa, Ranchi.	1-4-1912.	27.8.1914.	Re-partition of Bengal.	
-do- Bengal.	28-8-1914	5-4-1915	Ordinary transfer.	
Senior Controller of Military Supply Accounts.	6-4-1915	30-9-1920	Deputation on account of the European War 1914-19.	
Accountant General, Bengal.	1-10-1920	22 Octr. 1924	Termination of Deputation.	
Pay & Accounts Officer, C.B.R.	23-10-1924	30.6.1925.	Inauguration of Mr. Juke's scheme for separation of Accounts from Audit.	
-do- Custom House.	1-7-1925	to date		

True copy.

Government of India,
Army Department,
Simla.

Dated ,4th June 1920.

Sir,

I am directed to refer to the list published with the Gazette of India, dated the 29th July 1919, in which you were mentioned for valuable services rendered in India in connection with the War 1914-1919, and to forward as a souvenir and mark of appreciation of the Government of India the war badge enclosed.

I am,
Your obedient servant,
Sd/- A. H. Bingley.
Major-General,
Secretary to the Government of
India.

To.

S. N. Ganguly, Esqr.

D. O. No. 2



Office of the Director of Public Instruction,
Bengal.

The 2nd January 19 29.

Confidential.

My dear Ramsbotham,

I agree with you that Babu Surendra Nath Ganguly and Babu Radhika Mohon Ghosh are the best of the candidates who have applied for the post of Head Clerk, Presidency College. I am, however, inclined to prefer the latter to the former on the grounds that Radhika Mohan Babu is an ex-student of Presidency College and that he is an undergraduate. The application of Surendra Nath Babu does not show his academic qualifications. In other respects both candidates appear to be equally suitable.

2. I return your file containing the applications of the six candidates provisionally selected.

Yours sincerely,

R. B. Ramsbotham, Esq., M.A., B.Litt., I.E.S.,
Principal, Presidency College (Offg.).
Calcutta.

* The good work done by Babu S.N. Ganguli seems to me to constitute an especial ground for consideration. *ceteris paribus*; the result of a personal interview confirmed me in my opinion that Surendra Babu is the best man.

P. Banerjee
2/1/29

3/1/29 Pund

Confidential

L. O. No.

Presidency College, Calcutta.

The 22nd December 1928.

Dear Sir,

I shall be glad if you will kindly arrange to see me at *
in my office at the Presidency College, Calcutta in connection with your application for the Head Clerkship of this College. You are requested to bring with you the originals of your testimonials.

Yours faithfully,

Principal.

* December 29th, 1928.

Mr. ~~Atul~~ Chandra Ganguli, *do. no. 605-7* ✓
Hd. Clerk, Land Acquisition Office, Dacca. at 11 A.M.
Mr. Ramesh Ch. Mukherji, *do. no. 606* ✓
Hd. Clerk, Ex. Engr.'s office, Hijley Divn. at 11.30 A.M.
Mr. Arun Ch. Ray, *do. no. 607* ✓
Hd. Clerk, ~~Income Tax Office~~ Dacca Circle at 12 noon. ✓
* December 31st, 1928 *do. no. 608*
Mr. Surendra N. Ganguli, Custom House, Cal. at 10-30 A.M. ✓
Mr. Radhica Mohan Ghosh, Hd. Clerk, *do. no. 609* ✓
Income Tax office, Company's Dist. 1, Cal. at 11 A.M.
Mr. Atul K. Chatterji, Accountant, Prescollege at 11.30 A.M.

do. no. 610.

No.

From

R.B. Rambotham, Esq., M.B.E., M.A., B.Litt., I.E.S.
Principal, Presidency College (Offg).

To

Dated Calcutta, the 3rd Jany, 1929

Sir,

I have the honour to inform you that you have not been selected to fill the vacant post of Head Clerk in this College.

no. 16 7/3/29 I have the honour to be,

Sir,

Your most obedient servant,

R. B. Rambotham

Principal, Presidency College.

no. 16. Mr Akhil Ch. Ganguly

no. 16 7/3/29 Hd. clerk, Land Acquisition Office
Dacca.

17 Arun Ch Ray

no. 18 7/3/29 Hd. clerk, Inspection of Schools, Dacca
circ.

18 Atul K. Chatterji, asstt Principal.

19. Radhika Mohan Ghosh

no. 19 7/3/29 Hd. clerk Income Tax Office, Comptroller,
Sh. Cal.

20. Ramsh Ch Mukherji
Hd clerk En. Engr Office, Hoyle
Dacca.

Final Selection

1. Surendra Nath Ganguly. No. 47 ✓
Selected
46 years, A. S. B's office

3

2. Abhil Chandra Ganguly. No. 106 ✓
No. 167 3.1.29 Head Clerk, Land Acquisition office, Dacca.

~~Birendra Nath Chandra~~

3. Anu Chandra Ray. No. 239 ✓
M. 177 3.1.29 Head Clerk, Inspection of Schools, Dacca Circle.

Abhil
4. Abul Kama Chatterjee. No. 223 ✓
No. 187 3.1.29 Assistant, Printing Press.

2

5. Radhika Mohan Chakraborty. No. 165 ✓ ✓
No. 197 3.1.29 Head Clerk, Income Tax office, Comptroller, Calcutta.

6. Ramon Chandra Mukherjee. No. 148 ✓
No. 207 3.1.29 Head Clerk, Ex. Engd. office, High Division.
Selected

No. 12

From

R.B.Ramsbotham, Esq., M.B.E., M.A., B.Litt., I.E.S.
Principal, Presidency College (Offg).

To

Babu Surendra Nath Ganguli,
Pay & Account Office^x, Custom House, Calcutta.

Dated Calcutta, the 3rd January 1929.

Sir,

I have the honour to inform you that, subject to the approval of the Government of Bengal, Education Department, you have been appointed Head Clerk of the Presidency College in the scale of Rs 150-10-250 per month. In view of the fact that you are now drawing Rs 170/-, your commencing salary^{*} will be Rs 180/- per mensem. You will be required to take up your duties in the fore-noon of January 16th instant, and to furnish a security bond of Rs 250/-.

I have the honour to be,

Sir,

Your most obedient servant,

R.B. Ramsbotham

Principal, Presidency College.

** Subject to the approval of
Government.
Rural*

CONFIDENTIAL.

No. 13

From

R.B.Ramsbotham, Esq., M.B.E., M.A., B.Litt., I.E.S.

Principal, Presidency College (Offg).

To

The Director of Public Instruction, Bengal.

Dated Calcutta, the 3rd January 1929.

Sir,

I have the honour to recommend Babu Surendra Nath Ganguli for appointment to the post of Head Clerk in this College which will very shortly be vacant owing to the retirement on pension on January 16th instant of Babu Hara Chandra Majumdar, the present incumbent.

About three hundred applications were received for this post, and those were considered by a small committee consisting of Messrs K.C.Ray, Additional Assistant Director of Public Instruction, Bengal, Mr. S. K. Banerji, Bursar, Presidency College and myself. We selected six candidates whose qualifications were considerably above the rest of the applicants. I interviewed each of these six gentlemen and after consideration selected Babu Surendra Nath Ganguli. This gentleman is 46 years old and has been in Government Service in the office of the Accountant-General since May 1903. He is at present in the Pay & Accounts office, Custom House, Calcutta, on a salary of Rs 170/- in the scale Rs 60-8.-140-6-230. He appears to possess good administrative ability having held charge from 1912 to 1914 of the Gazetted Audit Department in the office of the Accountant-General, Behar & Orissa, with 25 clerks under his supervision. He was also in charge of the War Estimate Section of the Senior Controller of Military Supply Accounts for a period of 5½ years (1915-1920) and his name was mentioned for valuable services rendered in the Gazette of India dated 29th July 1927, and he was presented with a badge by the Government of India as a souvenir and mark of appreciation. Since 1925 he has been working in the Pay & Accounts office of the Custom House, being placed under the officer on special duty, Govern.

Government of India, Finance Department.

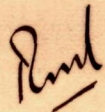
Mr. Ganguli has therefore ample experience of responsible and onerous work ; he is accustomed to the control of a large office & to the organisation and work in that office. He seems to be in excellent health, and he impressed me as being a capable and valuable officer.

He will be entitled under the Fundamental Rules to draw commencing pay at the rate of Rs 180 per mensem. I request that very early orders may be issued. In anticipation of the sanction of Government, I am instructing Babu Surendra Nath Ganguli to take over charge of his duties here in the forenoon of the 16th instant.

I have the honour to be,

Sir,

Your most obedient servant,



Principal, Presidency College.

Confidential

Presidency College,

Do. No. 431 (Con.)

8th September

28

My dear Macdonald,

Your Con. D. O. No. 1867 dated the 7th inst.

I consider that the main reason for the inability of the College office to keep up to time with its work is that it is under-staffed and that it is impossible to prevent the office from getting into confusion if too much work is placed on each member of the office staff.


At present the Head Clerk has rejoined his duty, but the return of him to duty, or of any other clerk, does not alter the situation and your hope that no further difficulty will occur if this officer has returned to duty is not, I am afraid, being fulfilled for the reasons given you in the first paragraph of my letter.

I am aware that the present Head Clerk is on an extension of service which expires on January the 15th, 1929. Unless the circumstances are extremely pressing, I am not in favour of the principle of granting extensions of service to any officer, because the extension granted to one officer is granted at the expense of those who naturally look for promotion when their proper time is due and an extension tends, therefore, to be made at the expense of junior officers. I do not consider the conditions sufficiently pressing to warrant the extension of the services of Hara Chandra Babu

Babu for a further period. In stating this it must be remembered that I have had only two and half months experience of the work in this office, so that my refusal to recommend another extension is based on general grounds and may very properly be over-ridden by the Director who has a greater knowledge of the necessities of this office than I have.

A considered scheme of arrangement to fill the permanent vacancy has not yet been drawn up, but in the mean time I shall suggest that Atul Babu who officiated as Head Clerk during Hara Chandra Babu's absence might be appointed to act on probation in this office for a period of 12 months. If this suggestion meets with the Director's approval, a proper scheme of arrangement based on this temporary promotion will be drawn up. But I again take leave to draw attention to the fact that no Head Clerk, however capable and devoted, can hope to keep his office in a proper state of efficiency unless he has a staff sufficient to do the work.

Yours sincerely,

A handwritten signature in dark ink, appearing to be 'Atul', written in a cursive style with a horizontal line underneath.

Collection No. _____

19

SUBJECT.

File No.

Serial Nos. _____

Special File

J. Hook.

Government of Bengal.

OFFICE OF _____

DEPARTMENT OR GROUP.
BRANCH.

LIST OF PAPERS.

Serial No. in file.	From or to whom.	Number.	Date.	Number of pages.	Class of paper.

FORM.

Confidential Report (Special).

1. Name *Lieut. ~~Lieutenant~~ Propulla Chandra Satta*

2. Designation *Lecturer in Geology, Presidency College, Calcutta.*

3. Pay (scale and actual amount) *Scale - Rs. 125/- - 350/-
Actual Pay - Rs. 190/-*

4. Actual duty on which employed (i.e., the subjects and classes taught or the kinds of schools visited, in the case of an inspecting officer).

*Lecturing to Ise. Classes in Geology
- B.Sc. Honours as well as Pass
Classes in Geology
Post Graduate M.Sc. Classes in
Geology*

5. Academic qualifications (with classes or division, whether Honours or Pass, also the subjects taken):—

(i) Matriculation - *First Division.*

(ii) Intermediate - *Ise. First Division.*

(iii) Graduate - *B.Sc. Honours II Class 2nd
Subjects - Chemistry, Mathematics & Geology Honours.*

(iv) Post-graduate *M.Sc. - Geology II Class 1st*

6. Professional qualifications (class or division and subject studied to be stated):—

(i) B. T., L. T., or Diploma in Teaching, etc.

(ii) Departmental Examination in Bengali by the Higher Standard or in Account Rules and Practice (if the officer is liable to pass the examination).

7. Length and nature of experience in teaching or inspecting work—

(i) In Government service

(ii) In private service

- (1) In Government service since 1926 as Assistant Geology Department. Undertook teaching work in the B.Sc. Classes in Geology.
(2) Officiated as lecturer in Geology since 1931 off and on for a period of more than 4 years.
(3) Appointed substantively as lecturer in Geology from 22.2.1943.

8. Physical capacity (specific training in Drill, Physical Education, Boy Scouting and Cubbing and Bratachary, Games played and Teams played for, if any, and when, to be mentioned).

Holds a Senior Grade King's Commission in the Calcutta University Officers Training Corps, Indian Territorial Force since 1937.

9. Capacity for touring work (state whether the officer can ride a horse or a bicycle).

Has been conducting Field Training Classes of Geology Students and is quite fit for this work physically. Can ride a cycle.

10. General health (amount of sick leave taken during the last 5 years to be stated).

General health good. Has not taken sick leave since joining Government Service in 1926.

11. Character—

(a) Social (including tactfulness in dealing with fellow-officers, teachers, pupils and their guardians or with school authorities).

Is tactful in his dealing with his College and has a good moral character. This is apparent in his dealings with his College and has a good moral character.

(b) Moral.

12. In the case of a teacher—

Aptitude for developing corporate life in educational matters (i.e., interest in games and sports, debating societies, managing clubs, etc.).

Is in charge of the Presidency College Officers Training Corps Platoon. & is doing very good work.

13. In the case of an inspecting officer—

Aptitude for influencing by inspection the work done in a school. Range of work which the officer can inspect with definite results (e.g., drill, nature knowledge, and other subjects of the primary, middle or high school curriculum).

14. Power of maintaining discipline (in the case of a teacher).

There has been no case of insubordination in the classes which he has taken. GND

15. Power of organisation (details to be given including experience in, and capacity for, office work, if known).

He is familiar with the departmental office work, Accounts & Correspondence.

16. Originality in work (give details).

He has published a few original papers, such as Notes on some Rocks of the Rajmahal Hills. Journal of the department of science vol. X. Calcutta University 1929.

17. Any special aptitudes (e.g., musical, scientific, literary, etc.).

He has a special aptitude for the arrangement of museum exhibits. He seems to have a Museum arrangement that has done for the work in among the College & Dept. Museum.

18. Other qualities (showing *prima facie* fitness).

19. Personal appearance and general impression (viz., smart, brisk, untidy, careless of appearance, etc.).

He is smart & brisk and confident. He appears neat in appearance at first presence.

20. General remarks on discharge of duties:—

(i) Whether the officer has been carrying out his duties with energy, ability and success.

yes

(ii) Whether he is in enjoyment of good health.

yes

(iii) Whether he has been taking an active part in the social life of the school or college (in the case of a teacher).

Yes.

(iv) Whether he has shown, during his previous 3 years that he is maintaining his mental alertness by the publication of any original paper or book, or in any other manner.

He takes a keen interest in his lectures & demonstration work. He is also interested in advanced work.

(v) Whether he has been taking his due share in training the character of students and in teaching them self-reliance and discipline (in the case of a teacher).

Yes

(vi) Whether his work is characterised by defects (viz., tactlessness, supersensitive temperament, want of zeal, ill-health, etc.) which impair in any marked degree his efficiency as a teacher or an inspecting officer.

No.

21. Whether recommended for confirmation, permanent appointment, promotion or crossing the efficiency bar.

Stop Recommended for Confirmation in the post of Lecturer in Geology from 22.2.1943 (ie The date of his substantive appointment to the post.)

Manomohan Chatterjee

Head Master, Hare/Hindu School.

Senior Professor of Geology.

6/4/44

[Signature]

Principal, Presidency College.

Dated the.....193

From

A. K. Chanda, Esq., I.E.S.,
Principal, Presidency College, Calcutta,

To

The Director of Public Instruction, Bengal.

CONFIDENTIAL.

No. 800, Calcutta, the 21st April, 1944.

22

Sir,

I have the honour to enclose herewith a special confidential report on the work of Mr. Sunil Chandra Sen, Professor of Physiology of this College in the B.E.S. who is due to cross his Efficiency Bar on the 3rd July, 1945. This officer's work on this college has been uniformly good. He has been doing research work and has published some original works ^{depts &} which will be found attached to the confidential report. I recommend that he may be allowed to cross the Efficiency Bar with effect from 3rd July, 194

I have the honour to be,

Sir,

Your most obedient servant,

A. K. Chanda

Principal, Presidency College.

FORM.

Confidential Report (Special).

1. Name *M^r Sunil Chandra Sen*

2. Designation *Professor of Physiology, Presidency College.*

3. Pay (scale and actual amount) *B. E. S. (Scale - Rs 150 - Rs 700
Present pay - Rs 380 per month.)*

4. Actual duty on which employed
(i.e., the subjects and classes taught
or the kinds of schools visited, in the
case of an inspecting officer).

*Teaches Physiology in I.Sc., B.Sc.
and M.Sc. classes.*

5. Academic qualifications (with
classes or division, whether Honours or
Pass, also the subjects taken):—

(i) Matriculation - *1st division*

(ii) Intermediate - *1st division*

(iii) Graduate — *1st Class honours in Physiology*

(iv) Post-graduate - *2nd class in Physiology*

6. Professional qualifications (class
or division and subject studied to be
stated):—

nil

(i) B. T., L. T., or Diploma in
Teaching, etc.

(ii) Departmental Examination in
Bengali by the Higher Stand-
ard or in Account Rules and
Practice (if the officer is liable
to pass the examination).

7. Length and nature of experience in teaching or inspecting work—

(i) In Government service

Has been teaching Physiology since 1926 in the Presidency College.

(ii) In private service

x

8. Physical capacity (specific training in Drill, Physical Education, Boy Scouting and Cubbing and Bratachary, Games played and Teams played for, if any, and when, to be mentioned).

good.

9. Capacity for touring work (state whether the officer can ride a horse or a bicycle).

x

10. General health (amount of sick leave taken during the last 5 years to be stated).

good - no sick leave during the last 5 years.

11. Character—

(a) Social (including tactfulness in dealing with fellow-officers, teachers, pupils and their guardians or with school authorities).

tactful in dealing with others

(b) Moral.

good.

12. In the case of a teacher—

Aptitude for developing corporate life in educational matters (i.e., interest in games and sports, debating societies, managing clubs, etc.).

Had been a successful asst Superintendent in the Eden H. Hostel for 7 years from 1930-37.

13. In the case of an inspecting officer—

Aptitude for influencing by inspection the work done in a school. Range of work which the officer can inspect with definite results (e.g., drill, nature knowledge, and other subjects of the primary, middle or high school curriculum).

14. Power of maintaining discipline (in the case of a teacher).

a good disciplinarian

15. Power of organisation (details to be given including experience in, and capacity for, office work, if known).

- i) *Asst Secretary, Physiology Society of India for 2 years.*
- ii) *Worked as a Post Officer in connection with the anti- hoarding drive performed in 1943.*

16. Originality in work (give details).

Vide the typed sheet attached herewith.

17. Any special aptitudes (e.g., musical, scientific, literary, etc.).

X

18. Other qualities (showing *prima facie* fitness).

He crossed the efficiency bar in S.E.S. a few months ago. He has been a good teacher and an enthusiastic worker.

19. Personal appearance and general impression (viz., smart, brisk, untidy, careless of appearance, etc.).

Smart.

20. General remarks on discharge of duties :—

(i) Whether the officer has been carrying out his duties with energy, ability and success.

yes.

(ii) Whether he is in enjoyment of good health.

yes.

(iii) Whether he has been taking an active part in the social life of the school or college (in the case of a teacher).

yes.

(iv) Whether he has shown, during his previous 3 years that he is maintaining his mental alertness by the publication of any original paper or book, or in any other manner.

yes, by the communication of an original paper at a meeting of the Physiological Society of India.

(v) Whether he has been taking his due share in training the character of students and in teaching them self-reliance and discipline (in the case of a teacher).

yes.

(vi) Whether his work is characterised by defects (viz., tactlessness, supersensitive temperament, want of zeal, ill-health, etc.) which impair in any marked degree his efficiency as a teacher or an inspecting officer.

no

21. Whether recommended for confirmation, permanent appointment, promotion or crossing the efficiency bar.

Recommended for crossing the efficiency bar on 3rd July, 1945.

Narendra Mohan Basu.

Professor-in-charge, Physiology Department.

Head Master, Hare/Hindu School. 19. 4. 44.

Principal, Presidency College.

Dated the.....193

List of original works done by
Prof. S. C. Sen.

1. Coagulation time of the blood of Indians (Calcutta Medical Journal) 1932.
2. Observation on the coagulation time of the blood of guineapigs and rabbits (Journal of Indian Medical Association) 1933.
3. Studies on the height, weight and chest expansion of Indians (Antiseptics) 1934.
4. Histological preparation of tissues by paraffin methods in the Tropics (Proceedings of the Physiological Society of India) 1935.
5. Studies on the increase of blood calcium after intravenous injection of glucose (Indian Journal of Medical Research) 1937.
6. Effect of broken doses of thyroid on the blood picture of rabbit (Read in the meeting of the Physiological Society of India) 1943.

for the communication of a paper at a meeting of the Physiological Society of India

Ar. Chandra
20/4

age

From
A. K. Chanda, Esq., I.M.S.,
Principal, Presidency College, Calcutta.

To
The Inspector of Schools,
Presidency Division, Alipore.

Confidential.

No. 48, Calcutta, the 11th January, 1944.

Sir,

I have the honour to enclose herewith the special confidential report on the work of Babu Dwijendra Kumar Chakravarty, Head Master, Hindu School, Calcutta. This was submitted to the Director of Public Instruction by this office but was returned by him as it was not signed by the Principal. As the school is now under your administrative control it is presumed you will deal with this matter.

I have the honour to be,
Sir,
Your most obedient servant,

Principal,
Presidency College.

GOVERNMENT OF BENGAL.

OFFICE OF.....

DEPARTMENT.....

GROUP.....

BRANCH.....

No.....

FROM

To

Bengal Form No. 3.

Subject:—

O/c

Dated.....

Confidential.

No. 48A
2E/69A/43.

From

The Director of Public Instruction, Bengal,

To

The Principal, Presidency College, Calcutta.
Rajshahi, the 8th January 1944.

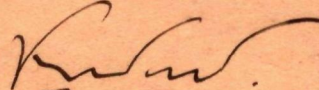
Sir,

In returning herewith the Special Confidential report on the work of Babu Dwijendra Kumar Chakravarty, Head Master, Hindu School, Calcutta forwarded with your letter No.2437-Con., dated 3rd December 1943, I have the honour to state that as the report has not been signed by you, it should be resubmitted to this office with your signature at an early date.

I have the honour to be,

Sir,

Your most obedient servant,



for Director, of Public Instruction, Bengal.

K.C. 4/1.
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