

Confidential.

To: The D.P. I., West Bengal, Calcutta.

We are forwarding herewith the Annual Confidential Reports on the work & ability of the members of the staff of the State School for the year 1952-53.

The favour of an acknowledgment is requested.

P.S.
P/

See
25/5

No. 322C

From

The HeadMaster, Hare School, Calcutta.

To

The Principal, Presidency College, Calcutta.

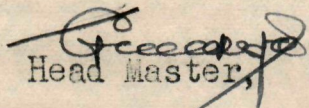
Dated Calcutta, the 28th May, 1953.

Sir,

I beg to submit, herewith, the Annual Confidential Report on the work and ability of the members of the Staff of this school.

The report in respect of the Assistant Head Master is being submitted in triplicate and that on the other members of the Staff in duplicate.

Yours faithfully,


Head Master,

Hare School, Calcutta.

28/5/53.

Encl., - 24 sets of reports.

No 3.22C

From

The HeadMaster, Hare School, Calcutta.

To

The Principal, Presidency College, Calcutta.

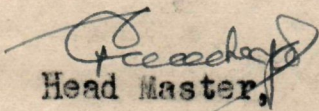
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Sir,

I beg to submit, herewith, the Annual Confidential Report on the work and ability of the members of the Staff of this school.

The report in respect of the Assistant Head Master is being submitted in triplicate and that on the other members of the Staff in duplicate.

Yours faithfully,


Head Master,

Hare School, Calcutta.

28/5/53

Encls. - 24 sets of reports.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Lalit Mohan Sinha.....M.A. B.L. B.T.

Rank.....Assistant Headmaster (effg).....Branch.....S.E.S. (Teaching).....

Date of:—(a) Birth.....1.3.1893.....(b) Entry to Government Service.....14.11.23.....Present Grade.....P. 150-10-250
_{subsequently to changed} (For notes on compiling the report, see page 2.) _(old scale)

Section I.—Performance of Duties in Present Grade.

	Markings.	Remarks.
1. Knowledge—		
(a) of Branch	<u>C</u>	
(b) of Department	<u>C</u>	
2. Personality and force of character	<u>C</u>	
3. Judgement	<u>C</u>	
4. Power of taking responsibility	<u>D</u>	
5. Initiative	<u>D</u>	
6. Accuracy	<u>D</u>	
7. Address and tact	<u>C</u>	
8. Power of supervising staff	<u>D</u>	
9. Zeal and industry	<u>D</u>	
10. Health	<u>D</u>	He ought to go on long leave for rest and treatment as he appears to have been suffering from a very grave malady.
11. Attendance [see note (2)]	<u>C</u>	
12. Official conduct (discipline) [see note (2)]	<u>C</u>	
13. (a) Capacity to note	<u>C</u>	
(b) Capacity to draft	<u>C</u>	

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

He possesses very high academic qualifications and would have been an acquisition to the school but for his

Section II.—Degree of Fitness for Promotion.

very indifferent health.

Delete all but one of the following:—

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

Remarks—

In justice to him it must be mentioned that he was at one time regarded as one of the most brilliant & efficient teachers of Mathematics

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....8.4.53.....Signature (Certifying Officer).....[Signature]

Rank.....Headmaster.....

Remarks by Countersigning Officer.

Head School, Calcutta?

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

Principal, Presidency

Date.....College, Calcutta.....

2

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Prasenjit Chatterjee Bhattacharya M.A. B.T.

Rank.....A 54th Master (English teacher) Branch.....Teaching S.F.S.....

Date of:—(a) Birth...7.5.1898.....(b) Entry to Government Service...23.9.26... Present Grade...P. 100-5-215/10
-225-

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

Section I.—Performance of Duties in Present Grade.

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

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

A highly conscientious and efficient teacher of History & Geography

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— A very successful teacher and a man of outstanding personality. Is due to retire in May 1953

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....8.4.53..... Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date.....

Principal, Presidency College, Calcutta.

8

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education

Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Bipati Bhattacharya B.A.B.T.

Rank..... Assistant Master (English) Branch..... S.E.S. Teaching

Date of:—(a) Birth..... 31.3.1904..... (b) Entry to Government Service..... 16.7.27..... Present Grade.....

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

Ro 105-5-215-18-225

Section I.—Performance of Duties in Present Grade.

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

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

A teacher who is ^{thoroughly} highly reliable and possesses social qualities quite above the average

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He fully deserves promotion to the Assistant Headmaster's Grade

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 8.4.53..... Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date..... Principal, Presidency College, Calcutta

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Jyotish Chandra Saha.....

Rank.....Asst. Master (English teacher).....Branch.....Teaching.....S.E.S.....

Date of:—(a) Birth.....February, 1902.....(b) Entry to Government Service.....15.8.49.....Present Grade.....

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

Ry 100-5-215-10-225

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of Mathematics & Science

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

A very willing officer not afraid of hard work.

It is however unfortunate that he does not think it necessary to keep himself up to date.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....8/4/53.....Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Principal, Presidency
College, Calcutta

Date.....

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
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The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri. Brojeswar Sanyal Bsc M.A. B.T.

Rank..... Asst. Master (English teacher) Branch..... S.T.S. (Teaching)

Date of:—(a) Birth..... February 1902..... (b) Entry to Government Service..... 4.11.1930..... Present Grade.....

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

Rs 100-5-115
-16-25

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of English

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He fully deserves promotion to the Assistant Headmaster's grade

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53..... Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date..... Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

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The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Nripendra Nath Ghosh B.Sc. B.T......

Rank.....Asstt. Master (English teacher)..... Branch.....S.F.S. (Teaching).....

Date of:—(a) Birth.....15.1.1909.....(b) Entry to Government Service.....17.7.1928..... Present Grade.....

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

Rs 100-5-215-10-285

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of Mathematics. Knows office work

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He is not an Honour Graduate but is likely to do well as an Asstt. Master

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10.4.53..... Signature (Certifying Officer.).....

Rank.....Headmaster.....

Remarks by Countersigning Officer.

First School, Calcutta

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

Date.....10.4.53.....
Principal, Presidency College, Calcutta

Notes.

Section I.

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- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

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Section II.

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General.

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GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Sachin Nath Gupta M.A. B.T.

Rank..... Asst. Master (English teacher) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 1.2.1904..... (b) Entry to Government Service..... 10.1.35 Present Grade.....

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

Rs 100-5-215-10-225

Section I.—Performance of Duties in Present Grade.

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

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

A thoroughly honest and dutiful teacher

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Will do well as an Assistant Headmaster of a Govt. High School.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer)..... [Signature]

Rank..... Asst. Master, Govt. School, Calcutta

Remarks by Countersigning Officer.

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

Date..... 10.4.53

Principal, Presidency
College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
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Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education

Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Phani Bhushan Chakrabarti M.Sc. B.T......

Rank.....ASST. Master (English teacher).....Branch.....S.E.S. Teaching.....

Date of:—(a) Birth.....1.7.1907.....(b) Entry to Government Service.....27.5.37.....Present Grade.....

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

Rs 100—225

Section I.—Performance of Duties in Present Grade.

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

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

An average teacher of limited capacity

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Has now resigned his commission as a cadet officer (N.C.C.)

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10.4.53.....Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Headmaster
High School, Calcutta.

Signature (Head of Department).....

Date.....

Principal, Presidency
College, Calcutta

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education

Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Benoy Bhushan Datta M.A. B.T.

Rank..... Asst. Master (English Teacher) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 1.1.1912 (b) Entry to Government Service..... 18.10.41 Present Grade..... Rs 100-5-215-10-22

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

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher possessing high academic qualifications

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Takes some interest in the extra-academic activities of the school and will do well as an Asst. Master.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster, Bose School, Calcutta

Remarks by Countersigning Officer.

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

Date..... 10.4.53 Principal, Presidency College, Calcutta.....

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Anulya Nath Bhattacharya

Rank..... Asst Master (English teacher)

Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... Nov. 1910

(b) Entry to Government Service..... 31.10.1938

Present Grade..... Rs. 100-S-215-10

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

-225-

Section I.—Performance of Duties in Present Grade.

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

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

A very willing officer. Is also the Sports
secretary of the school

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Has Capacity for developing Corporate
life in school. Quite fit for promotion
to the higher rank

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53

Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster,

Boys School, Calcutta.

Remarks by Countersigning Officer.

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

Principal, Presidency
College, Calcutta.

Date.....

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education

Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Hemanshu Bhattacharya

Rank..... Asst Master (English teacher) Branch..... S. F. S. (Teaching)

Date of:—(a) Birth..... 1.5.1918..... (b) Entry to Government Service..... 17.3.43..... Present Grade.....

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

Rs 100-5-215-10-225

Section I.—Performance of Duties in Present Grade.

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

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

A highly reliable officer who is acquainted with the technique of office routine & procedure.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Is likely to make a good Assistant Headmaster

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53..... Signature (Certifying Officer.).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date.....

Principal, Presidency College, Calcutta

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education

Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Seethashan Bhushan Bhattacharyya M.A.B.T.

Rank..... Asstt Master (English teacher) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 2.10.1909..... (b) Entry to Government Service..... 8.7.39..... Present Grade.....

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

Po 100-5-215-10-225

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of Bengali. He appears to be a bit slack but is capable of harder work. He has been

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Only earned & shows slight improvement.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53..... Signature (Certifying Officer).....

Rank.....

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date.....

Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Benoyenora Nath Chakrabarty M.A.B.T.

Rank..... Asstt. Master (English Teacher) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 2. 2. 1917..... (b) Entry to Government Service..... 1. 3. 44..... Present Grade..... R. 100-5-215

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

Section I.—Performance of Duties in Present Grade.

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

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

An average teacher

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Has to pick up more experience to be a successful Assistant Headmaster but has potentialities for working in a higher capacity

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10. 4. 53..... Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster

Remarks by Countersigning Officer.

High School, Calcutta

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

Date..... 10. 4. 53..... Principal, Presidency College, Calcutta

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Galsindo Pado Ghosh B.A. B.T. (Offg.)

Rank..... Asst. Master (English teacher) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 1. 2. 1909..... (b) Entry to Government Service... 15. 11. 48... Present Grade.....

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

Ro 100-5-215-10225

Section I.—Performance of Duties in Present Grade.

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

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

A teacher of average parts

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

A substantive appointment in the English Teacher's Grade is recommended. He is technically disqualified for promotion to the higher rank

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10-4-53 Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster, Hare School, Calcutta

Remarks by Countersigning Officer.

Signature (Heau of Department.)..... [Signature] Principal, Presidency College, Calcutta.

Date.....

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri. Aban Mahan Goswami M.A. B.T.

Rank.....Asst. Master (English Teacher) Branch.....S.E.S. (Teaching)

Date of:—(a) Birth.....Oct. 1906.....(b) Entry to Government Service.....18.12.29.. Present Grade.....Rs. 1005-215

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

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of amiable personality
Knows music.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10.4.53..... Signature (Certifying Officer.).....[Signature]

Rank.....Headmaster,

State School, Calcutta.

Remarks by Countersigning Officer.

Signature (Head of Department).....

Date.....

Principal, Presidency
College, Calcutta.

Notes.*Section I.*

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Abindra Nath Mukherjee B.Sc. B.A. ^{Trained in Physical Education}
Rank..... A.S.H. made (English Teacher) ^{Physical Instructor} Branch..... S.E.S. (Teaching) ^{Diploma in Physical Education}
Date of:—(a) Birth..... Nov. 1916 (b) Entry to Government Service..... 6.2.45 Present Grade..... (Govt of West Bengal)

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

Rs 100-5-215-10-215

Section I.—Performance of Duties in Present Grade.

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

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

A good Physical Instructor and a smart M.C.C. Cadet officer.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Has keen aptitude for developing Corporate life in School. Will do well as a lecturer in the College of Physical Education.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster, Bareilly, Calcutta

Remarks by Countersigning Officer.

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

Date..... 10.4.53 Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Debenendra Nath Das.....

Rank.....A.S.H. made (Senior Clerical Teacher) Branch.....S.E.S. (Teaching).....

Date of:—(a) Birth...10.7.1900.....(b) Entry to Government Service..26.6.1947. Present Grade.....

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

Rs 80-4-160-5-180

Section I.—Performance of Duties in Present Grade.

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

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

Has joined his appointment recently. He is apparently a poor substitute

Section II.—Degree of Fitness for Promotion.

for Sri Dakshina Charan Bhattacharyya who retired on 16.12.52

Delete all but one of the following:—

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

Remarks—

He is a teacher of poor academic qualifications.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10.4.53..... Signature (Certifying Officer).....

Rank.....

Remarks by Countersigning Officer.

Headmaster,
Hare School, Calcutta.

07c

k. H.

Signature (Head of Department).....

Date.....

Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-19 53

Name... Sri Purnendu Kumar Bhattacharjee B.A. Kabya Vajakara Sanskya
Rank... Asst Master (Senior classical teacher) Branch... S. E. S. (Teaching) Tirtha.

Date of:—(a) Birth... 1.3.1913 (b) Entry to Government Service... 16.7.43... Present Grade.....

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

Rs 60-7/2-95-5/2-140
Pending adjustment
in the revised
scale.

Section I.—Performance of Duties in Present Grade.

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

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

A very Capable teacher of Sanskrit.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following :—

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

Remarks—

Confirmation in the post of classical teacher
has already been recommended

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date... 10.4.53 Signature (Certifying Officer).....

Rank.....

Remarks by Countersigning Officer.

Signature (Heau of Department).....

Date.....

Principal, Presidency
College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 19 -19

Name.....Jaouab Sa. Md. Nasirur Rahman.....

Rank.....Asst. Master (Senior classical teacher).....S. E. S. (teaching).....
Branch.....

Date of:—(a) Birth.....31. 1. 32.....(b) Entry to Government Service.....18. 2. 53.....Present Grade.....R. 80-4-160-5.....
-180

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

Section I.—Performance of Duties in Present Grade.

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

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

A teacher not above mediocrity

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following :—

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

Remarks—

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10. 4. 53.....Signature (Certifying Officer.).....[Signature].....

Rank.....Asst. Master, Presidency College, Calcutta.....

Remarks by Countersigning Officer.

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

Date.....10. 4. 53.....

Principal, Presidency
College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential : but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances :—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified : he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated ; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Heramba Nath Chakravarti L.T.

Rank..... Asstt Master (Vernacular Teacher) Branch..... S. E. S. (Teaching)

Date of:—(a) Birth..... July 1899..... (b) Entry to Government Service..... 24.1.1930 Present Grade..... P. 70-3-118-4-150

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

Section I.—Performance of Duties in Present Grade.

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

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

An efficient teacher and a thoroughly reliable officer. Is in charge of the Junior Red Cross Unit of the school and

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

He has not the requisite qualifications for promotion to the next higher rank.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53..... Signature (Certifying Officer.)..... [Signature]

Rank..... Asstt Master

Remarks by Countersigning Officer.

High School, Calcutta.

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

Date.....

Principal, Presidency
College, Calcutta.

Notes.*Section I.*

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Sankar Kumar Banerjee
Rank..... Asst. Master (Drawing master) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth... 31.10.1907... (b) Entry to Government Service... 23.2.35... Present Grade.....

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

B 70-3-118-4-150

Section I.—Performance of Duties in Present Grade.

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

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

A good teacher of Art. Has social qualities

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Does not possess the requisite academic qualifications.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster, Pore School, Calcutta.

Remarks by Countersigning Officer.

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

Date..... 10.4.53
Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Ram Pariksha Sen

Rank..... Asst Master (Hindi Pandit) Branch..... S. E. S. (Teaching)

Date of:—(a) Birth..... 25.7.1910 (b) Entry to Government Service..... 25.7.39 Present Grade..... Rs. 12-5-115-4

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

-150

Section I.—Performance of Duties in Present Grade.

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

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

A teacher possessing social qualities above the average.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Headmaster, Hare School, Calcutta.

Remarks by Countersigning Officer.

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

Date..... 10.4.53 Principal, Presidency College, Calcutta.

Notes.

Section I.

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential : but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances :—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified : he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated ; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name..... Sri Bhiswar Chakrabarty ~~(2119)~~ M.A. (H.S.)

Rank..... Asst Master (Vernacular) Branch..... S.E.S. (Teaching)

Date of:—(a) Birth..... 1.10.1922 (b) Entry to Government Service..... 20.3.47 Present Grade.....

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

R. 50-4/2-90-5/2-100

Section I.—Performance of Duties in Present Grade.

(Pending revision)

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

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

A good teacher of History. He is quite at home with young children.

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Substantive appointment in the post of vernacular teacher strongly recommended. Is not a B.T.

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date..... 10.4.53 Signature (Certifying Officer.)..... [Signature]

Rank..... Asst Master, Hare School, Calcutta.

Remarks by Countersigning Officer.

He has been advised to join the David Hare Training College next year.

57c

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

Date..... Principal, Presidency College, Calcutta.

Notes.*Section I.*

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

- A. Outstanding.
- B. Very good.
- C. Satisfactory.
- D. Indifferent.
- E. Poor.

Note (2).—An A or B marking is inappropriate for these items.

Note (3).—This report is to be regarded as confidential: but an E marking against any item must be communicated in duplicate by the Head of the Sub-Department to the officer concerned, except in the following circumstances:—

- (i) Where in the opinion of the Head of the Sub-Department communication is considered likely to affect adversely the officer's health.
- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

The officer should be required to sign and return to the Establishment Branch, one copy of intimations of E markings as evidence that he has been notified: he may, if he so desires, add observations.

Section II.

Note (4).—The estimate of fitness for promotion should be related to the officer's capacity for the performance of the duties of the grade above. If he is marked "Exceptionally well qualified" or "Not yet qualified" the reasons for the marking should be stated; and in general reporting officers should make the fullest use of the "Remarks" space.

General.

Note (5).—Every effort should be made to arrive at a just estimate of the qualities of the officer at the time the report is made. Reporting officers should rely on their own judgement and experience, and should in no circumstances have access to previous reports on the same officer by other reporting officers.

GOVERNMENT OF WEST BENGAL

Education Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name.....Sri Gokardhan Mandal.....

Rank.....Assistant Clerk (Offg.).....Branch..... clerical.....

Date of:—(a) Birth.....2.5.1918.....(b) Entry to Government Service.....15.12.42.....Present Grade.....

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

R. 55-3-118-4-130

Section I.—Performance of Duties in Present Grade.

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

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

Reliable and hard working

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks—

Substantive Appointment strongly recommended. Has been officiating in his post for eight years

I HEREBY CERTIFY THAT IN MY opinion the conduct, standard of efficiency, and degree of fitness for promotion of the officer named hereon are as stated.

Date.....10.4.53.....Signature (Certifying Officer.).....

Rank.....Headmaster, Hare School, Calcutta.....

Remarks by Countersigning Officer.

Signature (Heau of Department.).....

Date.....Principal, Presidency College, Calcutta.....

Notes.

Section I.

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

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General.

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