

Government of West Bengal

Department

Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name..... Sri Kulesh Chandra Kar

Rank..... H.O. of the Deptt., Physics.....

Service.....

Branch.....

	Assessment			
1. Personality	Satisfactory
2. Capacity for sustained work	Satisfactory
3. Tact and ability to work with others	Satisfactory
4. Ability to control subordinates	Satisfactory
5. Reliability in carrying out instructions	Satisfactory
6. Ability to state a case	Satisfactory
7. Initiative	Satisfactory
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Satisfactory
10. Devotion to duty	Very Good
11. Knowledge of his work	Very Good

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

a sound scholar and teacher, deeply interested in research work, of retiring temperament

Signature..... J. K. S. 1/4

Rank..... Date.....

Remarks by Countersigning Officer or Officers.

Signature.....
(Countersigning Officer.)

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

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.

Government of West Bengal

Department Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name.....Dr. R. L. Sengupta.....

Rank.....W.B.S. & S., Professor of Physics

Service.....

Branch.....

					Assessment.
1. Personality	Satisfactory
2. Capacity for sustained work	Satisfactory
3. Tact and ability to work with others	Satisfactory
4. Ability to control subordinates	indifferent
5. Reliability in carrying out instructions	Satisfactory
6. Ability to state a case	Satisfactory
7. Initiative	Satisfactory
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Satisfactory
10. Devotion to duty	Satisfactory
11. Knowledge of his work	Satisfactory

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

Sent an experimental paper on Cosmic rays for publication. Here the effect of cosmic rays through heavy and light elements has been studied. So the work is more or less a routine work.

Signature.....K. C. Kar.....

Rank.....Senior Professor of Physics and
Head of the department.....
Date.....
Residency College

Remarks by Countersigning Officer or Officers.

An enthusiastic research worker on
Cosmic rays. A scheme of research financed
by Government of India is being worked under him.

Signature.....K. C. Kar 1/4
(Countersigning Officer.)

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

Government of West Bengal

Department Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name.....Prof. B. K. Sen, W. B. E. S.....

Rank.....Assistant Professor of Physics.

Service.....

Branch.....

	Assessment.			
1. Personality	Satisfactory			
2. Capacity for sustained work	Satisfactory			
3. Tact and ability to work with others	Satisfactory			
4. Ability to control subordinates	Satisfactory			
5. Reliability in carrying out instructions	Satisfactory			
6. Ability to state a case	Satisfactory			
7. Initiative	Satisfactory			
8. Power of taking responsibility	Satisfactory			
9. Power to inspire confidence in the general public	Satisfactory			
10. Devotion to duty	Satisfactory			
11. Knowledge of his work	Satisfactory			

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

He is carrying on research under me on an experimental study of the position of zero-point in bowed string under different experimental conditions. Definite data has not yet been obtained. However, he is expected to get it soon.

Signature.....K. C. Kar.....

Rank.....Date.....
Senior Professor of Physics
and Head of the Department

Remarks by Countersigning Officer or Officers.

a teacher of long experience with some research work to his credit.

Signature.....K. S. Gupta '44
(Countersigning Officer.)

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

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.

Government of West Bengal

Department.

Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name... Sree. P. C. Mukherjee, W.B.E.S.

Rank... Assistant Professor of Physics.

Service.....

Branch.....

					Assessment.
1. Personality	Satisfactory
2. Capacity for sustained work	Satisfactory
3. Tact and ability to work with others	Satisfactory
4. Ability to control subordinates	Satisfactory
5. Reliability in carrying out instructions	Satisfactory
6. Ability to state a case	Satisfactory
7. Initiative	Satisfactory
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Satisfactory
10. Devotion to duty	Satisfactory
11. Knowledge of his work	Satisfactory

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

It seems he takes no interest in research. His research Scheme under West Bengal Government was discontinued for want of progress.

Signature..... K. C. Kerr.....

Rank..... Date.....
Senior Professor of Physics
and Head of the Department

Remarks by Countersigning Officer or Officers.

He is a good Scholar and teacher, very methodical in his work; also interested in research work.

Signature..... J. S. Bhattacharya
(Countersigning Officer.)

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

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.

Government of West Bengal

Department

Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name.....Sri. S. B. Sanyal.....

Rank.....Assistant Professor of Physics

Service.....

Branch.....

	Assessment.			
1. Personality	Satisfactory			
2. Capacity for sustained work	Satisfactory			
3. Tact and ability to work with others	Satisfactory			
4. Ability to control subordinates	Satisfactory			
5. Reliability in carrying out instructions	Satisfactory			
6. Ability to state a case	Satisfactory			
7. Initiative	Satisfactory			
8. Power of taking responsibility	Satisfactory			
9. Power to inspire confidence in the general public	Satisfactory			
10. Devotion to duty	Satisfactory			
11. Knowledge of his work	Satisfactory			

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

He has been carrying experimental researches in Raman effect under Dr. S. C. Sircar. This year he has not published any paper.

Signature.....K. C. Kar.....

Rank..... Date.....

Remarks by Countersigning Officer or Officers.

*Senior Professor of Physics
and Head of the Department*

A good and effective teacher of the Dept. of Physics and methodical. His research work is in credit. Has also helped in the working out of the complex test tube of the College.

Signature.....K. C. Kar 1/4
(Countersigning Officer.)

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

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.

Government of West Bengal

Department.

Annual Confidential Report

For the year 194 -194

Gazetted Officers

Name..... Dr. B. C. Gupta

Rank..... Ass't. Professor of Physics

Service.....

Branch.....

	Assessment.			
1. Personality	Satisfactory
2. Capacity for sustained work	indifferent
3. Tact and ability to work with others	Satisfactory
4. Ability to control subordinates	Satisfactory
5. Reliability in carrying out instructions	Satisfactory
6. Ability to state a case	indifferent
7. Initiative	indifferent
8. Power of taking responsibility	Satisfactory
9. Power to inspire confidence in the general public	Satisfactory
10. Devotion to duty	Satisfactory
11. Knowledge of his work	indifferent

The above assessment should be one of the four—Very good/Satisfactory/Indifferent/Poor.

General remarks (including a statement on integrity, character and physical fitness and a note of any special qualifications not covered by the above).

He reports that he has written two original papers this session which will be shortly published. However, no importance should be placed on such report before the papers are published and examined in view of his previous year's misrepresentation about his research activity (vide previous Confidential report).

Signature..... K. C. Kar

Rank..... Date.....

Remarks by Countersigning Officer or Officers.

Senior Professor of Physics
and Head of the Department

He does not seem to have started
any research work in the Dept. although
impressed by the Dept. last year

Signature..... J. S. Gupta '44
(Countersigning Officer.)

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

Note.—The attention of reporting officers is drawn to the importance of the General Remarks section. Particularly in the case of senior officers it is desirable that this should be adequately and carefully filled in.

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name..... Sri. Santanu K. Mitra.....

Rank..... Lecturer in Physics..... Branch.....

Date of:—(a) Birth..... 4. 8. 1902..... (b) Entry to Government Service.. 17. 11. 36. Present Grade... S. F. S.

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

Section I.—Performance of Duties in Present Grade.

				Markings.	Remarks.
1. Knowledge—					
(a) of Branch	C	
(b) of Department	C	
2. Personality and force of character			..	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	D	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	D	
10. Health	C	
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).

He takes little interest in the modern developments in any branch of Physics.

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 yet begun research work.

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..... Signature (Certifying Officer.)..... K. C. Kar.....

Rank..... Senior Professor of Physics and Head of Deptt.
Presidency College

Remarks by Countersigning Officer.

Has good academic qualifications, is a good teacher, honest, & reliable. But he is not interested in any research work.

Signature (Head of Department.)..... K. C. Kar 1/4

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff For the year 194 -194

Name..... Sri. P. K. Senchoudhury.....

Rank..... Lecturer in Physics..... Branch.....

Date of:—(a) Birth..... Jan. 1915..... (b) Entry to Government Service..... 7.2.51..... Present Grade..... 200-450/-

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

Section I.—Performance of Duties in Present Grade.

			Markings.	Remarks.
1. Knowledge—				
(a) of Branch	C	
(b) of Department	C	
2. Personality and force of character		..	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	C	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	C	He has been of great help in setting up the Nuclear Physics laboratory for Postgraduate students of our College.
10. Health	C	
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).

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 should be promoted to W.B.E.S. He is a member of the Board of higher Physics.

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..... Signature (Certifying Officer)..... K. C. Kar

Rank..... Senior Professor of Physics and Head of Dept
Presidency College

Remarks by Countersigning Officer.

He is a well trained man in Nuclear Physics. Engaged in Postgraduate teaching and research. A very desirable man in the Dept in the higher teaching & research. Deserves promotion to W.B.E.S. & the earliest opportunity.

Signature (Head of Department)..... J. C. Kar 1/4

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 - 194

Name..... Nagendranath Das.....

Rank..... Lecturer in Physics..... Branch.....

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

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

Section I.—Performance of Duties in Present Grade.

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

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..... Signature (Certifying Officer.)..... K. C. Khan

Rank..... Senior Professor of Physics and

Remarks by Countersigning Officer. Head of the department

Hari Jnanie & Dya. - recent

K. C. Subhuta 1/4

Signature (Head of Department).

Date.....

Note.*Section I.*

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

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

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

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

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

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name... Sree. Rashbehary Chakravarty.....

Rank... lecturer in Physics..... Branch.....

Date of:—(a) Birth... May 1925.....(b) Entry to Government Service... Aug. 1952..... Present Grade.....

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

Section I.—Performance of Duties in Present Grade.

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

He has not yet begun any research work. He is a conscientious worker.

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..... Signature (Certifying Officer.)..... *K. C. Kar*

Rank..... *Senior Professor of Physics and Head of Dept.*
Presidency College

Remarks by Countersigning Officer.

Has joined the faculty recently.

A. S. Gupta 1/4

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

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name..... Sri. Himareshwar Mukherjee.....

Rank.... Lecturer in Physics..... Branch.....

Date of:—(a) Birth.. 29. 3. 1930..... (b) Entry to Government Service. 31. 8. 57.... Present Grade.....

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

Section I.—Performance of Duties in Present Grade.

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

He is carrying on theoretical research in Nuclear Physics.
He takes tutorial classes of sixth-year students in Nuclear Physics (special) and so
is a useful member of our department.

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 joined only in this session

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..... Signature (Certifying Officer.)..... K. C. Kar

Rank..... Senior Professor of Physics and Head of Dept.
Pandey College

Remarks by Countersigning Officer.

joined during the year

A. S. 1946/16

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

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 - 194

Name..... Sri. Mukund Ranjan Natumdar.....

Rank..... Junior Demonstrator..... Branch.....

Date of:—(a) Birth..... April 1925..... (b) Entry to Government Service. 10.1.52..... Present Grade. 100. 225/-

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

Section I.—Performance of Duties in Present Grade.

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

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— Working for a short period

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..... Signature (Certifying Officer.)..... K. C. Kar.....

Rank..... Senior Professor of Physics.....
and Head of the Department

Remarks by Countersigning Officer.

He joined us last year. He has recently
been appointed Assistant Superintendent,
Edenbridge Hostel.

J. S. D. 1/4

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

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name.... Sri. Sukumar Ghosh.....

Rank.... Junior Demonstrator..... Branch.....

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

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

Section I.—Performance of Duties in Present Grade.

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

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 carrying on research under me and has published one paper jointly with me. He takes interest in Post-graduate laboratory.

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..... Signature (Certifying Officer.)..... K. C. Kar

Rank. Senior Professor of Physics and
Head of the Department

Remarks by Countersigning Officer.

A hardworking and sincere demonstrator
with keen interest in research work.

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

Dr. S. S. Bhattacharya 1/4

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 - 194

Name..... Dungapanda Basu

Rank..... Store Keeper

Date of:—(a) Birth..... 1. 3. 1899 (b) Entry to Government Service. 26 - 8 - 26 Present Grade..... 35 - 130/-

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

Section I.—Performance of Duties in Present Grade.

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

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

Rank..... Senior Partner of Bhuneswar
Head of the department

Remarks by Countersigning Officer.

~~He is~~ a store keeper with long
experience in the Army.

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

Date.....

K. Subrahmanyam 1/4

Notes.**Section I.**

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

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

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

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

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

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name. Smt. Ashutosh Pani.....

Rank. Laboratory Assistant..... Branch.....

Date of:—(a) Birth. Jun. 1930..... (b) Entry to Government Service. 11. 9. 50. Present Grade. 80 - 180/-

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

Section I.—Performance of Duties in Present Grade.

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

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— He is a conscientious worker

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..... Signature (Certifying Officer.)..... K. C. Kar.....

Rank..... Senior Inspector of Fisheries and
Head of the Department

Remarks by Countersigning Officer.

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

Date.....

K. C. Kar 1/4

2

Note.

Section I.

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

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

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

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

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

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name... Sri... Sudhir Chandra Choudhury.....

Rank... Instrument Keeper..... Branch.....

Date of:—(a) Birth..... 7.3.32..... (b) Entry to Government Service... 3.1.64..... Present Grade... 55-101

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

Section I.—Performance of Duties in Present Grade.

			Markings.	Remarks.
1. Knowledge—				
(a) of Branch	C	
(b) of Department	C	
2. Personality and force of character	C	
3. Judgement	C	
4. Power of taking responsibility	C	
5. Initiative	D	
6. Accuracy	C	
7. Address and tact	C	
8. Power of supervising staff	C	
9. Zeal and industry	D	
10. Health	C	
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).

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..... Signature (Certifying Officer)..... K. C. Kar

Rank..... Senior Professor of Physics and
Head of the Department

Remarks by Countersigning Officer,

J. C. V. S. 10

Signature (Head of Department).....

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name... S. N. Jagadish Ch. Bhattacharya.....

Rank... Instrument Keeper..... Branch.....

Date of:—(a) Birth..... 1.1.1903..... (b) Entry to Government Service. 28.7.43.... Present Grade..... 55/180

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

Section I.—Performance of Duties in Present Grade.

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

Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

Remarks— He is a reliable instrument keeper

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..... Signature (Certifying Officer.)..... K. C. Kar

Rank..... Senior Professor of Physics and
Head of the Department

Remarks by Countersigning Officer.

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

Date.....

J. C. S. 1/4

Notes.**Section I.**

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

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

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

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

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

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name.... Sri. Kartik Chandra Das.....

Rank.... Hd. Mechanic of Workshop..... Branch.....

Date of:—(a) Birth.... 5.11.1909..... (b) Entry to Government Service.. 1.4.37..... Present Grade.. 110-160/-.

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

Section I.—Performance of Duties in Present Grade.

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

Section II.—Degree of Fitnes for Promotion.

Delete all but one of the following:—

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

Remarks— He has constructed some valuable instruments in the workshop for the Post Graduate department

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..... Signature (Certifying Officer.)..... *K. Chakraborty*

Rank..... Senior Professor of Physics and
Head of the department

Remarks by Countersigning Officer.

He is a maintained mechanic and has
been doing work for the Physics
Dept.

Signature (Head of Department.)..... *K. Chakraborty 1/4*

Date.....

Note.

Section I.

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

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

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

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

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

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

Section II.

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

General.

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

Government of Bengal

Department.

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name... Smt. Samarendra K. Mitra.....

Rank... Electrician..... Branch.....

Date of:—(a) Birth..... 8.5.1926..... (b) Entry to Government Service..... 22.4.47..... Present Grade..... 35.53/-

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

Section I.—Performance of Duties in Present Grade.

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

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..... Signature (Certifying Officer.)..... K. C. Kar

Rank..... Senior Professor of Physics and

Head of the department—

Remarks by Countersigning Officer.

Signature (Head of Department.)..... K. C. Kar 1/4

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 - 194

Name..... Sri. Jamini Bhushan Das

Rank..... Assistant Mechanic..... Branch.....

Date of:—(a) Birth..... 20. 9. 1928..... (b) Entry to Government Service..... 15. 9. 47..... Present Grade..... 50-75/-

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

Section I.—Performance of Duties in Present Grade.

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

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..... Signature (Certifying Officer)..... K. C. Kar

Rank..... Senior Officer of Physics and

Remarks by Countersigning Officer.

Head of the Department

Signature (Head of Department)..... K. C. Kar 1/4

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.).
- (iii) Where the weakness has already been notified and it is clear that no useful purpose can be served by repeated notifications, in such cases the officer should be advised of the proposal to discontinue future notifications to the same effect as those he has previously received. Any change, for better or worse, should be notified to the officer.

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

Section II.

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

General.

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

Government of Bengal

Department

Confidential Annual Report on Members of the Staff

For the year 194 -194

Name.... Sri. Surendra Nath Das.....

Rank.... Carpenter..... Branch.....

Date of :-(a) Birth..... 25.5.1922 (b) Entry to Government Service.. 18.9.47 Present Grade.... 50-75/-

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

Section I.—Performance of Duties in Present Grade.

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

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..... Signature (Certifying Officer.)..... K. C. Kar

Rank..... Senior Professor of Physics and

Head of the department

Remarks by Countersigning Officer.

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

Date.....

K. C. Kar 10

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.