

## GOVERNMENT OF WEST BENGAL

Presidency College Library (A<sup>15</sup>) Department

## Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name Shree Pareschandra Mukherjee, M.A. ....

Rank Librarian ..... Branch. ....

Date of:—(a) Birth 5.12.1900 (b) Entry to Government Service 2.7.24 Present Grade 130-120/-

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

## Section I.—Performance of Duties in Present Grade.

		Markings.	Remarks.
1. Knowledge—			
(a) of Branch ..	..	B	
(b) of Department ..	..		
2. Personality and force of character ..	..	C	
3. Judgement ..	..	C	
4. Power of taking responsibility ..	..	C	
5. Initiative ..	..	C	
6. Accuracy ..	..	C	
7. Address and tact ..	..	C	
8. Power of supervising staff ..	..	C	
9. Zeal and industry ..	..	A	
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). The officer has vastly improved as a result of his 5½ yrs' experience in the library of this College. The best thing about him is his integrity, conscientiousness & devotion to duty. He is an M.A. (Class II in Bengali) of the Calcutta University & is author of a few articles on Indology. Has many years' experience.

## 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 25. 3. '53 ..... Signature (Certifying Officer.) ..... *See*Rank Professor-in-charge, Arts Library,  
Presidency College.

Remarks by Countersigning Officer.

a handwriting, reliable and honest librarian  
2 long experience

Signature (Head of Department). ..... *P. V. Bhattacharya 5/4*Date ..... *10.1.1953*

**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 Baidya Nath Bhattacharya*.....  
 Rank..... *Asstt. Librarian*..... Branch..... *Presidency College Library*  
 Date of:—(a) Birth..... *11.11.1927*..... (b) Entry to Government Service..... *16.9.49*..... Present Grade..... *B 53/130/1*

(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 ..	.. .. ..	C	
4. Power of taking responsibility ..	.. .. ..	B	
5. Initiative ..	.. .. ..	B	
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)] ..	.. .. ..	Good	
12. Official conduct (discipline) [see note (2)] ..	.. .. ..	Good	
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).

*Is a conscientious worker. His dealings with the students is good.  
May be confirmed in the post.*

## Section II.—Degree of Fitnes 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..... *8/4/53*..... Signature (Certifying Officer)..... *P. Datta*

Rank..... *Professor in Charge, Science Library*

Remarks by Countersigning Officer.

*He is an honest, reliable and intelligent  
assistant library in pleasant manners.*

Signature (Head of Department).....

Date.....

*P. Datta 8/4*

**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..... *Jonab Mohammad Hossen Mollah*.....  
Rank..... *Asstt Librarian*..... Branch..... *Residency College Library*  
Date of:—(a) Birth..... *April 1926*..... (b) Entry to Government Service. *10.7.44*..... Present Grade. *P. 55-130/-*  
(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 ..	..	D	
3. Judgement ..	..	D	
4. Power of taking responsibility ..	..	D	
5. Initiative ..	..	D	
6. Accuracy ..	..	D	
7. Address and tact ..	..	C	
8. Power of supervising staff ..	..	C	
9. Zeal and industry ..	..	D	
10. Health ..	..	C	
11. Attendance [see note (2)] ..	..	Fair	Has been on leave several times during the year
12. Official conduct (discipline) [see note (2)] ..	..	Good	
13. (a) Capacity to note ..	..	D	
(b) Capacity to draft ..	..	D	

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

*Does not appear to have much interest in his work. Transfer recommended.*

Section II.—Degree of Fitnes 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..... *8/4/53*..... Signature (Certifying Officer)..... *P. Datta*.....

Rank..... *Professor in Charge, Science Library*

Remarks by Countersigning Officer.

*He does not fit in well in the work as an assistant librarian & does not work with interest in the work. He is transferred from his present post.*

Signature (Head of Department)..... *J. Van Hoften 8/4*

Date.....

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

Presidency College Library (Arts) Department.

## Confidential Annual Report on Members of the Staff

For the year 1952-1953.

Name... Janab... Huzibar... Rahman.....

Rank. Asstt. Librarian (Off. S.)..... Branch.....

Date of:—(a) Birth... 20/12/1902..... (b) Entry to Government Service... 1/7/20..... Present Grade... 55/- 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 ..	..	..	A	Technical knowledge (and skill in) of library work
(b) of Department ..	..	..		He possesses in a remarkable measure
2. Personality and force of character ..	..		C	
3. Judgement ..	..	..	B	
4. Power of taking responsibility ..	..	..	B	
5. Initiative ..	..	..	B	
6. Accuracy ..	..	..	C	
7. Address and tact ..	..	..	B	
8. Power of supervising staff ..	..	..	C	
9. Zeal and industry ..	..	..	A	
10. Health ..	..	..	C	
11. Attendance [see note (2)] ..	..	..	C	
12. Official conduct (discipline) [see note (2)] ..	..		C	
13. (a) Capacity to note ..	..	..		Can note & draft well in Bengali
(b) Capacity to draft ..	..	..		(which, by the way, is now officially recognised for purposes of noting & drafting).

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). This officer's long experience extending well over thirty years, his tenacious memory, & his fine, native intelligence & competence make him a most valued member of the Library staff. A man of sterling integrity & reliability. The smooth running of the Arts Library in past years has in a large

## Section II.—Degree of Fitness for Promotion.

Delete all but one of the following:—

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

## Remarks—

The question of his promotion does not arise till he is confirmed in his present appointment. He richly deserves confirmation, which is overdue.

measure been due to his presence on the staff. His assistance is eagerly sought by all readers of the Library, students & faculty alike. He has been in the Arts Library for more than 30 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 25/3/53..... Signature (Certifying Officer.)..... *Al. Sarker*

Rank..... Professor in-charge, Arts Library,

Presidency College.

Remarks by Countersigning Officer.

a very efficient and useful hand in the library, with a long experience of library work. Deserves confirmation without delay.

Signature (Head of Department)..... *Dr. M. B. Sarker* Date 5/4

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.

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- (ii) Where the marking is due to inexperience owing to less than one year's service on the grade (except in cases of unsatisfactory conduct, laziness, etc.).
- (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.*

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*General.*

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GOVERNMENT OF WEST BENGAL

Presidency College Arts Library Department.

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name. Sree Sankarprasad Mukherjee, B. Com. (Certificate of Training in Librarianship).

Rank. Asst. Librarian (Offg.) ..... Branch.....

Date of:—(a) Birth. April 1931. (b) Entry to Government Service. 1.2.49. Present Grade. 55/-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). A promising young officer. Has been in the library for some four years & been officiating as Librarian (vice the permanent Librarian on medical leave) since the middle of January 1953. Seems to be capable of improving further with experience. Is a B. Com. of the Calcutta University & came out first in the Final Exam. of the Certificate Course in Librarianship held last year. Knows typewriting. Honest & reliable.

Section II.—Degree of Fitnes 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. 25.6.53 ..... Signature (Certifying Officer). *See See*

Rank. Professor-in-charge, Arts Librarian,

Presidency College.

Remarks by Countersigning Officer.

A well qualified young officer who is very hard working, alert and intelligent. Expected to turn out a good librarian with experience.

Signature (Head of Department). *See See* Date. 25.6.53

Date.....

**Notes.****Section I.**

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

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- D. Indifferent.
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**Section II.**

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**General.**

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GOVERNMENT OF WEST BENGAL

Residency College Arts Library Department

Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name. Shree Hirsh Das.....

Rank. Asst. Librarian (Mtg.)..... Branch.....

Date of:—(a) Birth. May 1902..... (b) Entry to Government Service. 1.12.47..... Present Grade. 55/- 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 ..	..	E	
(b) of Department ..	..		
2. Personality and force of character	..	E	
3. Judgement ..	..	E	
4. Power of taking responsibility	..	E	
5. Initiative ..	..	E	
6. Accuracy ..	..	E	
7. Address and tact ..	..	E	
8. Power of supervising staff	..	E	
9. Zeal and industry ..	..	E	
10. Health ..	..	C	
11. Attendance [see note (2)]	..	C	
12. Official conduct (discipline) [see note (2)]	..	C	
13. (a) Capacity to note ..	..	E	
(b) Capacity to draft ..	..	E	

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). Honest but utterly incompetent. So incompetent by nature that he seems to be incapable of improving by experience. He was posted to this library by the Home (Transfer) Dept. after the Partition of 1947. Since then he has simply proved himself a drag on the library, his transfer from here has had to be asked for more than once. The sooner he is taken off, the better for the Residency College Library.

Section II.—Degree of Fitnees 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. 25.5.53..... Signature (Certifying Officer). *See Guru*

Rank. Professor in-charge, Arts Library

Residency College

Remarks by Countersigning Officer.

Has not fitted in with his duties in the library. In the interest of the library he should be transferred elsewhere and a suitable man appointed in his place.

Signature (Head of Department). *J.C. Sen Gupta* Date. 5/4

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.
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## General.

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## GOVERNMENT OF WEST BENGAL

Presidency College Arts Library Department

## Confidential Annual Report on Members of the Staff

For the year 1952-1953

Name. Shre. Phanibhusen Pal.....Rank. Asst. Librarian (Asg.)..... 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 ..	..	..	He has been officiating in a leave
(b) of Department ..	..	..	vacancy since the middle of January,
2. Personality and force of character	..	D	1953, & so is relatively new to the job.
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	..	D <sup>bad</sup>	
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 ..	..	D	
(b) Capacity to draft ..	..	D	

General remarks (including a statement on integrity and reliability and a note of any special qualifications not included above). Honest & reliable. Has passed the Intermediate Exams of the Cal. University. Draws & painting.

## 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 purely temporary hand : The question of promotion does not arise.

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

Date. 25. 3. '53..... Signature (Certifying Officer.)..... *See See*

Rank. Professor-in-charge, Asst. Librarian,

Presidency College.

Remarks by Countersigning Officer.

Signature (Head of Department.)..... *P. M. Gupta 5/4*

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.
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- C. Satisfactory.
- D. Indifferent.
- E. Poor.

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## Section II.

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## 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

*All communications should give the Number, Date and Subjects of any previous Correspondence.*

OFFICE OF THE **PRINCIPAL, PRESIDENCY COLLEGE,**  
**CALCUTTA.**

Memorandum No. \_\_\_\_\_, dated **Calcutta** the **19th May 1953**

To **The Director of Public Instruction, West Bengal,**  
**Writers' Buildings, Calcutta.**

As suggested in the Annual Confidential Report for 1952-53 by the Professor-in-Charge of Science Library, the undersigned requests him to transfer Janab Mohammad Hosen Mollah, Assistant Librarian, Science Library, Presidency College by providing a suitable hand in his place at an early date.

This transfer is necessary in the interest of public service.  
Sd. **J. C. Sengupta**

RC.

**PRINCIPAL**  
**Presidency College.**

NO. 6n. 138(1) of 20.6.53.

Copy forwarded to the Professor-In-Charge, Science Library, Presidency College, for information.

RC. ACJP—A 492—1951-52—33,00,000

*ofc*  
**Principal,**  
**Presidency College.**