



Government of West Bengal

Office of the Director of Personnel & Ex-Officio Chief Engineers,
Irrigation & Waterways Directorate,
Jalasampad Bhavan (4th Floor), Bidhannagar, Kolkata – 700 091.

Memo. No.5679(11)-CIE-7P-08/17

Dated : 23/10/17,

To
The Chief Engineer / Superintending Engineer / Executive Engineer

Design & Research
Jalasampad Bhavan

Sub : Regarding promotion of Schedule 'B' Stenographers for Scale No.12.

Ref : Finance (Audit) Department's No.6059 f(H) dt. 25-09-2017.

With reference to the Finance (Audit) Department's No.6059 F(H) dt.25-09-2017 (copy enclosed) you are requested to send to the required information along with the Annual Performance Report (A.P.R.) for the period of 01-04-2014 to 31-03-2017 of the following Schedule 'B' Stenographers under his jurisdiction to this office immediately.

Sl. No.	Gradation List Sl. No.	Name	Present Place of Posting
1	11	Sri Nitya Gopal Dey	Damodar Head Works Division
2	21	Sri Pranab Kumar Ghosh	North Irrigation Circle-II
3	22	Sri Soumyajit Chakraborty	Eastern Circle
4	39	Smt. Indrani Roy Chowdhury	Mechanical & Electrical Circle
5	64	Sri Atanu Kumar Mondal	East Midnapur Division
6	70	Sri Devansu Gupta	Central Design Office, Deployment in C.E.(D&R)
7	71	Sri Subrata Chatterjee	Officer on Special Duty, Purulia
8	85	Sri Jayanta Chatterjee	Investigation & Planning Circle-II
9	130	Sri Arunjoy Dasgupta	Central Design Office
10	131	Sri Gautam Mukherjee	River Research Institute
11	171	Sri Debasish Mukherjee	Damodar Canal Division

23/10/2017
Director of Personnel & Ex-Officio Chief Engineer,
I. & W. Directorate, Govt. of West Bengal.

Performance Report for Personal Assistant (Basic Grade)
Schedule 'B' English Stenographers of the Finance Department

Performance Report for the period from..... to.....

PERSONAL DATA :

1. Name of the Employee :
2. Present Place of Posting [Deptt./ Organisation/
Leave Reserve etc.][With the designation of the
Officer him posted] :
3. a) Date from which posted :
b) Earlier places of posting during the period : (i)
(ii)
Etc.
4. Date of submission of Annual Declaration of
Assets for the previous year (as
on.....) Attach a copy of the Receipt :

PART-I : APPRAISAL OF ATTENDANCE, PERFORMANCE & EFFICIENCY

ATTENDANCE :

MARKS: 25

1. Total Number of working days during the period
under review :
2. Details of leave taken (other than Casual
/Maternity Leave) :
i) E.L., :
ii) Commuted Leave :
iii) Half Pay Leave :
iv) E.O.L. :
3. No. of days of late attendance and early
departure during the period under review :
4. Whether any period has been treated as
"unauthorized absence". If so, give details :
5. No. of days deducted as leave due to late
attendance and early departure. :
6. No. of days of effective attendance of the
incumbent during the period under review
(Item 1 minus total of items nos. 2,4 & 5). :

7. Percentage of effective attendance as against the total :
number of working days during the period of review
(Item -6/ Item-1 in %).

*8. Marks obtained :

Signature of the employee

*Note :- Marks obtained in this section against item No. 7 shall follow the criteria given below.

85 – 100%	25
70 - 84%	20
50 – 69%	15
40 – 49%	8
30 – 39%	5
Below 30%	Nil

B. PERFORMANCE AND EFFICIENCY : MARKS - 60

Grading with the corresponding marks : Very Good (5), Good (4)
Average (3), Below Average (0)

1. Aptitude :
2. Temperament :
3. Behaviour with colleagues :
4. Level of ability to discharge office works :
(e.g. speed, accuracy in taking dictation,
transcription etc.)
5. Capacity of completing the work in time or :
within justifiably extra time.
6. Neatness and tidiness in maintenance of :
records, papers, instruments etc.
7. Ability to communicate :
8. Capacity of handle public relation :
9. Maintenance of office decorum :
10. Knowledge regarding Office Procedure, :
Rules, Regulations and instructions in
general and with reference to work of the
post/office.
11. Initiative :
12. Overall Zeal and Competence :

Signature of the Reporting Officer

**PART-II : APPRAISAL OF ACCOUNTABILITY & INTEGRITY OF
PERSONAL ASSISTANTS (BASIC GRADE)**

C. ACCOUNTABILITY & INTEGRITY :

MARKS - 15

Grading with the corresponding marks : Excellent (5)/ Very Good(4)/ Good (3)
Average (2) Below Average (0)

1. Reliability in carrying out instructions :
2. Sense of responsibility, ability to judge urgency :
Of a case and responsiveness to such urgency
3. Trustworthiness :

D. TOTAL MARKS OBTAINED

Part - I :

Part - II :

.....

Total :

**E. General Remarks of Reporting Officer [Covering period
From to]**

1. The employee concerned has been attached with me not more than three months as on 31st March of the year (strike off if not applicable).
2. Any other feature not covered above.
3. Overall Gradation be made depending upon total marks obtained as in E (i) outstanding (85 and above) (ii) Extra-ordinary (70 – 84), (iii) Admirable (51 – 69), (iv) Satisfactory (40 – 50), (v) Not satisfactory (Less than 40).

**Signature of Reporting Officer
With office seal & date**

F. [Additional] Comments of Reviewing / Forwarding Officer.

Signature with Office Seal and Date

H.A., cell 2 pt.

By no:- 982 e1E dt 10.10.17.

FP-08/17

GOVERNMENT OF WEST BENGAL

Finance (Audit) Department
NABANNA
Mandirtala, Howrah-711102

No: 6059-F (H)

Date: 25/09/2017

From: Shri S. Biswas
Deputy Secretary to the
Government of West Bengal

To: The

Sir/Madam,

I am directed to inform you that after change of promotion policy of Schedule 'B' English Stenographers Annual Performance Report (A.P.R.) for the period of 01.04.2014 to 31.03.2017 in respect of the employees of your Directorate/ Commissionerate/Office as per Annexure-A (enclosed) are required in this Department for consideration of functional promotion to higher scale.

You are requested to send the following information along-with the required A.P.R.s to this Department by 25.10.2017:-

- 1) Whether there is any Departmental Proceedings/ Vigilance case either pending or under contemplation against the employee;
- 2) Whether the employee submits his/her Declaration of Assets regularly and Whether he/she submitted the Declaration of Assets as on 01.01.2017;
- 3) Whether the employee is willing to accept the functional promotion (The Option Form duly filled in by the employee concerned must be sent to this Department);
- 4) Attested photo-copy of page no. 3 of the Service Book of the employees concerned.

Encl:- Annexure-'A'

Yours faithfully

Deputy Secretary to the
Government of West Bengal

Date: 25/09/2017

No: 6059/1(1)-F(H)

Copy forwarded for information & Necessary action to:

Shri Saumitra Biswas, Senior Software Developer of this Department (WBHemo. Gov. In).
.....for uploading to the website of Finance Department.

Deputy Secretary to the
Government of West Bengal

put up
11.10.17

[Signature]

To
The Deputy Secretary,
Finance (Audit) Department
Nabanna, Howrah-711102

Sir,

I am aware that on acceptance of functional promotion to the next higher scale of pay, I may be transferred anywhere in West Bengal.

Therefore, I am willing / unwilling (put ✓) to accept my forthcoming functional promotion to the post of Personal Assistant (Grade-II) as admissible according to the order of Finance (Audit) Department vide Memorandum No. 2675-F(H), Dated 02.05.2017.

Yours faithfully,

.....
Name :

Designation :

Department :

Designation of the officer to whom
He/She is attached :

Mobile No. :

Office Extn. No. :

Previous Offices where posted earlier :

Countersigned by Head of Office with seal where
the employee is posted

.....

P.F.O

G. Statement of Accepting Officer :

1. May be sent to Reporting/Reviewing/Officer for revision

Signature

2. Action taken

a) Accepted straightway

b) Accepted after revision as 1 above.

Signature