

GOVERNMENT OF WEST BENGAL

Finance Department

(Audit Branch)

Nabanna, Howrah-711102.

No.4071(100)-F(H)

Dated, Howrah, the 25th June, 2018

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

To : The

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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 01.04.2015 to 31.03.2018 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 13.07.2018:

- 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 01.01.2018;
- 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.

Yours faithfully,
Sd/- S.Biswas
Deputy Secretary to the
Government of West Bengal


Encl: Annexure-'A'

No.4071(100)/1(1)-F(H)

Dated, Howrah, the 25th June, 2018

Copy forwarded for information and necessary action to:-

1. ✓ Shri Saumitra Biswas, Senior Software Developer, Finance Department, 'Nabanna', Howrah-2
-----For uploading in the website of the wbsteno.gov.in


Deputy Secretary to the
Government of West Bengal

C/Subhra/2018/Misc./4071



GOVERNMENT OF WEST BENGAL

ANNUAL CONFIDENTIAL REPORT for Group 'A' Officers (Schedule 'B' English Stenographers) of the Finance Department for the period from

PERSONAL DATA:

| | | | |
|----|--|---|--|
| 1. | Name of the Employee | : | |
| 2. | Present place of posting [Deptt./ Organisation/ Leave Reserve etc.] [With the designation of the Officer with whom posted] | : | |
| 3. | a) Date from which posted | : | |
| 4. | b) Earlier places of posting during the period | : | |
| 5. | Whether any Promotion/ Scale Promotion took place | : | |
| 6. | Date of submission of Annual Declaration of Assets for the previous year (as on 01.01.2010) | : | |

A. ATTENDANCE:**MARKS :25**

| | | |
|----|---|--|
| 1. | Total number of working days during the period under review | |
| 2. | No. of days the incumbent was on leave | |
| 3. | No. of days late attendance and early departure during the period under review | |
| 4. | No. of days of unauthorized absence without leave | |
| 5. | No. of days deducted as leave due to late attendance/ early departure | |
| 6. | No. of days of effective attendance of the incumbent during the period under review (item 1 minus items 4 & 5) | |
| 7. | Percentage of late attendance or early departure as against the total no. of working days during the period under review (item 3/item 1%) | |
| 8. | Percentage of effective attendance as against the total no. of working days during the period of review (item 6/item 1%) | |

Contd.....P/2.

B. ASSESSMENT :**MARKS : 75**
**RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORDS
(VERY GOOD / GOOD / AVERAGE / POOR)**

| No. | ITEM | | ASSESSMENT |
|-----|--|---|------------|
| 1. | Personality & Temperament | : | |
| 2. | Capacity for sustained work | : | |
| 3. | Tact and ability to work with others | : | |
| 4. | Ability to discharge his/her functions in time & correctly | : | |
| 5. | Reliability & Trustworthiness in carrying out instructions | : | |
| 6. | Ability to handle public relations | : | |
| 7. | Initiative | : | |
| 8. | Knowledge of his work | : | |
| 9. | Power of taking responsibility | : | |
| 10. | Ability to prioritize and to judge a situation | : | |

Note : Marks to be awarded as Very Good – 7.5, Good – 5, Average – 3, Poor – Zero in respect of item nos. 1 to 10.

C. GENERAL REMARKS with a report of integrity [Covering period from 22nd May, 2010 to 31st March, 2011]

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. Integrity.

D.

| Total Marks obtained | | |
|----------------------|---|--|
| Attendance | - | |
| Assessment | - | |
| Total | - | |

- E.** Overall gradation on the basis of total marks obtained in D (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 _____
(with designation & Seal)

Rank _____ Date _____

Contd...P/3.

F. Comments of Reviewing/Forwarding Officer.

Reviewing/Forwarding Officer.

G. Statement of accepting Officer.

- 1. May be sent to Reporting/Reviewing/Forwarding officer for further consideration.

Signature

- 2. Action taken
 - a) Accepted straightway
 - b) Accepted after revision as in 1 above.

Signature

- c) General Remarks (For the period from _____ to _____)
 - 1) The officer concerned has been attached with me not more than three months as on 31st march of the year (Strike Off is not applicable)
 - 2) Any other feature on character, physical fitness, special achievements/qualification not reported above.
 - 3) Overall gradation [depending upon total marks obtained in Attendance and Attendance Parts in the following manner.
Outstanding/

Signature

Rank

Date

To
The Deputy Secretary,
Finance [Audit] Department
Nabanna, Howrah – 711 102

Sir,

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

Therefore, I am wiling / unwilling (put V) to accept my forthcoming functional promotion to the post of _____ as admissible according to the order of Finance[Audit] Department vide Memorandum No. 2675-F[H], dated 2.5.2017.

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

Performance Report for Personal Assistant (Basic Grade)
Schedule 'A'/Bengali 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./Organisaion/
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).

: 2 :

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 :

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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

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