

GOVERNMENT OF WEST BENGAL
Finance [Audit] Department, 10th floor
"NABANNA"
Mandirtala, Howrah - 711 102

No.: 3922(200)-F(H)/FA/O/IS-6/164/17(N.B.)

Dated, Howrah the 22nd June, 2017.

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

To : The.....
.....
.....Department/Directorate

Sir/Madam,

In continuation of this Department's Memo(s) issued earlier vide No. 3803(15)-F(H), dated 16.06.2017, 3804(80)-F(H), dated 16.06.2017 and 3805(80)-F(H), dated 16.06.2017, the proforma of the Annual Confidential Report (ACR) and Annual Performance Report (APR) are being sent herewith for further course of action from your end.

Yours faithfully,

Sd/- S. Biswas

Deputy Secretary to the
Government of West Bengal

No.: 3922(200)/1-F(H)/FA/O/IS-6/164/17(N.B.)

Dated, Howrah the 22nd June, 2017.

Copy forwarded for information and necessary action to:

Shri Sumit Mitra, Network Administrator of this Department

..... for uploading to the website of Finance Department.


22/6/17

Deputy Secretary to the
Government of West Bengal

Jay/3922-F(H)/Appointment

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

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

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 _____

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